

MINORITY CLERKSHIP PROGRAM

TOLEDO BAR ASSOCIATION

311 North Superior Street

Toledo, Ohio 43604-1421

Phone: 419.242.9363

Fax: 419.242.3614

Summer 2019

The Toledo Bar Association (TBA) maintains an internal diversity committee to formalize and further our mission of achieving racial diversity at all levels of the organization. A sub-group of the Diversity Committee is in place and is charged with setting and accomplishing goals related to increased racial diversity. As a result, TBA has increased its efforts to recruit and actively encourage the application and selection of minority candidates in the local firms' summer associate programs.

The TBA sponsors a Minority Clerkship Program in which minority law school students will have the opportunity to work as a summer associate in a local law firm, corporate legal department, court or public sector position. The program is open to law students at the University of Toledo and law students with connections to the Toledo area but attend law school out of the area. The program provides invaluable work experience and mentoring.

**TOLEDO BAR ASSOCIATION
MINORITY CLERKSHIP PROGRAM STATEMENT**

A. Applicant Eligibility

1. Law students who are members of a minority and who have completed at least one semester of legal research and writing at the University of Toledo. Preference will be given to law students that have completed the full first year core set of classes. Area residents attending other law schools are also eligible to participate in the program.
2. A minority is defined as a person of African American, Hispanic, Asian, Asian Pacific Islander, Native American, Middle Eastern or North African descent.
3. Students must have a grade point average of at least 2.5 on a 4.0 point system.
4. Citizenship or permanent visa is required.

B. Applicant Selection and Placement

1. The Minority Clerkship Committee of the Toledo Bar Association will establish an interview committee and will determine the general selection criteria. The committee will invite a representative of the hiring committees from five (5) to eight (8) of the participating firms each year to assist with the interviewing process. The firms will rotate each year.
2. The Minority Clerkship Committee of the Toledo Bar Association and law schools who have eligible students will make the initial presentation of the program to eligible students.
3. Students will apply and may indicate a preference for a private sector versus a public sector placement, but may not state a specific preference for a particular law firm or public sector entity. Students will be advised of the salary they should expect during a standard first year clerkship or salary set by the employer if there is no first year clerkship program. This decision is entirely at the discretion of the prospective employer.
4. The Minority Clerkship Committee will conduct an initial review of applications to determine those applicants who are eligible for interviews.
5. Interviews will be conducted on one day by teams of Minority Clerkship Committee members and volunteer attorneys from perspective employers. The interview will be scored on a fifty (50) point basis determined by the Minority Clerkship Committee.
6. Members of the Minority Clerkship Committee of the Toledo Bar Association will make the final determination as to those individuals who will be selected for participation in the program based on combined scores of the interview, application, and writing sample.
7. The students and employers will be divided into two categories based upon their work schedule availability: full time or part time. The students will be then assigned to a corresponding employer.

8. The students will have three (3) days after notification to accept the clerkship position.
9. After selections are made and placements are accepted, students will then be responsible for contacting their assigned employer for an initial meeting and interview. Students will then participate in an employer-sponsored orientation.

C. Employer Commitments

1. Participation by a firm, company, or public entity is defined as accepting a summer clerk as placed by the Minority Clerkship Committee. Firms, companies, and public entities are asked to commit to one (1) year of participation in the program. After being contacted by the accepted student applicant, employers will then be responsible for setting up an orientation for the student.
2. Each employer will pay its clerk its regular first year clerkship salary. If the employer has no first year clerkship program, it may make a decision as to the salary in its discretion.
3. The clerks are expected to participate in the same manner as first year summer clerks (or second year if no first year program exists) in any training programs which might be conducted by the employer. The employers are encouraged to devote particular attention to the supplemental support needs of the clerks, but this process is expected to be informally conducted. Success of the program will depend primarily upon the extent to which the student is completely submerged in the law firm; that is, his or her work involvement will be expected to be identical to that of any summer clerk, as will be his or her participation in the social aspects.
4. Where possible, each clerk should be assigned an attorney who will be asked to follow closely the clerk's progress and to ensure that he or she is in the mainstream of activities. Where possible, each clerk will also be assigned to a member of the Minority Clerkship Committee for mentoring and support outside of the firm where he or she is placed.
5. The employer will not offer the assigned clerk employment in connection with this program. The student is free to seek opportunities for future employment with the employer as a second or third year student during the normal fall recruiting process.
6. All clerks will be granted an exit interview with the individual selected for such purpose by his or her employer. That representative will convey to the clerk as highly detailed an evaluation as is possible.

**Toledo Bar Association
2019 Minority Clerkship Program Student Application**

Please type or neatly print all information. If you are submitting your application as a hard copy, please attach all attachments using paper clips, not staples.

PART A: General Information

1. Name:

Last

First

Middle

2. Current Mailing Address:

3. Permanent Address

Street

Apartment, Unit, or Suite

City, State, Zip Code

4. Contact Information:

The contact information provided will be used for any correspondence from the Minority Clerkship Program.

Email Address:

Telephone Number:

5. Are you a U.S. Citizen?

Yes No

If No, do you have a permanent visa to work in the United States of America?

Yes No N/A

Please provide a copy of the visa.

6. Minority Status

Participation in the Minority Clerkship Program is open to students who meet the Federal definition of "Minority." Please indicate your minority status:

<input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Native American or Alaska Native <input type="checkbox"/> North African
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7. Law School Information

Law school(s) attended

<input type="checkbox"/> Day Student or (check one)	<input type="checkbox"/> Evening Student
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<input type="checkbox"/> 1L	<input type="checkbox"/> 2L	<input type="checkbox"/> 3L
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<input type="checkbox"/> Full Time or (check one)	<input type="checkbox"/> Part Time
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Law School GPA

8. Clerkship preferences

Please indicate your work schedule preference:

<input type="checkbox"/> Full Time or
<input type="checkbox"/> Part Time

Please indicate your interest in each of the employment sectors:

	Most Interested	No Preference	Least Interested
Public sector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private sector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART B: Education

1. Bachelor's Degree

College or University attended

Major or Concentration

Type of degree

Dates attended

Date degree received

If you wish to provide addition information describing undergraduate or graduate education, please check this box: and provide that information on the attachment "Attachment F4 – Additional Education Details" described in PART F, below.

PART C: Work Experience

Current Employer

Title

Address

Dates Employed

Address

City, State, Zip Code

Previous Employment:

Organization

Address

Title, and dates employed

Organization

Address

Title, and dates employed

Organization

Address

Title, and dates employed

PART D: Additional Experience

Please describe any additional training or experience you have that is relevant to the Clerkship. Please list any honors or awards for civic, academic, or government work you have received.

PART E: Law school classes

Completed classes

Please list all classes that you will have completed by the time the summer clerkship begins.

Summer classes

Please list any classes that you will be taking this summer.

PART F: Attachments

Please provide each of the following as a separate attachment to the application. Please clearly label each attachment at the top of the page and type or neatly print all information. If you are submitting your application as a hard copy, attach all attachments using paper clips, not staples.

Attachment F1 – Resume

Attachment F2 – Writing sample

Attachment F3– Criminal background information

Please report and attach a statement of any convictions (misdemeanors and felonies). A conviction does not automatically disqualify an applicant.

Attachment F4– Additional Education Details

This is an optional attachment, if needed to provide additional education details for PART B.

PART G: Statement of Agreement and Commitment

In signing this statement, I certify that:

1. I have read the Minority Clerkship Program Statement. The information provided by me in this application is complete, true, and accurate.
2. I understand that, (a) any misrepresentation or omission may be cause for disqualification or result in expulsion from the program, (b) the Toledo Bar Association has the right to terminate my clerkship at any time if I am no longer eligible to remain in law school, or if it has been determined that I conducted myself in an unethical manner, (c) it is my responsibility to ensure that all required forms and supporting material reach the office of the Toledo Bar Association by the due date or the application may be rejected, (d) the program to which I am applying is intensive and requires my full-time commitment, (e) that upon acceptance of a clerkship position, I will neither solicit nor accept employment of any kind during the clerkship period, (f) I must complete the program in its entirety, (g) the program is not a hiring tool, but an opportunity to gain valuable clerkship experience (h) the information submitted in this application will be shared with the Toledo Bar Association, the Minority Clerkship Committee, potential employers, and the academic institution at which I am enrolled and (i) if I must leave the program for any reason, I must call and notify the Toledo Bar Association immediately.

Signature of Applicant

Date

Submission of Application

All applications must be typed. Please submit the application and attachments to:

Attn: Bradley Lagusch

Toledo Bar Association,
311 North Superior Street,
Toledo, Ohio 43604
Phone: 419.242.9363
Fax: 419.242.3614
E-mail: blagusch@toledobar.org

No later than 11:59 p.m. on February 15, 2019.

Interviews are scheduled to take place on March 2, 2019 in Toledo, OH. Please note that you must attend the interviews in person.

Please direct questions about the application process to either:

Carasusana Wall

Chair, Minority Clerkship Program
Zoll & Kranz, LLC
Phone: 419-841-9623
E-mail: cara@toledolaw.com

Heather Karns

Assistant Dean of Law Career Services and Alumni Affairs
University of Toledo, College of Law
Phone: 419-530-2851
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