



**COLLEGE OF LAW**  

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**THE UNIVERSITY OF TOLEDO**

**Office of Professional Development  
Newsletter**

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quickly!**

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## OPD Appointments and Office Hours

The OPD staff is available for virtual appointments. You can schedule an appointment with Laura or Katie directly through TLCN. Or, if you have a quick question, stop by our virtual office hours! Please double check in TLCN to verify office hours haven't changed for the week, but in general our office hours are as follows:

Laura: Mondays, 2:30-4:30 pm  
Wednesdays, 11:30 am -1:30 pm

Click on this link to join Laura's hours:

<https://utoledo.webex.com/meet/laura.dettinger>

Katie: Thursdays, 1:00-3:00 pm  
Fridays, 8:45-10:45 am

Click on this link to join Katie's hours: <https://utoledo.webex.com/meet/kate.schuyler>

To learn how to schedule an appointment or join office hours, watch [this](#) quick (3 minute) video!

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## Reminders

### ***OHIO BAR EXAM - CHARACTER AND FITNESS APPLICATION DEADLINE***

Tiffany Kline from the Ohio Supreme Court is unable to present on-campus this year, but she answers many questions regarding the Character and Fitness Questionnaire in this [video](#) of last year's presentation. You will need to log-in to Mediasite with your UTAD credentials to watch.

**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 (this is a Sunday, so you have until November 16) of the applicant's second year of law

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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!)

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## **DECEMBER GRADS - OPD EXIT SURVEY**

**As part of your graduation processing requirements, you must complete the Office of Professional Development Graduate Exit Survey via Webex between Monday, November 9<sup>th</sup> and Friday, November 20<sup>th</sup>.** To schedule an appointment, please use [TLCN](#). Schedule with either Laura or Katie, just pick a meeting time that works best for your schedule! Once you schedule your appointment, TLCN will automatically notify the OPD advisor that you scheduled with them. Please note OPD will be closed on November 11<sup>th</sup> for Veterans Day. The survey should take approximately 15-20 minutes to complete.

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## **Professional Development Program**

### ***Purpose of the Professional Development Program***

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 reporting cycle folder will include the activity categories and numbers of activities required for each reporting cycle. The 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***

Reporting cycles are based on the number of credits you have earned at the end of the semester. For example, you must have completed all activities listed in the “0 – 30 Credits Reporting Cycle” between the time you start law school and the semester in which you earned your 30th credit. For the “31 – 60 Credit Reporting Cycle” complete all activities listed between the semester you earned your 31st credit and your 60th credit. And for the “61+ Credits Reporting Cycle” between the semester you earned your 61st credit and the semester that you graduate. For some students, cycles may overlap. You may begin working on the next reporting

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cycle once you've completed the last one if your semester bridges the reporting cycle. I.e. you start a semester with 27 credits and end it with 42 credits, you can finish the 0 – 30 reporting cycle, then start working on the 31 – 60 reporting cycle activities.

**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, emails sent by OPD staff, and/or on TLCN. Activities may be web-based or in-person if safety standards allow. Additionally, many of these activities require pre- or post-work such as updating application documents or certify completion of an on-demand video.

**Networking and Skills Events:** These events are often sponsored or co-sponsored by the Office of Professional Development, Alumni Affairs, or a Bar Association. They are designed to help you build your networking skills. Events can take place virtually or in person (when allowed).

**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 an in-person or virtual 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.

**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. Students in the 0 – 30 credit reporting cycle are not required to complete a Pro Bono Awareness Task. Students in the 31 – 60, or 61+ reporting cycle may report participation in one of the listed legal clinics. Note: the Public Service and Corporate Counsel Externship Clinics do not count.

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## Professional Development Program – Approved Activities

### 20th Annual Great Lakes Water Conference

*"Water in the Courts" - Friday, November 6th, 9:00-12:30 pm*

Water-related cases of international, national, regional and local import will be the focus of the 20th Annual Great Lakes Water Conference. In light of the COVID-19 pandemic, this year's conference will be conducted **virtually online as a live webinar**.

Titled "Water in the Courts," the half-day conference will feature six legal experts addressing litigation about the Enbridge oil pipeline underlying the Straits of Mackinac; an interstate groundwater allocation case pending before the U.S. Supreme Court; the Court's recent *County of Maui* decision affecting permitting under the Clean Water Act; challenges to the new federal "waters of the United States" rule; high water levels and flooding in and around Lake Ontario; and the Lake Erie Bill of Rights.

The conference is sponsored by The University of Toledo College of Law and its affiliated Legal Institute of the Great Lakes.

The deadline for registration is Nov. 4. For more information and to register, [visit the conference webpage](#).

*\*\* Attending this conference counts as a "Professional Exploration - Attend a bar association committee meeting, legal conference, legal job fair, or Continuing Education course" for 2Ls and 3Ls*

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### Start Smart Salary Negotiation Workshop

*Monday, November 9th, 4:30pm*

The Eberly Center is offering a FREE virtual salary negotiation workshop open to ALL students on Monday, November 9<sup>th</sup> at 4:30pm.

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Students must RSVP at

<https://www.utoledo.edu/centers/eberly/programs/webforms/startsmart.html> to get the WebEx link.

# START SMART

## SALARY WORKSHOP

**November 9 | 4:30 PM | WebEx EVENT**



Learn how to research your target salary, highlight your accomplishments and find the right words – and the confidence – to negotiate for better benefits and pay.

Sign up now for our first workshop!  
<https://www.utoledo.edu/centers/eberly/programs/webforms/startsmart.html>



Catharine S. Eberly  
Center for Women



*\*\* Attending this event counts as “Networking and Skills – Other Approved Activities”*

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## "Nuts & Bolts: The Job Search"

*Job searching using LinkedIn*

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"Nuts & Bolts: The Job Search" is a series of short informational videos (~ 5 minutes) brought to you by the Pennsylvania, Ohio, and West Virginia Employment Resources consortium, otherwise known as POWER. POWER consists of 11 law schools in our region, and is dedicated to promoting best practices in law school career development and assisting in the career success of all our students.

Each of the 11 POWER schools created a video on a different topic, designed to educate students on professionalism basics to help you develop into a well-rounded lawyer. OPD will be sharing each of these videos with you.

Today's video is on using LinkedIn to get you started on your job search. Click [here](#) for some tips and tricks on how to do so.

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**Save the Date - OPD Q&A!**





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# CAREERS & COFFEE

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**GRAB A CUP OF COFFEE AND JOIN  
DEAN KARNS, LAURA, & KATIE TO  
FIND OUT THE ANSWERS TO ALL  
YOUR CAREER RELATED QUESTIONS!**

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*All those who attend one of the four sessions will  
be entered to win a tumbler, your choice of hot  
chocolate or coffee, and a Starbucks gift card!*

First session:

**WEDNESDAY 12/9**

2:00PM - 3:00PM

Log on here:

<https://utoledo.webex.com/meet/kate.schuyler>



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During first session we will be discussing out of state job searches, but feel free to ask us anything!

We will take questions during the event, or you can submit them anonymously in advance here: [Question Form](#)

Additional Q&A Sessions will be held: Thursday, **December 17th** at noon, Wednesday, **January 6th** at 11:00am, and Thursday, **January 14th** at 5:00pm

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## Legal Programs, Scholarships, and Contests



**Virtual Event - January 15 & 16**  
**Registration Opened October 19, 2020 at**  
**[www.kmklaw.com](http://www.kmklaw.com)**  
**A short video about the competition can be found**  
**[here](#)**

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**We're accepting '21-22 Reproductive Justice Fellowship Program applications!**



Are you a law student who can't wait to shape laws and advance policies to ensure reproductive self-determination for all? We're calling on the If/When/How community to spread the word and encourage aspiring lawyers to apply for our '21-22 If/When/How [Reproductive Justice Fellowship Program](#) cohort.

We invite **3Ls** [to apply](#) for the one-of-a-kind legal fellowship program that has launched the careers of 82 lawyers to date. Fellows earn \$57,000 and start in Fall 2021; possible placement locations include Oakland, CA, Washington, D.C., Atlanta, GA, Memphis, TN and Nashville, TN, with the potential for remote placements. **Applications are due November 2nd!**

[APPLY NOW!](#)

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**Department of Justice "Webinar Wednesdays"**

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The first event is a “Wednesday Webinar” highlighting some of DOJ’s non-litigating components. We will host representatives from the Office of Information Policy, Office of Privacy and Civil Liberties, Office of the Pardon Attorney, and others. Law students interested in learning more about the unique work of these offices won’t want to miss this webinar! Panelists will highlight opportunities, discuss their application process, and offer application tips. This webinar will be held Wednesday, November 4, at 12:00 PM ET.

Our second event is a webinar introducing DOJ’s Volunteer Legal Internship Program. Students will learn about summer and academic-year vacancies, the application process, and get answers to their questions. Students will have two chances to attend this webinar, either Tuesday, November 10, at 12:00 PM ET or Thursday, November 12, at 3:00 PM ET.

We welcome all of your law students at these webinars and sincerely hope interested students can attend both programs. No RSVP is required, but your students will need to use the following links to access the webinars:

[Wednesday Webinar Featuring Non-Litigating Components at DOJ](#)

- November 4, 2020, at 12:00 PM ET

[Introduction to Volunteer Legal Internships at DOJ](#)

- Two Chances to Attend
  - Tuesday, November 10, 2020, at 12:00 PM ET or
  - Thursday, November 12, 2020, at 3:00 PM ET

The webinar platform is Microsoft Teams. You can join by clicking the “join on the web” link that comes up when you click the meeting links

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**Scholarship Opportunity - Apply by November 13th!**

## Diversity Scholarship Fund

# Rallying behind the next wave of legal trailblazers.

Launched in 2010, the Frost Brown Todd Diversity Scholarship Fund is one of many unique ways our firm promotes building a pipeline of diverse attorneys in our local legal community. Typically, Frost Brown Todd awards approximately five \$2,000 scholarships each year to deserving students, meant to support them in their education or exploration of the law. Scholarship recipients are invited to a special awards reception hosted by the firm, and their accomplishments are featured in our quarterly D&I Reports.



## Submission Criteria & Process

The scholarship is open to all underrepresented students, including but not limited to African American, Hispanic, Asian, Native American, LGBTQ+ and multiracial students. All female students, regardless of race or ethnicity, are also eligible to apply, as are any other students who come from backgrounds that would add to the cause of diversity, regardless of race or gender.

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

- Demonstrated academic excellence
- Service to the profession
- Service to the community
- Commitment to diversity

To qualify for the Frost Brown Todd diversity scholarship, a candidate must be a full-time student. Evening students also qualify for consideration if they have completed one-third or more of the total credit hours required for a degree by the applicant's school. The goal of these scholarships is to provide financial assistance to worthy students and to promote, in a tangible way, the Frost Brown Todd Diversity Vision Statement.

The application is attached to this email, or you can contact OPD for a copy.

## Jobs of the Week

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### **Featured Job:**

The [American Bar Association Section of Litigation](#) is a place where we work to advance diversity and inclusion in the legal system and where law students become engaged in the profession. One example of our work is the Section's Judicial Intern Opportunity Program (JIOP), a summer internship program open to all diverse first- and second-year law students. JIOP students intern for a minimum of six weeks over the summer with a participating state or federal judge. The program offers a \$2,000 award to each student. Students may also elect law school credit or coordinate their award with their work-study financial aid.

Applications open for all students on **November 4, 2020** and close on **January 10, 2021**. Please encourage your students to apply early as last year's program received 730 applications for 150 placements. **Screening interviews are guaranteed for the first 500 applicants and additional students will be screened on an as-needed basis.**

A [program description](#) and [frequently asked questions](#) can be found through the links. More detailed information and the program application can be found [here](#), though please note the application will not be available until November 4.

***Below are jobs for students. For full job descriptions, please click on the Job Title.***

|  | <b>Employer Name</b>                 | <b>Applic:</b> |
|--|--------------------------------------|----------------|
| <a href="#">nteer Attorney Internships</a> | EEOC - Cleveland                     |                |
| <a href="#">rk</a>                         | Ohio Attorney General's Office       |                |
| <a href="#">(Legal Intern)</a>             | Consumer Financial Protection Bureau |                |
|  | City of Chicago, Mayor's Office      |                |
|  | Jackson Eaton-Gordon & Associates    |                |
| <a href="#">Intern</a>                     | New York City Law Department         |                |

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|---|--|
| <a href="#">e or In-person)</a>                       | Indiana Department of Child Services             |
| <a href="#">r Trainee</a>                             | AREA Title Agency, Inc.                          |
| <a href="#">Semester)</a>                             | Smith & Smith Law Office                         |
| <a href="#">.Legislative Affairs Program (Remote)</a> | Animal Legal Defense Fund                        |
| <a href="#">.Legal Intern</a>                         | Natural Resources Defense Council                |
| <a href="#">/olunteer, Summer 2021</a>                | U.S. Attorney's Office, N. Dist. of Ohio         |
| <a href="#">iversity in Patent Law Fellowship</a>     | McAndrews, Held & Malloy, Ltd.                   |
| <a href="#">ors Clerkship Program</a>                 | U.S. Environmental Protection Agency             |
| <a href="#">.Intern (Remote Work Possible)</a>        | Iowa Dept. of Justice, Office of the AG          |
| <a href="#">an Fellowship- Summer</a>                 | Commission on Security and Cooperation in Europe |
| <a href="#">/olunteer (Summer 2021)</a>               | San Bernadino County, CA - District Attorney     |
| <a href="#">ciate</a>                                 | ABLE   |

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*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.*