

CHECKLIST- IN ORDER TO RECEIVE CREDIT FOR AN EXTERNSHIP YOU MUST:

1. Submit an "Externship Application and Registration Form." If you have not submitted this form, please see Dean Faught or Maureen Kieffer immediately.
2. Submit a signed "Supervisor's Agreement" that includes a statement of your goals for the externship at the first scheduled extern class or as soon as possible.
3. Submit bi-weekly evaluation forms completed and signed by your on-site supervising attorney.
4. Attend class regularly according to the schedule set forth on Schedule A. For the "Individual Meetings" please sign up for a time slot via TWEN; you must attend the meeting to fulfill the class attendance requirement. There will be no class the weeks we hold Individual Meetings.
5. **WRITING REQUIREMENT:** You will be required to respond to 10 weekly blog questions, beginning the week of January 25 and concluding the week of April 5. Each week, the question will be posted on TWEN and you are expected to post a 2-3 sentence response prior to the next week's posting.
6. **ORAL PRESENTATION:** Each student will be assigned a class period and a periodical from which to present a relevant legal article for class discussion. At the second class period, you will receive the assignment. The article workshops will take place during the last three class periods of the semester.
7. Each extern must take a minimum of ten hours of their required extern hours to observe one or more of the following: a trial, the component parts of a trial, contested motions, depositions, arbitration hearings, administrative hearings, or settlement conferences. The trial observation form must be completed and submitted by Friday, April 30, 2010.
8. Cause the supervising attorney (at your extern office) to complete the "Supervisor's Final Evaluation" and send it to Dean Faught by Friday, April 30, 2010
9. Complete the "Program/Experience Evaluation." Submit it to Dean Faught by Friday, April 30, 2010.
10. Satisfactorily complete your assigned extern duties. Breach of your professional responsibility toward your duties may be considered grounds to withhold credit and to submit the grade of "WF."

**Materials may be sent to Dean Faught
by fax at (312) 915-6911,
by e-mail at jfaught@luc.edu,
or by mail to Loyola School of Law, 25 E. Pearson
Street, Chicago, IL 60611
All forms are available on the website:
www.luc.edu/law/academics/special/externships.html**

SCHEDULE A

EXTERN SEMINAR SCHEDULE – Spring 2010

NOTE:

- **Attendance at the first extern class is mandatory.**
- **Externs who do not attend the first class will be removed from the extern program.**
- **An unexcused absence may result in withdrawal from the Extern Program and credit will not be granted.**
- **The use of laptop computers during class time is not permitted.**

Students who elect to be on the Tuesday class roster (see Application form) will meet in Room 1040 in 25 E. Pearson from 5 – 6:00 p.m. on the following TUESDAYS:

TUESDAY, January 19- Organizational Meeting

TUESDAY, February 2- Perspective Session

TUESDAY, February 16 – Individual Meetings

TUESDAY, March 2-- Individual Meetings

TUESDAY, March 23 – Article Workshop

TUESDAY, April 6 -- Article Workshop

TUESDAY, April 20 – Article Workshop

Students who elect to be on the Wednesday class roster (see Application form) will meet in Room 303 in 25 E. Pearson from 5 – 6:00 p.m. on the following WEDNESDAYS:

WEDNESDAY, January 20- Organizational Meeting

WEDNESDAY, February 3- Perspective Session

WEDNESDAY, February 17- Individual Meetings

WEDNESDAY, March 3 - Individual Meetings

WEDNESDAY, March 24 – Article Workshop

WEDNESDAY, April 7 – Article Workshop

WEDNESDAY, April 21 - Article Workshop

NOTE:

An unexcused absence from more than one of the required classes may result in withdrawal from the Extern Program and credit will not be granted.