



SCHOOL of LAW

BEAZLEY INSTITUTE
FOR HEALTH LAW AND POLICY

LLM in HEALTH LAW EXTERNSHIP GUIDE

To provide health law students with opportunities for practical, hands-on experiences, the Beazley Institute offers many externship opportunities in the Chicago area. Externship sites include health care providers, associations, government agencies, and non-profit agencies. Externships generally run for the length of each semester or term (fall semester, spring semester, or summer). Plan to apply for an externship the term prior to your desired start.

Eligibility Requirements

Students enrolled in the full-time LLM program are required to complete an externship for 1-3 credits. LLM students are encouraged to complete their externship in the fall semester, although LLM students may complete their experience in the spring semester or over the course of the entire year. It is the responsibility of each LLM student to obtain and register for an externship.

For LLM students, each credit hour requires approximately 55 hours of work at the externship site (1 credit=55 hours, 2 credits=110 hours, and 3 credits=165 hours). This means that over the course of the semester a student should plan to work approximately 4 hours per week per credit hour (4 hours per week for 1 credit, 8 hours per week for 2 credits, and 12 hours per week for 3 credits).

Step 1: Determining Site Preferences and Goals

Any student seeking a health law externship should complete the attached Health Law Externship Application Form during the semester prior to their desired externship. Students should determine their externship goals and desired experiences and describe them in detail on the application form. Additionally, students should review the health law externship site descriptions and determine their top sites of interest. Descriptions of the specific sites listed below can be found on the School of Law's website at http://www.luc.edu/law/career/ext_sites.html. Students are also encouraged to suggest alternative sites to Beazley Institute faculty and staff. All students are encouraged to consult with Beazley Institute Assistant Director Megan Bess, Professor John Blum, Professor Lawrence Singer, or Professor Barbara Youngberg to receive assistance in determining their goals and site preferences.

Placements are made on a first come, first served basis. While placements may be made during the first part of a semester to earn credit during that semester, many spots fill up in advance. The Beazley Institute cannot guarantee externship spots at any externship site and encourages students to be proactive in seeking externships at new sites or other agencies of interest.

Step 2: Preparing Application Materials

After receiving the application form, Beazley Institute faculty and staff will offer each student feedback on site preferences. Once students receive this feedback they may make their final site selections and should prepare application materials for their top 3 sites. Students should consult each site's description and guidelines for instructions on preparing and submitting materials. *It is critical that students follow the instructions for each site's application materials and submit materials as stated in the site's description.*

Step 3: Externship Placement Acceptance and Registering for Credit

Externship sites expect students to accept placement offers and the Beazley Institute requires that students accept their first externship offer unless otherwise approved by Megan Bess. After accepting an externship offer, students must complete the attached Externship Acceptance Form and obtain the signature of their externship supervisor. Students should discuss with their supervisor the projects and goals of their externship placement and agree on the schedule and duration of the externship.

To register for credit, LLM students must submit both the acceptance form and the Graduate Law Program Course Approval Form, available at

http://www.luc.edu/law/registrar/pdfs/graduate_law_program_course_approval_form.pdf to Megan Bess.

An LLM student will not be enrolled for externship credit until this form is completed and submitted.

Step 4: Externship Evaluations

Students are responsible for distributing 2 evaluation forms to their site supervisors: the Health Law Externship Mid-Term Evaluation Form and the Health Law Externship Final Evaluation Form. Both are included in this packet. Supervisors may contact the Beazley Institute for assistance or with questions regarding the forms. Students must complete the Health Law Externship Student Evaluation Form upon completion of their externship. Externship credit will not be awarded until this form is received.

Credit and Grades

The Health Law Graduate Externship Course (714) is not graded. It is the responsibility of each student enrolled for an externship to ensure that all evaluations and documentation are submitted. Every student must complete all externship hours and duties at a site and submit the necessary documentation, including evaluations, to the Beazley Institute. Once it is determined that a student has satisfactorily completed externship requirements, a grade of pass will be entered.

HEALTH LAW EXTERNSHIP APPLICATION FORM

All students seeking a health law externship must complete this form and submit it to the Assistant Director of the Beazley Institute, suite 720. This form should be submitted during the semester or term PRIOR to the externship term.

Date: _____ Name: _____ Degree Program/Year: _____

Phone: _____ Email: _____ Desired Semester _____ For Credit? Y / N

EXTERNSHIP SITE PREFERENCES

(From our list of potential externship sites, list sites of particular interest to you)

EXTERNSHIP GOALS /AREAS OF INTEREST

(Please check all that apply and use the space below to elaborate on goals and experiences sought.)

- Conducting legal research to respond to provider or staff questions
- Legal writing projects (general)
- Gain transactional experience analyzing contracts and other business agreements
- Drafting interpretive memos detailing new health care policy or reform activities
- Evaluating state or federal government regulation
- Attending health care facility meetings to gain an understanding of what a person with my career goals would do and gain a sense of the issues affecting health care professionals
- Work specifically in risk management and patient safety
- Understand the role of in-house counsel in a health care operation
- Gain an understanding of health care reimbursement and / or insurance
- Work in a health care compliance department to understand issues r/t fraud and abuse
- Understand the role of a health care membership association and the benefits they providers to members, these might include but are not limited to lobbying, focused education, development of guidance documents, etc.
- Work in pharma or device companies to understand issues related to FDA regulation and the process of device testing, human subject research and the consent and warning process

Additional goals or areas of interest:

HOURS & AVAILABILITY

(List the approximate hours per week you would like to work and the days/times that you are available.)

Do you have access to car if site not accessible by public transportation? YES NO

For Internal Use Only Date Received _____ Sites Contacted _____
Placement _____ Registered _____ Notes _____

HEALTH LAW EXTERNSHIP ACCEPTANCE FORM

This form must be completed by the student and signed by the externship supervisor. Please submit to Assistant Director, Megan Bess, by email at mbess@luc.edu, fax at 312-915-6212.

Date: _____ Name: _____ Degree Program/Year: _____

Phone: _____ Email: _____ Desired Semester _____

Registering for Credit? YES NO Credit Hours Sought _____

Externship Site: _____ Supervisor: _____

Supervisor Email: _____ Supervisor Phone: _____

EXTERNSHIP PROJECTS AND GOALS

(Supervisor and student should discuss projects and goals and summarize below.)

EXTERNSHIP HOURS AND DURATION

(Supervisor and student should discuss expected hours and duration and list below.)

Days/Hours: _____

Start Date: _____ End Date: _____

SIGNATURES

Student Signature & Date

Supervisor Signature & Date

For Internal Use Only Date Received _____ Registered _____

Notes _____

HEALTH LAW EXTERNSHIP MID-TERM EVALUATION FORM

This form should be completed by the externship supervisor halfway through the agreed duration. This form should be returned to the Beazley Institute Assistant Director, Megan Bess, by email at mbess@luc.edu, fax at 312-915-6212.

To Externship Supervisor: Please complete this mid-term evaluation of your Loyola student extern. Discuss your feedback with the student extern and submit this to the Assistant Director listed above.

Externship Site: _____

Loyola Student Extern: _____

Supervisor Completing This Form: _____

Supervisor Email: _____ Supervisor Phone: _____

1) Has the extern's attendance been regular and punctual? YES____ NO____

Comments:

2) On what projects has the extern worked?

3) Please comment on the quality of the extern's work. We appreciate your candid appraisal of the student's strengths and weaknesses.

4) Please note any changes you would like the extern to make during the second part of their experience.

Additional Comments:

Supervisor Signature & Date

For Internal Use Only Date Received _____ Action _____
Notes _____

HEALTH LAW EXTERNSHIP FINAL EVALUATION FORM

This form should be completed by the externship supervisor at the end of the externship term. This form should be returned to the Beazley Institute Assistant Director, Megan Bess, by email at mbess@luc.edu, fax at 312-915-6212.

To Externship Supervisor: Please complete this final evaluation of your Loyola student extern. Discuss your feedback with the student extern and submit this to the Assistant Director listed above.

Externship Site: _____

Loyola Student Extern: _____

Supervisor Completing This Form: _____

Supervisor Email: _____ Supervisor Phone: _____

1) How well did the student grasp the underlying principles and goals of the assigned work?

Excellent 1 2 3 4 5 Poor

Comments:

2) How well did the student display the necessary skills to complete the assigned work?

Excellent 1 2 3 4 5 Poor

Comments:

3) Rate the overall quality of the student's work.

Excellent 1 2 3 4 5 Poor

Comments:

4) Rate Loyola's externship program, including communication with you, responsiveness to concerns, etc.

Excellent 1 2 3 4 5 Poor

Comments:

5) How often did you meet with the student to review his/her work and/or provide feedback?

6) Would you hire another Loyola student extern in the future?

Supervisor Signature & Date

For Internal Use Only Date Received _____ Action _____

Notes _____

HEALTH LAW EXTERNSHIP STUDENT EVALUATION FORM

This form should be completed by the student at the end of their externship term. This form should be returned to the Beazley Institute Assistant Director, Megan Bess, by email at mbess@luc.edu or fax at 312-915-6212.

Date: _____ Name: _____ Degree Program/Year: _____

Phone: _____ Email: _____ Desired Semester _____

Are You Registered for Credit? YES NO Credit Hours _____

Externship Site: _____ Supervisor: _____

ATTAINMENT OF GOALS

(Please briefly describe how/whether this externship allowed you to meet your externship goals.)

Please rate the frequency of the following activities of your extern experience, with a rating of 0 indicating "never," 1 indicating "occasionally," 2 indicating "most of the time," and 3 indicating "always."

1) Legal research	0	1	2	3
2) Legal writing	0	1	2	3
3) Meetings with attorneys or coworkers	0	1	2	3
4) Meetings with your supervisor	0	1	2	3
5) Inclusion in department activities/meetings	0	1	2	3

SITE FEEDBACK

(Please describe your overall experience at your site. Is this an experience you would recommend to other students? What would you change? Did your supervisor provide you with adequate feedback?)

Student Signature & Date

For Internal Use Only Date Received _____ Credits Awarded _____
Notes _____