



TOLEDO LAW

THE UNIVERSITY OF TOLEDO

Office of Professional Development Newsletter

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Professional Development Program

Professional Development Program

Student Instructions

The College of Law designed the Professional Development Program to help you build your professional identity and network throughout your legal education career. Each year you will be required to complete certain mandatory activities. Additionally, throughout law school you will be required to attend networking and skills events, complete pro bono awareness tasks, and participate in career exploration activities. Inside your designated class folder will include the activity categories and numbers of activities required for each class year. This Professional Development Program is a floor, not a ceiling; OPD encourages you participate in as many of the activities as your schedule allows.

How it works:

Mandatory Activities: Mandatory activities include class level specific programming required by the Office of Professional Development. These meetings will be announced in the OPD newsletter and/or via emails sent by OPD staff. Some activities may be “on-demand” or web-based. Additionally, these activities will likely require pre- or post-work such as filling out a professional identity assessment or updating your application documents.

Networking and Skills Events: These are events sponsored, or co-sponsored by OPD, and generally involve participation by Toledo Law alumni or friends of the law school. OPD staff will publicize notice of events that qualify under this category in the OPD newsletter and/or by email.

Pro Bono Awareness Tasks: Ohio, along with many other states, encourages pro bono work as part of a lawyer’s professional duties to the public and justice system. Therefore, these tasks are not only a resume builder, but they will help kick-start a commitment to your professional duty as lawyers. The Ohio Supreme court states in the Preamble to the Ohio Rules of Professional Conduct: “...[A]ll lawyers should devote professional time and resources and use civic influence to ensure equal access to our system of justice for those who because of economic or social barrier cannot afford or secure legal counsel.” It is your responsibility to find pro bono clinics and volunteer to help, or find an attorney to work with or shadow. OPD is happy to help in your search but will not be responsible for placement in these opportunities. OPD may advertise pro bono projects and other opportunities via the newsletter or emails.

Professional Exploration: Professional exploration tasks will aid in determining your professional identity and long-term career path. Exploring the profession can be done on a large scale, by attending a legal conference, for example. Or on a smaller scale, such as a one-on-one informational interview. It is your responsibility to find outside events related to your areas of interest, set up informational interviews, or arrange observation of a legal proceeding. OPD is happy to help in your search.

Tracking: This webcourse should be used tracking your completed activities. You are responsible for reporting the activities that you completed. The Office of Professional Development will track attendance at all mandatory *in-person* activities. Note, if you complete a mandatory activity on-demand, you are responsible for tracking it in the “2019-2020 Professional Development Program (PDP)” webcourse.

Turn-in: You are required to report each Networking and Skills, Pro Bono Awareness, and Professional Exploration activity by end of the semester in which you complete the number of credits for each class level. This is your “reporting period.” Reporting is done via the “2019-2020 Professional Development Program (PDP)” webcourse, and should be done in the appropriate drop-box or questionnaire for each activity.

For example, if you are a full-time 1L student who started in August 2019 and completed 30 hours by the end of Spring 2020, you would report your 1L activities by the end of the Spring 2020 semester for the “1L reporting period.” If you are a part-time 1L student who started in August 2019 and completed 30 hours by the end of Spring 2021, you would report your activities by the end of the Spring 2021 semester.

2-year JD students will only complete the first and second reporting periods.

Contact OPD@utoledo.edu with questions about the Professional Development Program (PDP).

For the checklist of activities, log into Blackboard > "2019-2020 Professional Development Program (PDP)" and click on the appropriate folder for your reporting period under "Content."

Upcoming Programs

3L/4L+ Class Meeting

Thursday, August 29, 2019 - 11:50am - 12:50pm, Auditorium **OR** on-demand!

Attend the 3L/4L+ in person on Thursday, August 29th at 11:50am in the Auditorium.

Pizza provided for those that RSVP on TLCN by noon on Wednesday, Aug. 28th.

OR

New this year, you have the option to view the 3L/4L+ Class Meeting on-demand. To do this, complete the below steps by **5pm on Friday, September 6th**.

- Log into [Blackboard](#) and go to the webcourse titled "2019-2020 Professional Development Program (PDP)"
- Click "Content" > "3L/4L Tracking (60+ Credits)" Folder
- Watch the 3L/4L+ Fall Class Meeting video

- Once you have watched the video, download the handout, under "Drop-Box for 3L/4L Fall Class Meeting Handout"
- Fill-out the handout and upload it to the drop-box.

1L Class Meeting

Wednesday, September 4, 2019 - Auditorium, 11:50am - 12:50pm or 5:15pm - 5:55pm

Mandatory meeting for all 1Ls. RSVP to OPD@utoledo.edu which meeting you will attend.

Pizza provided for those that RSVP by noon on Tuesday, Sept. 3rd.

Ohio Bar Character and Fitness Presentation

Tuesday, September 10, 2019 - Auditorium, 11:50am - 12:50pm

Meeting for 2Ls intending on sitting for the Ohio Bar Examination. Tiffany Kline from the Ohio Supreme Court will discuss Character and Fitness, the application process, and how things will change once Ohio joins the UBE in July 2020. 1Ls & 3Ls encouraged to attend.

Pizza provided for those that RSVP on TLCN by noon on Monday, Sept. 9th.

Networking and Etiquette Lunch

Wednesday, September 11, 2019 - SLK Lounge, 11:50am - 12:50pm

Join Laura Dettinger, certified etiquette instructor, as she presents a tutorial about

networking and etiquette. A 3-course lunch will be provided. **You must RSVP on TLCN by noon on Thursday, September 5th.** No RSVPs can be accepted after this time, per catering. Once you have RSVP'd on TLCN, you must email OPD@utoledo.edu your meal option: Chicken or Vegetarian (pasta) by 5pm on September 5th.

Those who do not email a preference will be ordered a vegetarian meal. 1Ls Highly encouraged to attend. Open to all students.

No-shows and cancellations after the RSVP deadline will be required to reimburse the College of Law for the cost of lunch (\$20.00).

Fall Save the Dates

Save the Date for upcoming fall programming:

- Wednesday, September 18th. 11:50am in Room 1012: U.S. Army JAG Presentation, Field Screening interviews to follow

RSVP POLICY

Please note The Office of Professional Development's RSVP Policy:

The Office of Professional Development will be following a strict RSVP policy for the 2019-2020 school year. Any programming put on by OPD that advertises that pizza or food will be provided, requires an RSVP by the date listed. OPD will only order food for those that RSVP by the deadline. This includes required programming, such as mandatory class meetings, specifically whether you are attending at 11:50am or 5:15pm.

Additionally, other programming such as networking events or events with alumni involvement, may list a required number of RSVPs by a certain deadline to go forward. If the number is not reached, the event may be canceled. Please RSVP to these events as soon as you know you will be able to attend.

RSVP early, often, and encourage your friends!

OPD Evening Hours

The OPD staff is available in the evenings by appointment only. If you would like to make an appointment, please contact us at opd@utoledo.edu or 419-530-2851.

Professional Development Activities

We are placing additional emphasis on professional development this year, and we will continue to add professional development offerings throughout the rest of your law school career. Below are opportunities open to all students and participation in the activities is strongly encouraged.

Please reach out to OPD if you have questions, suggestions, or need help finding an activity that fits within your schedule.

Toledo Bar Association Pro Bono Clinics

The Toledo Bar Association has many pro bono clinics coming up in the near future. You can register to volunteer [here](#). Once you register, email Michelle Tussing to let her know you are a student.

Note: If you sign up, you are committing to participate, if you can no longer participate for any reason, you must inform Michelle Tussing as soon as possible. Michelle's email is MTussing@toledobar.org

Student Business Cards Available for Purchase

Law students may want to purchase business cards for networking opportunities throughout the year. Student business cards are available for purchase at the UToledo Copy Center on the [first-floor of the Student Union, Suite 1550](#). Orders can *only* be placed in person. The Copy Center uses a standard student business card template with the official University logo. Cost is \$18.23 for 50 cards. Students can only pay by cash or credit/debit card at this time. After your order is placed, pickup will be available within 24 hours during regular business hours (Monday-Friday, 8 am–5 pm).

Job Fairs

Legal Programs, Scholarship, and Contests



2019 Law Student Diversity Scholarship Application

Submission Deadline: **September 9, 2019**

Scholarship Requirements

Frost Brown Todd LLC invites qualified candidates to apply for its \$2,000 Law Student Diversity Scholarship Award, open to all underrepresented law students including but not limited to African American, Hispanic or Latino, Asian, Native American, Native Hawaiian or other Pacific Islander, multi-racial, and LGBT students. All female law students are also eligible, regardless of race or ethnicity. Any other law students who come from backgrounds that would add to the cause of diversity, regardless of race or gender, are eligible to apply. To qualify for this scholarship, a candidate must be a full-time student law student at a ABA-accredited law school. Evening or part-time students also qualify for consideration if they have completed one-fourth or more of the total credit hours required for a degree by the applicant's law school. The goal of the Diversity Scholarship Fund is to provide financial assistance to worthy law students from ABA-accredited law schools to advance the beliefs embodied in Frost Brown Todd's Diversity Vision Statement.

Scholarships will be awarded to applicants who best meet the following criteria:

- Demonstrated academic excellence;
- Service to the profession;
- Service to the community; AND
- Service to the cause of diversity.

Application Process

Applicants must submit all of the following:

- A complete copy of the attached application;
- A letter of recommendation; AND
- A personal statement.

The deadline for submissions is September 9, 2019. Scholarship winners will be notified on approximately October 21, 2019.

Late or incomplete applications will not be considered.

All applications, essays and required materials may be submitted in PDF format to jfowles@fbtlaw.com, faxed to 502.581.1087, or mailed to:

Justin Fowles
Frost Brown Todd LLC
400 W. Market Street, Suite 3200
Louisville, KY 40202-3363

Letter of Recommendation

Applications must include one letter of recommendation¹ from either:

- A dean or an associate dean of the student's law school;
- A current or past law professor;
- An individual who is personally acquainted with the applicant, but who is not related by blood line or adoption; OR
- A current Frost Brown Todd employee.

Personal Statement

In addition to submitting the attached application and required recommendation, applicants must complete a personal statement of no more than 1,000 words. The purpose of this personal statement is to allow candidates an opportunity to explain their background and how they will enhance diversity and equity efforts in the legal community.

Frost Brown Todd Vision Statement

Frost Brown Todd is committed to building and maintaining, as a central and permanent part of our culture, a diverse and inclusive team environment based on the following beliefs:

- Each of us is unique, and being inclusive means celebrating that uniqueness and encouraging each of us to bring our whole and best selves to work every day;
- A diverse and inclusive culture is critical to the success of each member of our team and, therefore, to the success of our firm as well;
- We must never be satisfied but must be dedicated, individually and as a firm, to always seeking new and better ways to support and encourage the personal growth and professional development of all.

¹ Letters of recommendation may be submitted directly by the applicant.

Email OPD@utoledo.edu for application



16th Annual Conference Proceedings

Presented by:

*The University of Toledo's
Human Trafficking & Social Justice Institute
&
The Lucas County Human Trafficking Coalition*

*Toledo, OH
September 19 & 20, 2019*

#IHTSJC2019

Registration is now OPEN: <https://www.traffickingconference.com/>

Peggy Browning Fund



Educating Law Students on the Rights and Needs of Workers

NATIONAL LAW STUDENTS WORKERS' RIGHTS CONFERENCE



When: October 18-19, 2019

Where: Maritime Conference Center
Linthicum Heights, MD

Friday: Pre-Conference Sessions
Networking Dinner
Evening Program

Saturday: Keynote Address/Peter Mitchell Labor Law Lecture:
Sharon Block, *Executive Director, Labor & Worklife Program*
Lecturer on Law
Harvard Law School
Morning & Afternoon Workshops
Plenary Session

Much More:

- Learn more about the vital issues facing American workers.
- Gain valuable insights into becoming an advocate for workers and their families.
- Supplement your labor law and workers' rights courses.
- Network with fellow law students, top labor attorneys, professors, nonprofit practitioners and government officials.

Registration Deadlines: August 26, 2019 if requesting support for airfare
October 1, 2019 for all others

Watch for details at www.peggybrowningfund.org

Questions? Email mmoffa@peggybrowningfund.org or call 267-273-7992



Jobs of the Week

Below are a few select job postings for 2L and 3L/4L students. For the full posting and to view other positions go to [TLCN](#) Apply as soon as possible!

Job Title

[2020 Summer Associate](#)

[2020 Summer Legal Internship](#)

[Summer Associate](#)

[Summer Associate](#)

[Law Clerks](#)

[Summer 2020 Law Clerk](#)

[Summer Law Intern Program](#)

[Paid Summer Internship & Active Duty](#)

[Research Attorney](#)

[Paralegal Position](#)

[Table Time Representative](#)

[Summer Clerk](#)

[Staff Attorney](#)

[2020 Summer Legal Internship/Externship Program](#)

[Diversity Fellowship Program](#)

Employer Name

Bodman

Southern Poverty Law Center

Braun Kendrick Finkbeiner, PLC

Faegre Baker Daniels LLP

New Jersey Judiciary

Spengler Nathanson, P.L.L.

Department of Justice

U.S. Army Judge Advocate Gener

Michigan Court of Appeals

Lucas County Children Services

JD Advising, Inc

Critchfield Critchfield & Johnston

Honigman LLP

U.S. Department of the Interior C
Solicitor

Bakerhostetler

General Info

Join a bar association! Getting to know your local bar association and their members is a great way to network with attorneys. Some bar associations are even free for law students.

[American Bar Association](#)

[Columbus Bar Association](#)

[Cleveland Bar Association](#)

[Detroit Bar Association](#)

[Ohio State Bar Association](#)

[Federal Bar Association](#)

[State Bar of Michigan](#)

[Toledo Bar Association](#) - Join the bar by filling out [this application](#)

[Toledo Women's Bar Association](#)

[Washtenaw County Bar Association](#)

Find archived newsletters [here](#)

Comprehensive Fellowship Guide – Now Available on PSJD

The 2017-2018 edition of the [Comprehensive Fellowship Guide](#) is now available online on PSJD. The Guide provides a portal to the database, which features over 300 fellowship opportunities. Because the Guide is available online, it will always reflect the most recent updates and is available to job seekers and career development offices 24/7. PSJD also provides tips on applying for [fellowships](#) as well as a [primer](#), including how to search by fellowship type, geographic location, or deadline. Many fellowship application deadlines are quickly approaching.

2018 AFL-CIO Lawyers Coordinating Committee Directory of Members - Now Available in the OPD

This directory contains contact information about national and local union legal departments, as well as firms that practice union-side labor law. If you are interested in using this resource, stop by the OPD or e-mail opd@utoledo.edu.

Bar Exam Info

For links to state bar exam websites, [click here](#).

Ohio Bar Exam Info

[MORE ABOUT OHIO DEADLINES](#)

2019

Oct. 25 Release of the results of the July 2019 bar examination

- Nov. 1 **Deadline:** Application to take the February 2020 bar examination
Note: The dates for the February 2020 bar examination are Feb. 25, 26, and 27
Admissions Ceremony for successful July examinees who have met all admission requirements
- Nov. TBD The Nov. TBD Bar Admissions ceremony will be recorded as a service for the newly admitted attorneys, their families and guests. The video will contain coverage of the entire event, including all speakers and the presentation of wall certificates. This video can be viewed in the [Supreme Court video archive](#).
- Nov. 15 **Deadline:** Timely [Application to Register as a Candidate for Admission](#) to the Practice of Law (for applicants in the second year of law school)
- Dec. 10 **Deadline:** Late Application to take the February 2020 bar examination

IMPORTANT: Every applicant who intends to take the Ohio bar examination shall file with the Office of Bar Admissions of the Supreme Court an Application to Register as a Candidate for Admission to the Practice of Law by November 15 of the applicant's second year of law school. *(This means in your second year of law school, whether you are on the Full-Time or Part-Time track, no matter when you plan to graduate!)* [Click here for more details.](#)

Michigan Bar Exam Info

[MORE ABOUT MICHIGAN DEADLINES](#)

DEADLINES FOR OTHER STATES VARY, PLEASE CHECK WITH THE STATE IN WHICH YOU PLAN TO TAKE THE BAR EXAMINATION FOR MORE DETAILS.



The University of Toledo College of Law is committed to a policy of equal opportunity in education, employment, membership and contracts without regard to race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation and participation in protected activities, except as mandated by pertinent legal requirements. The College of Law will take affirmative action as required or permitted by federal or state law.