



## Externship Program

### Placement Profile

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ORGANISATION/FIRM:	City of Windsor
LOCATION:	201-400 City Hall Square East Windsor, Ontario Canada N9A 7K6
WEBSITE:	www.citywindsor.ca
DESCRIPTION of ORGANISATION:	The Legal Services Department of the Corporation of the City of Windsor is comprised of four divisions: - Legal Division - Purchasing - Risk Management Division - Provincial Offences Administration (POA) Division
NUMBER OF PLACEMENTS AVAILABLE:	1
ON-SITE SUPERVISOR NAME:	Dana Paladino
ON-SITE WORKSPACE AVAILABLE:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ON-SITE COMPUTER AVAILABLE:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, student needs own laptop
HOURS:	Students will primarily complete work during typical office hours (8:30 am – 4:30 pm). Please include additional information about hours of work in the space that follows: n/a
REQUIRED PLACEMENT COMPETENCIES:	-Legal research and writing experience -strong oral and written communication skills -displays an interest in municipal law, litigation, and/or corporate commercial law -strong academic performance
PREFERRED COMPETENCES:	n/a
REQUIRED COURSES:	

PREFERRED COURSES:

REQUIRED PRE-PLACEMENT  
READING

- Law Society of Ontario materials clarifying “legal information” v. “legal advice”
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ANTICIPATED AREAS OF LAW:

Municipal Law, commercial real estate, employment, insurance defence claims and litigation, corporate, provincial offence prosecutions

DESCRIPTION OF WORK  
ASSIGNMENTS:

-Research on a variety of legal issues, exposure to claims investigations, attendance at Examinations for Discovery and mediations, assisting with contract review

POLICE CLEARANCE REQUIRED:

Yes, type of Police Clearance: Police Vulnerable Sector Check  
 No

If yes, what type of police clearance is required

TRAVEL REQUIRED:

Yes, type of travel required:  
 No

If yes, please provide a description

CAR REQUIRED:

Yes, description as follows:  
 No

If yes, please provide a description

LODGING REQUIRED:

Yes, description as follows:  
 No

If yes, please provide a description

OTHER REQUIREMENTS:

n/a

List any supplies a student is required to have

NOTES REGARDING  
ACCESSIBILITY:

**This worksite is accessible to persons with physical impairments.**  
*Please include other notes regarding accessibility in the space that follows:*  
n/a

Please discuss your individual needs with the Externship Program Director.

OTHER NOTES ABOUT THE  
ORGANISATION (optional):

n/a