



COLLEGE OF LAW

THE UNIVERSITY OF TOLEDO

Office of Professional Development Newsletter

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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

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

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

Reminders

OHIO BAR EXAM - CHARACTER AND FITNESS APPLICATION

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 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!)

1Ls – RESUME AND COVER LETTER REVIEW

MEETINGS – DEADLINE: FRIDAY, OCTOBER 9TH

Please log on to TLCN and book a 1L Resume and Cover Letter review appointment with either Laura or Katie. Meetings are required to be **completed by October 9th! If you schedule a meeting and the documents are not attached to the meeting, they need to be emailed or attached 2 business days prior, or the meeting will need to be rescheduled.**

If you haven't already done so, please watch [this](#) video on how to create a legal resume and cover letter. [This](#) video will explain other common application materials that employers request

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

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 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.

Professional Development Programs – Approved Activities

SAVE THE DATE!

Practice Area Speed Networking – Virtual (link will be provided once available)

Tuesday, October 20th, 5:30-7:00

Join the Office of Professional Development for Practice Area Speed Networking and learn about various practice areas from Toledo Law alumni! Students will get the chance to speak with alumni from across the country, with a broad spectrum of practice areas represented. The event will be updated in TLCN as attorneys and practice areas are confirmed.

Register by October 16th at 5:00 pm on TLCN.

***Attending the Practice Area Speed Networking event counts as a Networking and Skills Event – Employer or Practice Area Panels activity for the PDP.*

TLCN "Quick Tip"

TLCN ("12Twenty") has many great features, and every week will highlight one in a short video (all are under 5 minutes!)

As you start to dive into the job search, keep yourself organized by researching and targeting employers directly through TLCN! This week's quick tip video will show you how! Click [here](#) to watch.

Legal Programs, Scholarships, and Contests

PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM

The PMF Program is a highly selective, 2-Year fellowship and leadership development program that recruits recent and soon-to-be graduates with advanced degrees. It is the Federal Government's flagship leadership development program and is an excellent way for students with management potential and public service motivation to start a career in the Federal Government and be developed into tomorrow's leaders.

The Class of 2021 Presidential Management Fellows (PMF) Program application opened Wednesday, September 30, 2020, and closes at Noon (Eastern Time) on Wednesday, October 14, 2020.

The announcement can be found by clicking the following direct link:

<https://www.usajobs.gov/GetJob/ViewDetails/580264600>. Eligible individuals can apply by going to the "How to apply" section of the announcement and following the instructions.

To learn more about eligibility and how to apply, please review the "Become a PMF" section on the PMF website at www.pmf.gov. This section also provides a "PMF Applicant Handbook," which details the annual application process, explains eligibility requirements, and required documentation, and the "Assessment Preparation Guide," which prepares applicants for the on-line assessment. Both of these resources and a number of others can be found on the [Become a PMF Resources](#) section of the website.

DEADLINE EXTENDED!
1L Deadline: February, 2021

2L Deadline: November 1, 2020

<p>SHUMAKER Shumaker, Loop & Kendrick, LLP</p> <h3>Shumaker Diversity Scholarship</h3> <p>Shumaker, Loop & Kendrick, LLP is committed to fostering diversity and inclusion among our attorneys and other professionals, and believe that including attorneys and staff members from diverse backgrounds is a critically important element in providing quality legal services to our clients and a productive working environment for our team members. In furtherance of our efforts to recruit, retain and promote attorneys who contribute to the diversity of our firm, we are pleased to offer the Shumaker Diversity Scholarship. The Shumaker Diversity Scholarship is one example of how we seek candidates who demonstrate personal and professional excellence, and who bring diverse life experiences to our team.</p> <p>The Shumaker Diversity Scholarship provides, in Shumaker, Loop & Kendrick, LLP's discretion, a \$7,500.00 scholarship to one (1) or two (2) outstanding first or second year law students who are enrolled at an ABA accredited law school and who participate in the firm's summer associate program, to assist in offsetting his or her law school expenses. The scholarship is in addition to the salary paid to the student for his or her Summer Associate position.</p> <p>The Shumaker Diversity Scholarship is available to students who are members of underrepresented or minority groups. Applicants must have outstanding undergraduate and law school academic credentials and demonstrated leadership abilities and community involvement. Applicants must also demonstrate a commitment to practice law after graduating from law school in the geographic area of one of our firm's offices.</p> <p>Eligibility for the Shumaker Diversity Scholarship requires that the recipient participate in and complete the firm's summer associate program following his or her first or second year of law school, for a minimum of eight weeks. Shumaker will select the office in which the student will work, but will attempt to place the student in the office location of his or her choice. The scholarship will be paid upon the student's completion of the firm's summer associate program.</p> <p>Students who are interested in applying for the Shumaker Diversity Scholarship must submit the following documents:</p> <ol style="list-style-type: none">1. A completed application form, together with a current law school transcript.2. A current resume, including a description of the applicant's academic and leadership skills, community involvement, and personal and professional accomplishments.3. A legal writing sample.4. Optional: Letters of recommendation from three academic or professional references or their contact information. <p>Applications should be sent via email to: wsmartin@shumaker.com.</p>	<p>SHUMAKER Shumaker, Loop & Kendrick, LLP</p> <h3>Application for Shumaker Diversity Scholarship</h3> <p>Applicant's Name: _____</p> <p>Applicant's Address: _____</p> <p>_____ Law School: _____</p> <p>Law School Graduation Date: _____</p> <p>I have applied for or requested an on-campus interview for a 2020 Summer Associate position at one of Shumaker's offices: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Preferred Shumaker office: <input type="checkbox"/> Charlotte <input type="checkbox"/> Charleston <input type="checkbox"/> Columbus <input type="checkbox"/> Sarasota <input type="checkbox"/> Tampa <input type="checkbox"/> Toledo</p> <p>Please include the following attachments to this Application form, prior to submission:</p> <ol style="list-style-type: none">1. Current law school transcript.2. Current resume, including a description of the applicant's academic and leadership skill community involvement, and personal and professional accomplishments.3. A description of why the student believes that diversity is important and how his or her identified diverse background(s) would contribute to that philosophy.4. Legal writing sample.5. Letters of recommendation from three academic or professional references. <p>This completed Application form should be submitted as follows:</p> <ul style="list-style-type: none">• 2Ls: the deadline to submit application materials is August 14, 2020• 1Ls: the deadline to submit application materials is February 21, 2020 <p>Please submit all required attachments to Wendy Martin at wsmartin@shumaker.com. <small>Shumaker reserves the right to extend the deadlines or offer the scholarship prior to any deadlines.</small></p>
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Please see the posting in TLCN for the application materials.

Jobs of the Week

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

Job Title

[Paralegal](#)

Employer Name

Special Counsel

[Law Clerk for Judge Michelle A. Wagner \(Courtroom Bailiff\)](#)

Toledo Municipal Court

[Intern \(Remote or In-person\)](#)

Indiana Department of Child Ser

[2021 Ella Baker Summer Internship Program](#)

Center for Constitutional Rights

[Donald W. Banner Diversity Fellowship](#)

Banner Witcoff

[Summer Associate and Diversity Scholarship \(2Ls\)](#)

Shumaker, Loop & Kendrick, LLF

[McAndrews Diversity in Patent Law Fellowship](#)

McAndrews, Held & Malloy, Ltd.



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