

EXTERNSHIP APPLICATIONS
APPLY VIA SYMPLICITY BEGINNING Jan. 27th
DUE WEDNESDAY, Feb. 10th

All 1L and 2L current students in good standing may apply to become an extern for a local federal judge, bankruptcy judge, magistrate, or Cook County judge.

If you will have completed 51 credit hours before the Summer or Fall semester, you are eligible to apply to 711-license required externship sites. You can apply to the following categories via Symplicity: Health Law, Child Law, Government/Agency, Criminal, and Corporate. If you apply to one of these categories, you must be willing to accept a placement at any of the sites within that category (please see Appendix A for list of sites). **There are other sites you can apply to independently due to additional application requirements or geographic location** (listed in Appendix A). **If you are only interested in a select site, please apply to it directly on your own.**

If you are interested in applying to be a judicial extern or at the 711-license required sites for the SUMMER OR FALL 2009 SEMESTERS, follow the instructions below. These materials **must be submitted via Symplicity no later than Wednesday, Feb. 10th at 12:00 pm.**

***Note: Externship credit is available only for those judges and externship sites approved by the Clinic Committee. Only approved judges and sites will receive the mailings. Students should not assume that extern credit is available from other judges or sites.**

A detailed description of the extern program is available on-line at <http://www.luc.edu/law/academics/special/externships.html>. Please read it before applying for an externship to learn about the course requirements and how to register.

INSTRUCTIONS:

If you are interested in applying to be an extern for the SUMMER OR FALL 2010 SEMESTER:

- 1) You will need to complete and hand in an Honor Statement to Dean Faught.
- 2) You will need to follow the attached Symplicity instructions on uploading your resume and transcripts.
- 3) You may upload ONE PAGE for your resume and ONE PAGE for your transcript. These documents must be in pdf format. We will not accept any document longer than ONE PAGE.
- 4) Select the category of judges or 711-license required sites in Symplicity to whom you wish to apply:
 - Federal Judges and Magistrates-Northern District of Illinois
 - Federal Bankruptcy Judges-Northern District of Illinois
 - Circuit Court of Cook County-Law and Chancery Divisions
 - Health Law
 - Government/Agency
 - Child Law
 - Corporate

Criminal

- 5) Note: Loyola mails packets of the materials to the various judges and sites. The judges or supervisors contact the students they wish to interview. If you are offered a position, it is expected that you will accept or reject the offer immediately. This practice permits the various judges and supervisors to conduct their extern hiring in an efficient manner. We do not know the time frame judges and supervisors will use in interviewing and extending offers. *For federal judges, if you accept an interview the expectation is that you will accept an offer.
- 6) If you receive an externship, follow the steps on the externship website to register for the course.
<http://www.luc.edu/law/academics/special/externships.html>

First log on to Symplicity by going to:
<https://law-luc-csm.symplicity.com/students>

To Update Your Profile:

1. On your Symplicity homepage, you will see seven tabs at the top – Home, Profile, Documents, Jobs, Employers, OCI, and Calendar. Click on the **Profile** tab. (You must enter the required information in the Profile tab before you can access the OCI tab.)
2. A new set of tabs will appear below the first set. Click on the Personal Information tab and update your name, email address, phone number, and address. Gender and ethnicity information are optional.
3. Click on the Academic Information tab. Update your anticipated graduation date, year in school, applicant type, and degree level (the highest degree that you currently hold). Practice areas of interest and work authorization information is optional.
4. If you choose to do so, you are now able to change your password under the Change Password tab.

To Upload Your Resume and Transcript:

1. Click on the Documents tab.
2. Click on Add New in order to upload a new document.
3. Give the document a label (i.e. Resume) and choose the type of document: resume.
4. Click the Browse button, and find the document that you wish to upload. Double click on the file name so that it appears in the blank field.

5. Click Submit. A pop-up box will tell you that the file is uploading, and the pop-up box will disappear when the file has been successfully uploaded. Repeat these steps for each of your documents-resume, transcript, writing sample.
6. For your transcript, you can use an unofficial copy from LOCUS but it must be edited to ONE PAGE. Copy and paste your transcript from LOCUS into a word document, format it to be one page, save your file, and then upload the transcript onto Symplicity following the above steps.

To Select Judges or 711 license required sites:

1. Click on the OCI tab. Then select the Employers/Bidding tab. Change the session to "Externships, Summer 2010."
2. You will see a list of various categories of judges and 711 license required sites. To apply, click on the Review button in the far left column. This will open a new screen.
3. Select the documents you want to use to apply (resume, transcript) and select a bid number from the dropdown box. ****Please note that your bid number has no effect on your externship application.** Click on the Apply button to officially apply to the judge or 711 site.
4. In the Preferred Locations box, on the right side of the screen, please indicate whether you are interested in Summer 2010, Fall 2010, or both.
5. Please be sure to repeat this process for each category of judges or sites that you wish to apply to.
6. If you decide, after you have applied, that you no longer wish to apply to that externship, you may withdraw your application by selecting "no bid" from the dropdown menu in the Bidding column next to the category of externship.

Appendix A: Externship sites by category

Health Law

The American Dental Association
The American Medical Association
Northwestern Memorial Hospital
Rush-Presbyterian St. Luke's Medical Center

Government/Agency

AIDS Legal Council of Chicago
Archdiocese of Chicago-Office of Legal Services
City of Chicago-Corporation Counsel, Department of Law, Sexual Harassment Office
Cook County Board of Commissioners-13th Dist.
Environmental Protection Agency
Equal Employment Opportunity Commission
Federal Trade Commission
Illinois Attorney General
Internal Revenue Service
Legal Assistance Foundation
National Immigrant Justice Center
Mexican-American Legal Defense and Education Fund
Securities and Exchange Commission
U.S. Commodity Futures Trading Commission
Board of Education of the City of Chicago
Legal Aid Bureau

Child Law

Lifespan
Chicago Lawyer's Committee for Civil Rights Under Law
Cook County Public Defender's Office-Juvenile Division
Department of Children and Family Services
Office of the Public Guardian of Cook County

Corporate

Chicago Stock Exchange
The William J. Wrigley Company
Office

Criminal

Cook County Public Defender's Office
Cook County Sheriff's Executive Legal

Sites to apply on your own:

Cook County State's Attorney's Office
Department of Justice, U.S. Attorney's Office
DuPage County State's Attorney
Lake County State's Attorney
Americans United For Life
Chicago Police Department-Legal Affairs
Metropolitan Pier and Exposition Authority
U.S. Department of Justice-Alcohol, Tobacco, Firearms and Explosives
Loyola University Medical Center
Illinois State Appellate Defender
U.S. Department of Homeland Security
Department of Education, Office of Civil Rights
Illinois Human Rights Commission
Chicago Transit Authority

University of Chicago Hospital
Resurrection Medical Center
University Health Consortium
Chicago Transit Authority
Metra
Resurrection Health Care
Catholic Charities
FINRA
General Counsel to the Governor
Office of the Cook County Assessor
Illinois Department of Revenue