

## Center for Professional Development

### MEMORANDUM

**To:** All Registrants for the Legal Extern Program

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1. The Legal Extern Program requires a minimum of 100 hours of work at your placement.
2. The Legal Extern Program consists of two separate classes: a) a two-hour, non-classroom credit, ungraded course; and b) a one-hour, classroom credit, graded course. Class attendance is mandatory.
3. Sean L. Rhiney, Public Service Coordinator & Counselor, assigns placements for all legal externs. Consideration is given to the student's level of and reason for interest in a particular placement as reflected in the statement of interest, coursework, grades, and career plans, and to specific conditions set by the field supervisors. Some placements require an interview with the supervisor.
4. The availability of a specific externship depends upon the needs of the supervising attorney and the organization. While most externships are available each semester, there is no guarantee that each externship listed on the registration form will be available for next semester. If you have questions about a specific externship, please contact Sean Rhiney.
5. Academic credit is awarded only for fieldwork completed under the auspices of the Extern Program. Voluntary or compensated work or work completed before or after the semester will not qualify for credit.
6. Some externships have special requirements; see notes on the registration form. Students interested in externships requiring or preferring students to have a Legal Intern Certificate must apply for the Certificate **before** the start of the semester. Information regarding the Certificate and applications can be obtained from the Registrar. Allow at least 4 weeks to obtain the certificate. Students must have completed at least 60 credits, which is two thirds of the total credits required for graduation, to be able to apply for the certificate.
7. Please list no more than five (5) choices in order of interest, marking your first choice "1", your second "2", and so on. Be sure that you are interested in and have a commitment to completing an externship with each office you list because placements will be usually be made before the semester commences so externs may begin work immediately. Because so many offices which participate with the Legal Extern Program have been disappointed by students dropping the class after they have been assigned to an externship, students are permitted to drop the Legal Extern class only until the drop/add date for limited enrollment classes, and **the Law School reserves the right not to permit any student who drops the class after he or she is assigned an externship to re-enroll in the Legal Extern class in the future.**

8. **Check applicable items** in the upper right corner of **page 1**. Please check if you also will apply for Street Law or for a Judicial Externship. **Students may only complete one externship per semester, so if you are selected for one of these other programs, you will have to choose to participate in either the Legal Extern Program or the other program.**
9. Students may take the Legal Extern class **one** time only, regardless of their field placement. Please make your selections carefully.
10. To apply for an externship, return the completed form with a resume and a transcript to the Center for Professional Development anytime during registration. A copy of your transcript can be obtained from the Registrar.

**Please note that Federal Government placements may require a security clearance, so you'll need to submit your materials no later than November 24, 2010 at noon.**

Registration for the Legal Externship class is not complete without including a **resume** and transcript, and a student will **not** be placed in an externship unless a resume and transcript are submitted with this form.

**DO NOT RETURN THIS MEMO, ONLY RETURN THE FOLLOWING FORM WITH A COPY OF YOUR RESUME**

**UNIVERSITY OF CINCINNATI COLLEGE OF LAW**

***REGISTRATION FORM - LEGAL EXTERN COURSE***

**RETURN THIS FORM TO THE REGISTRAR WITH A COPY OF YOUR RESUME**

Student's Name \_\_\_\_\_

Your class year next semester    2L    3L    flex    (circle one)

I also applied for (check, if applicable):

\_\_\_\_\_ Position requiring an intern certificate

\_\_\_\_\_ Street Law

\_\_\_\_\_ Judicial externship

\_\_\_\_\_ I am currently an Ohio Innocence Project Fellow

PLACEMENT	NO. OF EXTERNS	CHOICE
<b><i>CRIMINAL</i></b>		
<b>Butler County Prosecutor's Office</b>	(1)	
<b>Cincinnati (City of) Prosecutor's Office</b> Karla Burtch 2L or 3L. 3L will use Intern Certificate; must have some afternoons available.	(2-3)	
<b>Clermont County Prosecutor's Office</b> Todd Stoffel 3L only. Extern will use Intern Certificate.	(1)	
<b>Department of Public Advocacy Northern Kentucky</b> John Delaney Extern may use Ky. Intern Certificate	(1-2)	
<b>Warren County Prosecutor's Office</b> Rachel Hutzell 2L or 3L. 3L students should obtain Intern Certificate.	(1)	
<b>Clermont County Public Defender</b> R. Daniel Hannon Extern can use Intern Certificate	(1)	
<b>Hamilton County Public Defender's Office</b> Terry Weber 2L or 3L. 3L students should obtain Intern Certificate	(2-4)	
<b>City of Norwood Department of Law</b> Chris Brown Extern should have an interest in municipal law and criminal prosecution. The candidate should also have a certificate allowing him/her to practice in court under the supervision of a	(1)	

licensed attorney. The role of the legal extern will include criminal prosecution in the City of Norwood's Mayor's Court (9 a.m. on Mondays and 5 p.m. on Thursdays), attending Hamilton County Municipal Court proceedings with the Assistant Law Director, assisting in drafting legislation, assisting in trial preparation, and other duties that may occur.		
<b>U.S. Attorney, So. District of Ohio</b> Donetta Wieth Interview and background check for security clearance required.	(1-2)	
<b>U.S. Department of the Treasury - Alcohol, Tobacco Tax &amp; Trade Bureau Office of Deputy Assistant Chief Counsel</b> Anthony Gledhill Requires background check. Security clearance required.	(1)	
<b><u>MUNICIPAL GOVERNMENT/</u></b>		
<b>City of Cincinnati, Office of the Solicitor</b> John Curp Externs will engage in a variety of areas including appellate, environmental, real estate, housing, and litigation with the City's Civil Law Department.	(1)	
<b>City of Cincinnati Planning Department</b> Ms. Margaret Wuerstle, Chief Planner Offers experience in planning as well as land use and zoning law. Likely extern tasks include legal research on municipal code and state law issues, review of zoning text amendments, exposure to Geographic Information System (GIS) technology for work on planning projects, and presentations at Council committee meetings, public hearings, and Planning Commission meetings.	(1)	
<b>City of Cincinnati: City Council (Council Members)</b> Externs will provide research on city and law related issues, attend committee meetings with council members and address constituent issues.	(1)	
<b>City of Norwood Department of Law</b> Chris Brown Extern should have an interest in municipal law and criminal prosecution. The candidate should also have a certificate allowing him/her to practice in court under the supervision of a licensed attorney. The role of the legal extern will include criminal prosecution in the City of Norwood's Mayor's Court (9 a.m. on Mondays and 5 p.m. on Thursdays), attending Hamilton County Municipal Court proceedings with the Assistant Law Director, assisting in drafting legislation, assisting in trial preparation, and other duties that may occur.	(1)	

<b>CORPORATE</b>		
<b>The Kroger Company</b> Hilary Vollman Extern will work in various areas handled by the Legal Department, including litigation, human resources, and real estate.	(1)	
<b>Macy's</b> Tammy Bennett Extern will provide legal support primarily on matters involving employment, real estate, contracts and commercial law, real estate transactions, employee benefits, employment law, legal compliance, training, policy development, contracts and commercial law. Extern will attend meetings, participate in conference calls, co-facilitate training (if interested), and observe the workings of an in-house legal department. In addition, the student may be asked to perform research on current issues, draft legal memoranda, draft policies, and assist with updating training materials.  Advanced level courses in employment law, contracts, and real estate law are preferred, but not required.	(1)	
<b>Fifth Third Bancorp</b> David Love Extern will be exposed to legal work in several different practice areas and will work closely with lawyers in-house as well as lawyers in outside firms handling matters for the Bank so that they gain an understanding of the types of issues confronted by a large corporation as well as methods of resolving problems and handling transactions. The Legal Department's responsibilities include management of all legal and regulatory issues. Because of the breadth of areas handled by the Department, the opportunity exists to hone the extern's experience toward areas that hold an interest for the extern.	(1)	
<b>General Cable Corporation</b> Diana C. Toman General Cable Corporation is a wire and cable manufacturer located in Highland Heights, Kentucky. Extern will provide legal support in corporate, commercial, legal compliance and policy deployment, intellectual property research, general research and real estate projects. A third year student with an interest in corporate law is preferred, but not required.	(1)	
<b>ENVIRONMENTAL</b>		
<b>Ohio River Foundation (Cincinnati)</b> Richard Cogen ORF's mission is to protect and restore the water quality and	(1-2)	

ecology of the Ohio River and its tributaries for the health and enjoyment of present and future generations. Extern will perform legal research involving Clean Water Act and assist with evaluation of litigation and enforcement measures.		
<b>Ohio Environmental Council</b> Trent Dougherty Extern's responsibilities include research and writing with OEC's Clean Air, Energy, Water, agriculture, and legislative policy staff. Issues include constitutionality of the Clean Water Restoration Act and effective citizen enforcement of environmental laws. OEC represents member organizations before the Public Utilities Commission, Environmental Review Appeal Commission, and state and federal court concerning environmental, energy, and natural resource conservation issues Interview and periodic trips to Columbus required.	(1-2)	
<b>HEALTHCARE</b>		
<b>Mercy Health Partners</b> Claire Grandprè Combs Externs perform mostly corporate law work with a healthcare twist. Some healthcare experience or knowledge would be helpful, but not required.	(1)	
<b>INTELLECTUAL PROPERTY/PATENT</b>		
<b>Children's Hospital Medical Center- IP Office</b> Nicole C. Robinson, PhD Patent and contract review work. Preference given to students who have completed or are enrolled in intellectual property and/or patent courses.	(1)	
<b>University of Cincinnati – IP Office</b> Geoffrey Pinski Assess new inventions submitted by faculty for patentability and commercial potential, including marketing patentable technology to industry.	(1)	
<b>Wood, Herron &amp; Evans, LLP</b> Extern will provide legal assistance relating to intellectual property matters, including patent, trademark and copyright law. Projects will typically include patentability, infringement, and clearance investigations, as well as trademark searches and opinions, contract review and assessment, and assistance with litigation matters. Preference will be given to students who have an undergraduate degree in a science or engineering, and who have enrolled in or completed intellectual property coursework including patents, trademarks and/or copyright.	(1)	

<b><i>LABOR &amp; EMPLOYMENT/REGULATORY/SCHOOL</i></b>		
<b>National Labor Relations Board</b> Garey Lindsay Prefer 3L with labor law interest and/or coursework. Requires background check. Security clearance required.	(1)	
<b>Ohio Civil Rights Commission/Ohio Attorney General (Cincinnati Office)</b> Students will interview individuals with complaints regarding discrimination in employment, housing, accommodations, education and credit. May also participate in educational presentations for respondents to prior civil rights complaints.	(1-2)	
<b>University of Cincinnati: Office of Equal Opportunity</b> George Wharton Students will research issues affecting affirmative action and equal opportunity and assist in various diversity program initiatives.	(1-2)	
<b>Cincinnati Public Schools</b> Cynthia Dillon Extern responsibilities include primarily real estate/property, contracts, labor and issues related to exceptional children in education. The District is committed to providing hands-on experience and exposure to critical business issues in a complex organization.	(1-2)	
<b>University of Cincinnati: Office of General Counsel</b> Douglas Nienaber Attorneys in the east campus office location negotiate hundreds of research contracts each year and advise on matters relating to regulatory compliance, intellectual property and general business law, as well as employment, construction, and education law.	(1-2)	
<b>University of Cincinnati, Department of Athletics</b> Extern will research NCAA compliance issues and assist in legal administration aspects.	(1)	
<b>Cincinnati Worker's Center</b> Don Sherman Assist non profit with advocacy and outreach for growing Hispanic population. Will include research and grass roots work involving employment rights and immigration issues.	(1)	
<b><i>TAX</i></b>		
<b>University of Cincinnati, Office of Tax Compliance</b> Barry Holland Extern will research and review tax issues relevant to the University setting. Federal Income Tax and accounting background preferred.	(1)	
<b>Internal Revenue Service (Chief Counsel's Office)</b> Richard Trogolo Extern must work 150 hours. Prerequisites: Federal Income	(1)	

Tax. Prefer 3L with some accounting background. Interview, background check and security clearance required.		
<b><i>PUBLIC INTEREST LAW</i></b>		
<b>Legal Aid Society of Cincinnati</b> 2L and 3L students accepted. Externs will work with attorneys on cases involving consumer fraud, family law, landlord-tenant and general civil issues.	(2-3)	
<b>NAACP – (Fairfield, Hamilton, West Chester Office)</b> Assist organization deliver legal education to members and communities served.	(1)	
<b>Ohio Attorney General (Cincinnati Office)</b> Interview required. Placements may be in Civil Rights, Prisoners Rights, Consumer, and Workers' Compensation or Habeas Corpus sections.	(1)	
<b>Ohio Justice &amp; Policy Center</b> Stephen JohnsonGrove The Ohio Justice & Policy Center, founded in 1997 as the Prison Reform Advocacy Center, is dedicated to remedying violations of prisoners constitutional rights and to removing the legal barriers to ex-offenders who want to productively re-enter society. To most effectively reach ex-offenders, OJPC began holding Second Chance Community Legal Clinics in late 2004. Since then, we have expanded to four regular clinic sites across Cincinnati.  <b>Requirements:</b> 3L with sufficient credits to obtain an Ohio legal intern certificate, strong research and writing skills (please provide a <b><u>writing sample</u></b> ) and demonstrated commitment to social justice.	(1-3)	
<b>ProKids</b> Tracy Cook Externs will assist two staff attorneys with caseload and may advise or assist volunteer guardians ad litem in child dependency, neglect or abuse proceedings.	(1)	
<b>Children's Law Center</b> Josh Crabtree Extern will have direct case involvement including major writing projects and exposure to community leadership opportunities. This public interest law firm is dedicated to juvenile justice.	(1-2)	
<b>Pro Seniors</b> Rhonda Moore/Gail Webb Extern will assist staff attorneys with a variety of issues confronting senior citizens, including Medicare, Medicaid, and nursing home issues.	(1)	
<b>Rape Crisis &amp; Abuse Center</b> Externs will accompany victims of domestic violence to court. Must have some mornings available.		



<b>Cincinnati Bar Association</b> Edwin W. Patterson III, General Counsel Extern will assist with research and opinion preparation for attorney grievance and ethics matters and provide support to the substantive CBA committees.	(1-2)	
<b>Cincinnati Law Library</b> David P. Whelan, Esq. Extern will assist law librarian with reference work for judges and attorney members as well as serials processing.	(1)	
<b>Housing Opportunities Made Equal</b> Elizabeth Brown Extern will work with clients claiming discrimination under the Fair Housing Act. Duties would include interviewing clients, assisting with case investigation, and negotiating with landlords and other real estate professionals. Extern would assist clients in filing and pursuing complaints under HUD's administrative procedures or in resolving the complaint through formal mediation.	(1-2)	
<b>University of Cincinnati College of Law Library</b> The College of Law's Library offers three extern placements:  1. Extern will assist in legal research course and workshop development, and will offer a 30-45 minute Law Library workshop (topic to be selected by the extern and the Director, and presented by both). The workshop will be open to all students at the College.  Requirement: extern must not be enrolled in the Advanced Legal Research course and the externship concurrently.  2. Extern will assist in providing reference work and draft a research guide (topic to be selected by the extern and the Associate Director). The extern will help produce the research guide for web publication. HTML experience not required.  3. Extern will assist in the collection, organization, and documentation of the Judge Nathaniel Jones papers and/or College of Law archives. In addition, the extern will assist the Law Library's Collection Development Committee by reviewing and making recommendations to improve a subject area of the Law Library collection (subject area to be selected by the extern and the Chair of the collection Development Committee, in consultation with Committee members).	(1-2)	
<b>Dinsmore &amp; Shohl, Pro Bono Externship</b> Alan Abes Student will work on law firm's pro bono and VLP cases.	(1)	

**ADR/Mediation Externship Placements**

<b>EEOC</b>	Initially observe, then co-mediate, and if ready, conduct one or more mediations (as solo). May be opportunity to participate in EEOC events in Cleveland Office (EEOC is checking to see if there would be travel money available).	Loretta Feller. Director of Mediation Office (216) 532-7678 Mary McLain, Mediator Equal Employment Opportunity Commission 550 Main Street, Suite 1019 Cincinnati, OH 45202-5202 (513) 684-2321	Course work in labor/employment law and mediation. Ability to work occasional full day slots (when acting as mediator in EEOC cases. First or Second Semester
<b>UC Ombuds Office</b>	Assist with intake of student complaints/cases, observe and assist ombuds or assistant ombuds in facilitating resolutions or problem solving. General assistance in functioning of Ombuds office.	Lillian Santa-Maria 556-5955 University Ombuds 120 Student Government Pavilion University of Cincinnati Cincinnati, OH 45221-0180 Tel: 556-5955 Gayle Praeger Associate Ombuds 558-0262	Negotiation and Mediation or ADR Course (May be currently enrolled in mediation course, subject to approval of Ombuds and recommendation of instructor).
<b>Private Complaint Mediation Service</b>	Observe mediations and intake function, including interviewing and preparing clients for mediation, with an emphasis on criminal misdemeanor cases. Work with mediator in a “mentee capacity.” Externship goal would be for students to handle mediations on their own (with observation by mentor, acting as coach and providing feedback).	Cathy Kuhl Mediator and Director Private Complaint Mediation Service 230 East 9 <sup>th</sup> Street, Suite 1150 Cincinnati, OH 45202 (513) 946-3400	Completed Mediation Course  Preference for second semester intern.
<b>Mediation Office of the Sixth Circuit Court of Appeals</b>	Observe mediations (often telephonic). Assist in case analysis and strategic assessments with office mediators.	Robert W. Rack, Jr. Senior Circuit Mediator U.S. Court of Appeals - Sixth Circuit 524 Potter Stewart U.S. Courthouse 100 East Fifth Street Cincinnati, OH 45202-3988 564-7330	Completed Mediation Course (may be currently enrolled, subject to approval of Mr. Rack and consultation with instructor.)
<b>Court of Common Pleas Mediation Office</b>	Analyze results of surveys of mediation referrals and control group. Observe mediations (most often personal injury, some employment and other); perhaps co-mediate toward end of the semester. Approach tends to be evaluative. (This may be done as an Independent Research Project, a paper will result.)	Norton Roberts, Esq. Mediator Hamilton County Court of Common Pleas 239 East. 9 <sup>th</sup> Street, First Floor Cincinnati, OH 45202 (513) 946-3391	Completed or currently enrolled in a Mediation Course



Student's Name \_\_\_\_\_ Class (*circle one*): 2L 3L Flex

- 1) Please describe your reason for registering for the Legal Extern class.
- 2) Please explain your reasons for your placement request(s), including the goals you hope to meet through each possible placement.
- 3) Please list any courses you have taken that prepare you for the placement(s) that you have requested.
- 4) List relevant work experience for the past three years.
- 5) Do you have any possible conflict of interest with the placement you have requested? Explain. (For example, does the attorney or firm for whom you have worked or are currently working have a practice that involves interaction with your requested placement).
- 6) Please list an address and telephone number where you can be contacted when school is not in session.

**Registration is not complete without this form!** Attach your law transcript and resume. (You may request a copy of your transcript from the Registrar at the College of Law). Your registration **cannot** be considered and no placement will be made unless a transcript and resume are attached. **PLEASE RETURN FORM TO REGISTRAR'S OFFICE AND LIST THIS COURSE NUMBER ON THE OFFICIAL REGISTRATION FORM.**