

JUDICIAL EXTERNSHIPS

Second, third and fourth year students are eligible to serve as externs for Northern District of Illinois judges, bankruptcy judges and magistrates, and Illinois Appellate Court Justices in the First District. In order to assist students, Maureen Looker (Room 1366, Phone (312) 915-7124), Julie Schaff (Room 1486, Phone (312) 915-7517), and Dean Faught (Room 1477, Phone (312) 915-7131.) collect and send resumes and transcripts to interested judges and magistrates each October for the following spring semester, and each February for the following summer and fall semesters. Judges will then contact students whom they wish to interview for extern positions. Look for announcements about the due dates and informational meetings.

PLEASE NOTE THAT JUDICIAL EXTERNSHIPS CAN BE DEMANDING PROFESSIONAL EXPERIENCES, BOTH IN TERMS OF TIME AND THE SOPHISTICATION OF ASSIGNMENTS. THE REQUIREMENTS OF 165 HOURS FOR THREE CREDITS OR 110 HOURS FOR TWO CREDITS ARE USUALLY CONSIDERED TO BE MINIMUM REQUIREMENTS FOR JUDICIAL EXTERNS. PLEASE CONSIDER THIS INFORMATION, AS WELL AS YOUR PERSONAL AND ACADEMIC SCHEDULE WHEN YOU APPLY TO BECOME A JUDICIAL EXTERN.

NOTE: You must attend the first class on Tuesday, June 3 or you will be removed from the extern program.

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CRIMINAL EXTERNSHIPS

Students who have completed **51 credit hours** are eligible to serve as externs at the sites listed on pages 4 through 7. It is your responsibility to contact the approved agency for whom you wish to extern. Please use the information in this packet to do so. Any questions should be directed to either Maureen Looker (Room 1366, Phone (312) 915-7124), Julie Schaff (Room 1486, Phone (312) 915-7517), or Dean Faught (Room 1477, Phone (312) 915-7131).

NOTE: Students interested in becoming externs for any division of the **Cook County State's Attorney's Office** should see Dean Faught for details. Cover letters and resumes should be submitted at least several weeks prior to the beginning of the semester.

Applications to serve as an extern in the **U.S. Attorney's Office** are due approximately 5 months prior to the beginning of the semester. Applications are available at the Career Services Office or through Dean Faught.

YOU MUST HAVE COMPLETED 51 CREDIT HOURS BEFORE THE ILLINOIS SUPREME COURT WILL APPROVE YOUR APPLICATION FOR A 711 LICENSE. APPLICATIONS ARE AVAILABLE AT THE REGISTRAR'S OFFICE, ROOM 450.

NOTE: You must attend the first class on Tuesday, June 3 or you will be removed from the extern program.

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J.D. CHIDLAW EXTERNSHIPS

J.D. students who have completed **51 credit hours** are eligible to serve as externs at the sites listed on pages 4 through 7. It is your responsibility to contact the approved agency for whom you wish to extern. Please use the information in this packet to do so. Any questions should be directed to either Maureen Looker (Room 1366, Phone (312) 915-7124), Julie Schaff (Room 1486, Phone (312) 915-7517), or Dean Faught (Room 1477, Phone (312) 915-7131).

YOU MUST HAVE COMPLETED 51 CREDIT HOURS BEFORE THE ILLINOIS SUPREME COURT WILL APPROVE YOUR APPLICATION FOR A 711 LICENSE. APPLICATIONS ARE AVAILABLE AT THE REGISTRAR'S OFFICE, ROOM 450.

NOTE: You must attend the first class on Tuesday, June 3 or you will be removed from the extern program.

CORPORATE EXTERNSHIPS

J.D. students who have completed **51 credit hours** are eligible to serve as corporate externs at the sites listed on pages 4 through 7. It is your responsibility to contact the approved company for whom you wish to extern. Please use the information in this packet to do so. Any questions should be directed to either Maureen Looker (Room 1366, Phone (312) 915-7124), Julie Schaff (Room 1486, Phone (312) 915-7517), or Dean Faught (Room 1477, Phone (312) 915-7131).

YOU MUST COMPLETE 51 CREDIT HOURS BEFORE THE ILLINOIS SUPREME COURT WILL APPROVE YOUR APPLICATION FOR A 711 LICENSE. APPLICATIONS ARE AVAILABLE AT THE REGISTRAR'S OFFICE, ROOM 450.

NOTE: You must attend the first class on Tuesday, June 3 or you will be removed from the extern program.

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GOVERNMENT and AGENCY EXTERNSHIPS

Students who have completed **51 credit hours** are eligible to serve as government or agency externs at the sites listed on pages 4 through 7. It is your responsibility to contact the approved agency for whom you wish to extern. Please use the information in this packet to do so. Any questions should be directed to either Maureen Looker (Room 1366, Phone (312) 915-7124), Julie Schaff (Room 1486, Phone (312) 915-7517), or Dean Faught (Room 1477, Phone (312) 915-7131).

YOU MUST HAVE COMPLETED 51 CREDIT HOURS BEFORE THE ILLINOIS SUPREME COURT WILL APPROVE YOUR APPLICATION FOR A 711 LICENSE. APPLICATIONS ARE AVAILABLE AT THE REGISTRAR'S OFFICE, ROOM 450.

NOTE: You must attend the first class on Tuesday, June 3 or you will be removed from the extern program.

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J.D. HEALTH LAW EXTERNSHIPS

Students who have completed **51 credit hours** are eligible to serve as health law externs at the sites listed on pages 4 through 7. It is your responsibility to contact the approved agency for whom you wish to extern. Please use the information in this packet to do so. Any questions should be directed to either Maureen Looker (Room 1366, Phone (312) 915-7124), Julie Schaff (Room 1486, Phone (312) 915-7517), or Dean Faught (Room 1477, Phone (312) 915-7131).

YOU MUST HAVE COMPLETED 51 CREDIT HOURS BEFORE THE ILLINOIS SUPREME COURT WILL APPROVE YOUR APPLICATION FOR A 711 LICENSE. APPLICATIONS ARE AVAILABLE AT THE REGISTRAR'S OFFICE, ROOM 450.

NOTE: You must attend the first class on Tuesday, June 3 or you will be removed from the extern program.

APPROVED EXTERNSHIP SITES - Spring 2008

Below is a listing of sites that have been approved for the Spring 2008 Externship Program. Loyola students have worked at most of these sites in recent semesters. You are encouraged to consider the wide range of opportunities in the Externship Program and select sites that are compatible with your career goals. Each site provides opportunities to develop unique skills.

If you would like to propose a new extern site for approval of the Faculty Clinic Committee, see Dean Faught (Room 1477), Ms. Julie Schaff (Room 1483) or Ms. Maureen Looker (Room 1366) for details.

NOTE: We are often not notified when contact information changes. Please help us keep our records current by informing Dean Faught, Ms. Schaff or Ms. Looker if you become aware of new contact information.

Externship Site	Contact Information	Registration Category
CHICAGO LAWYERS' COMMITTEE FOR CIVIL RIGHTS UNDER LAW	Betsy Shuman-Moore, 100 N. LaSalle Ave., Suite 600, Chicago, IL 60602; (312) 630.9744	ChildLaw
COOK COUNTY PUBLIC DEFENDER'S OFFICE - Juvenile Division	Linda Uttal, 1100 S. Hamilton, Chicago, IL 60612; (312) 738.7047	ChildLaw
DEPARTMENT OF CHILDREN AND FAMILY SERVICES	Dixie L. Peterson, 160 N. LaSalle Street, Suite S600, Chicago, IL 60601; (312) 814.2401	ChildLaw
DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS, U.S.	http://www.ed.gov/students/prep/job/intern/index.html NOTE: Applications should be submitted six to eight weeks prior to the start of the semester in which you wish to extern.	ChildLaw
OFFICE OF THE PUBLIC GUARDIAN OF COOK COUNTY	Carolyn Thomas, Deputy of Administration, 2245 W. Ogden, 4th Floor, Chicago, IL 60612; (312) 433.4300	ChildLaw
CHICAGO STOCK EXCHANGE	Jim Ongena, Vice President and Chief Enforcement Counsel, 440 S. LaSalle St. Chicago, IL 60605; jongena@chx.com (email preferred)	Corporate
THE WILLIAM J. WRIGLEY COMPANY	410 N. Michigan Ave., Chicago 60611, attn: Legal Department, FAX: (312) 644.0353	Corporate
COOK COUNTY PUBLIC DEFENDER'S OFFICE Homicide Task Force	Deborah White, Chief of Felony Trial Division, 2650 S. California Ave., Chicago, IL 60608; (773) 869.3217	Criminal
COOK COUNTY STATE'S ATTORNEY'S OFFICE	Please submit application on website: http://www.statesattorney.org/clerkopp.htm .	Criminal
COOK COUNTY SHERIFF'S EXECUTIVE LEGAL OFFICE	Peter Kramer, Assistant General Counsel, Richard J. Daley Center, 50 W. Washington St., Room 704, Chicago, IL 60602; (312) 603.6444	Criminal

DEPARTMENT OF JUSTICE (U.S. ATTORNEY'S OFFICE)	Applications are available through Dean Faught. NOTE: Applications are due approximately 6 months prior to the beginning of the semester.	Criminal
DU PAGE COUNTY STATE'S ATTORNEY	Ms. Christine Rehash, 503 N. County Farm Road Wheaton, IL 60187 ; (630) 407.8158	Criminal
ILLINOIS STATE APPELLATE DEFENDER	Submit a cover letter, resume and transcript by February 15, 2008, to Scott Main, Assistant Appellate Defender, at: 203 North LaSalle Street, 24th Floor, Chicago, Illinois, 60601, or Scott.Main@osad.state.il.us .	Criminal
LAKE COUNTY STATE'S ATTORNEY – MISDEMEANOR DIVISION	Ms. Mary Stanton, Chief of Misdemeanor Division, 20 S. County Street, Waukegan, IL 60085; (847) 377.3063	Criminal
AIDS LEGAL COUNCIL OF CHICAGO	Ann Hilton Fisher, Executive Director, 180 N. Michigan Ave. Suite 2110, Chicago, IL 60601; (312) 427.8990	Government / Agency
AMERICANS UNITED FOR LIFE	Denise Burke, 310 S. Peoria St., #500, Chicago, IL 60607, phone: (312) 568.4740, fax: (312) 492.7235; denise.burke@aul.org	Government / Agency
ARCHDIOCESE OF CHICAGO - OFFICE OF LEGAL SERVICES	Jan Leonatti, P.O. Box 1979, 155 E. Superior Street, Chicago, IL 60601; (312) 751.8319	Government / Agency
CHICAGO POLICE DEPARTMENT – LEGAL AFFAIRS	Lt. Charlotte De La Torre. Chicago Police Department, 3510 S. Michigan Ave., Chicago, IL 60653; (312) 745.6115	Government/Agency
CITY OF CHICAGO CORPORATION COUNSEL	David Seery, Chief Assistant Corporation Counsel, City of Chicago, Department of Law, 69 W. Washington, Chicago, IL 60602; (312) 744.4882	Government / Agency
CITY OF CHICAGO, DEPARTMENT OF LAW – DIVISION OF BUILDINGS AND LAND USE LITIGATION	Patti S. Gregory-Chang, 30 North LaSalle Street Room 700, Chicago, IL 60602; (312) 744.5038	Government/Agency
CITY OF CHICAGO - SEXUAL HARASSMENT OFFICE	Andrea Gomberg, Sexual Harassment Officer; DePaul Center, 333 S. State Street, Suite 330, Chicago, 60604; (312) 747.8988	Government / Agency
COOK COUNTY BOARD OF COMMISSIONERS - 13TH DIST.	Hollis R. Hanover, General Counsel 118 N. Clark Street, Room 567, Chicago 60602; (312) 603.6383	Government / Agency
ENVIRONMENTAL PROTECTION AGENCY, U.S.	Tamara Carnovsky 77 West Jackson Blvd., Chicago, IL 60604; (312) 353.2000	Government / Agency
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	Ethan Cohen, 500 W. Madison, Suite 2800, Chicago, IL 60661; ethan.cohen@eeoc.gov (email preferred)	Government / Agency
FEDERAL TRADE COMMISSION MIDWEST REGION	William J. Hodor, Attorney and Dir. Internship Program, 55 West Monroe Street, Suite 1825, Chicago, IL 60603; 312-960-5592	Government / Agency
ILLINOIS ATTORNEY GENERAL - Environmental Crimes Bureau / Financial Crimes Unit / Revenue / Prosecutions Bureau/ General Law	http://www.illinoisattorneygeneral.gov/about/jobs/lawclerk_opps.html	Government / Agency

INTERNAL REVENUE SERVICE APPEALS	Mr. Richard Anderson, 200 West Adams Street, Suite 600, Chicago, IL 60606, (312) 886-5736; (312) 582.6822	Government / Agency
INTERNAL REVENUE SERVICE DISTRICT COUNSEL	Mr. William Bogner, Bank of America Bldg., Room 2313, 200 W. Adams, Chicago 60606,	Government / Agency
LEGAL ASSISTANCE FOUNDATION	111 W. Jackson Blvd. 3 rd Floor, Chicago, IL 60604, (312) 341-1070 LAF contact person for school year positions is Lisa Palumbo, lpal@lafchicago.org	Government / Agency
LIFESPAN (Domestic Violence externship)	The organization's website is http://www.life-span.org/ The contact person is: Djuana Oshin O'Connor, Legal Director, 20 East Jackson Blvd., Suite 500 - Chicago	ChildLaw
METROPOLITAN PIER & EXPOSITION AUTHORITY	Josie Gough, Deputy General Counsel, 301 East Cermak Road, Chicago 60618; (312)791.6231; fax (312) 791.7125; jgough@mpea.com	Government / Agency
NATIONAL IMMIGRANT JUSTICE CENTER – THE HEARTLAND ALLIANCE	Austin Stephenson (312) 629-1960 208 S. LaSalle Street, Suite 1818, Chicago 60604; astephenson@heartlandalliance.org (email preferred) NOTE: Applications should be submitted at least six weeks prior to the start of the semester.	Government / Agency
MEXICAN-AMERICAN LEGAL DEFENSE AND EDUCATION FUND (MALDEF)	Ricardo Meza, Regional Counsel, 11 East Adams, Suite 700, Chicago, IL 60603; (312) 427.0701	Government / Agency
SECURITIES AND EXCHANGE COMMISSION	Law Student Observer Program: http://www.sec.gov/jobs/jobs_students.shtml	Government / Agency
U.S. COMMODITY FUTURES TRADING COMMISSION Division of Enforcement	Ava M. Gould, Trial Team Leader, Commodity Futures Trading Commission, 525 W. Monroe, Suite 1100, Chicago, Illinois 60661; (312) 596.0535; agould@cftc.gov	Government / Agency
U.S. EXECUTIVE OFFICE OF IMMIGRATION REVIEW - OFFICE OF THE DISTRICT COUNSEL	John Zountanis, Assistant District Counsel, 55 E. Monroe Street, Suite 1700, Chicago, IL: (312) 353.7317	Government / Agency
U.S. DEPARTMENT OF JUSTICE-ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES	Erika L. Ritt, Intern Coordinator, Bureau of Alcohol Tobacco and Firearms, 525 W. Van Buren St., Suite 600, Chicago, IL 60607 (312)846-8890, erika.ritt@atf.gov Apply 6 months in advance	Government/Agency
AMERICAN DENTAL ASSOCIATION	Tamra Kempf, Chief Legal Counsel, 211 East Chicago Avenue, 17th Floor, Chicago, IL 60611; (312) 440.2813	Health Law
THE AMERICAN MEDICAL ASSOCIATION	Barney Cohen or Andrea Cooper-Finkel, Office of the General Counsel, 515 N. State Street, Chicago, IL 61610; (312) 464.5274	Health Law
THE AMERICAN MEDICAL ASSOCIATION - Corporate Law Division	Same as above; specify in cover letter interest in working for the corporate law division.	Health Law
LOYOLA UNIVERSITY MEDICAL CENTER	Maria Pekar, 2160 South First Avenue, Maywood, IL 60153; (708) 216.8686	Health Law
NORTHWESTERN MEMORIAL HOSPITAL	Mary Lucie, Associate General Counsel, 240 E. Ontario, Suite 500, Chicago, IL 60611, (312) 926.2900	Health Law
RESURRECTION MEDICAL CENTER	Alane Repa, Director, Risk Management & Insurance, 7435 West Talcott, Chicago, IL, 60631 (773) 792-5016	Health Law
RUSH-PRESBYTERIAN ST. LUKE'S MEDICAL CENTER Intellectual Property Externship	Same as above; specify interest in IP law division in cover letter.	Health Law

RUSH-PRESBYTERIAN ST. LUKE'S MEDICAL CENTER	Stephanie Arcuri, 1700 W. Van Buren, #301, Chicago, IL 60612, 312.942.6886	Health Law
UNIVERSITY HEALTH SYSTEM CONSORTIUM	Barbara Youngberg, 2001 Spring Road, Suite 700, Oakbrook, IL, 60521-1890; (630) 954.1760 youngberg@uhc.edu (email preferred)	Health Law
UNIVERSITY OF CHICAGO HOSPITAL	Marilyn Hanzal, 5841 S. Maryland, Mail Code #1132, Chicago, IL 60637 (773) 702-1057	Health Law
ILLINOIS HUMAN RIGHTS COMMISSION	Matthew Hammoudeh, State of Illinois Building, 100 W. Randolph Street, Suite 5-100, Chicago, IL 60601; (312) 814.6269	Judicial
JUDICIAL EXTERNSHIPS	Any questions should be directed to either Maureen Looker (Room 1366, Phone (312) 915-7124), Julie Schaff (Room 1486, Phone (312) 915-7517), or Dean Faught (Room 1477, Phone (312) 915-7131).	Judicial

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

1. Submit an "Externship Application and Registration Form" (attached - page 9) by April 9, 2008.
2. Submit a signed "Supervisor's Agreement" that includes a statement of your goals for the externship (attached - pages 10 and 11) at the first scheduled extern class. (See Appendix A on page 18 for your schedule.)
3. Submit bi-weekly evaluation forms completed and signed by your on-site supervising attorney. (forms attached: pages 12 - 14).
4. Attend class regularly according to the schedule set forth on Schedule A (page 18). More than one unexcused absence may result in a withdrawal from the program.
5. Either individually or as a part of a small group, you will be assigned to write a two-page paper and present a short seminar at one of the extern classes on a topic pertaining to ethics and professionalism that you have researched and prepared for oral presentation. You may expect to field questions from the class. The theme of your presentation will be discussed in the early part of the semester.
6. 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. Attached (Schedule B - page 19) is an observation form to be completed and submitted by Friday, August 8, 2008.
7. Cause the supervising attorney (at your extern office) to complete the "Supervisor's Final Evaluation" and send it to Dean Faught by Friday, August 8, 2008 (Form attached: page 15)
8. Complete the "Program/Experience Evaluation" and a three-page double spaced written assignment at the end of the semester the topic of which is: "What about this externship has advanced your professional development?" Submit it to Dean Faught by Friday, August 8, 2008. (Form attached: pages 16 and 17.)
9. 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**

EXTERNSHIP APPLICATION AND REGISTRATION FORM
SUMMER 2008

This application will be evaluated by the members of the Faculty Clinic Committee. You will be contacted only if the application is not approved. Approval of the application will automatically register the student into the course. Students who wish to drop the course after submission of the approval form are responsible for withdrawing from the course.

Students must submit an application to Dean Faught in Room 1477 no later than April 9, 2008.

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT ALL OF THE FOLLOWING INFORMATION:

NAME: _____ **DATE:** _____

STUDENT ID NUMBER: _____ **PHONE:** _____ **GPA:** _____

1) Prior to the beginning of the Summer 2008 semester I will have completed _____ credit hours toward graduation and hours of previous extern credit.

2) I plan to register for ___ (2 or 3) hours of extern credit. (Note: you must select one or the other. No TBAs.)

Course Number _____ Section Number _____ Call Number _____

3) I have secured an externship in the area of (check one)
___Judicial ___Criminal ___Government/Agency ___ChildLaw ___Corporate ___Health Law

at the following site (if judicial, name of judge): _____

4) Extern applicants whose work, co-curricular and extra curricular activities during the fall are too demanding in the judgment of the Extern Supervisors will not be approved. Please describe these activities below.

- While I am serving as an extern I plan to take _____ additional hours of law school credit.
- Check one:
 - ___ I will not be working at another job in the Summer Semester.
 - ___ I will work at another job in the Summer Semester. _____ hours per week.
- I am involved in the following activities in the Summer semester: Please note any co- or extra-curricular activities (including journals, competitions, student organizations, research assistantships, tutoring, etc.) in which you are or expect to be engaged during the summer.

Please describe any other activity that may interfere with your ability to fulfill your responsibilities as an Extern.

Note: The Faculty Clinic Committee reserves the right to withhold approval for an externship if it appears that the responsibilities of the applicant, aside from proposed extern duties, may interfere with the responsibilities of the extern.

I realize that in order to receive credit I must comply with all of the requirements of the extern program. Should I not comply with all the requirements for extern credit, I am aware that credit may be withheld.

Student's Signature: _____

Approved ___ Not Approved ___ Date _____ IN _____

SUPERVISOR'S AGREEMENT

LOYOLA EXTERNSHIP PROGRAM - Spring 2008

Extern Supervisor: _____ Phone: _____

Student's Name: _____ Phone: _____

Externship Site: _____

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TO THE SUPERVISOR:

Thank you for your participation in the education of Loyola law students. Your role is an important one in the professional formation of our students. Please take a minute to read what we consider to be the goals of the program.

The Loyola Externship Program seeks to provide students with practical experience under the supervision of practicing attorneys and judges and an assigned supervisor from the School of Law. The Program is an opportunity to improve and develop lawyering skills, incorporate the values of the profession and develop working habits in a work environment that is also an educational environment.

Listed below are activities that the law faculty considers to be worthwhile goals for an externship experience. While it is understood that various extern sites offer different levels of exposure to these activities, it is the expectation that externs will engage in most of these activities to some degree during the course of the semester. The degree to which a student is involved in these activities, under the close supervision of on-site supervisor, usually determines the value of the program for that extern. In order to meet the goals of the program, an extern is expected to have extensive, supervised involvement in most of the following activities:

- Engage in challenging legal work
- Receive constructive feedback from supervisor
- Engage in legal research
- Exposed to situations involving issues of professional ethics
- Write legal memoranda or briefs
- Draft other legal documents
- Engage in case investigation
- Meet with clients
- Observe trials or hearings
- Participate in trials or hearings
- Observe/participate with judges/attorneys/clerks in conferences
- Observe most aspects of chambers/agency/office operation
- Interact with other externs
- Interact with lawyers other than supervisor
- Develop new understanding about the different roles played by lawyers

In addition, the on-site supervisor is expected to participate in the work of the program by conducting regular reviews of the student's work and submitting written evaluation forms every two weeks. We ask your help in making sure that the student receives regular constructive feedback about his or her work. To aid in this process, **please complete bi-weekly evaluation forms and meet with the student to discuss his or her work.** While the evaluation process is often the hardest part of your task as a supervisor, it is also the most worthwhile aspect of the extern experience for the student.

Supervisor's Agreement - Page 2

A student in Loyola's extern program may register for two or three hours of extern credit in a given semester. (S)he is required to work a minimum of **55 hours per credit** under your supervision (**110 hours for 2 credits or 165 hours for 3 credits**). We at Loyola expect law student externs to be given responsibilities similar to those of a practicing attorney (or other approved professionals in the case of health law externs) and to be included in strategic decision-making involved in the assigned work. All work for credit must be unpaid.

If you are unable to help meet these goals of Loyola's extern program, we ask that you not engage the student as an extern. If you are able to do so, we thank you and welcome you in our educational mission. You will play an important role in what could be one of the most significant experiences in the student's law school career. If you have any questions or problems, please call me at (312) 915-7131 or contact me by e-mail at ifaught@luc.edu.

James J. Faught
Associate Dean
Loyola University Chicago
School of Law

GOALS STATEMENT

SUPERVISOR AND STUDENT EXTERN: PLEASE COMPLETE THE TABLE BELOW.

<u>Student:</u> Please list three goals that you seek to accomplish in this externship.	<u>Supervisor:</u> Please describe how this experience will assist the student to achieve these goals.
1)	1)
2)	2)
3)	3)
Student's Signature:	Supervisor's Signature:

**Students:
This form is due at your first class on June 3.**

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LOYOLA SCHOOL OF LAW EXTERN PROGRAM BI-WEEKLY EVALUATION

Student's Name: _____

Evaluator's Name: _____

Phone: _____

Office: _____

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TO THE SUPERVISOR: PLEASE COMPLETE THIS EVALUATION, DISCUSS IT WITH THE STUDENT AND SUBMIT IT TO THE ADDRESS LISTED BELOW BY THE ASSIGNED DATE.

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 quantity of the extern's work.

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

Additional comments

Signed: _____

Date:

Please return by **June 17, 2008**

Associate Dean James J. Faught
Loyola School of Law
25 East Pearson Street
Chicago, IL 60611
Fax: (312) 915-6911

LOYOLA SCHOOL OF LAW EXTERN PROGRAM BI-WEEKLY EVALUATION

Student's Name: _____
 Evaluator's Name: _____
 Phone: _____
 Office: _____

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TO THE SUPERVISOR: PLEASE COMPLETE THIS EVALUATION, DISCUSS IT WITH THE STUDENT AND SUBMIT IT TO THE ADDRESS LISTED BELOW BY THE ASSIGNED DATE.

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 quantity of the extern's work.

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

Additional comments:

Signed: _____ Date:

Please return by **July 1, 2008** to:

Associate Dean James J. Faught
 Loyola School of Law
 25 East Pearson Street
 Chicago, IL 60611
 Fax: (312) 915-6911

LOYOLA SCHOOL OF LAW EXTERN PROGRAM BI-WEEKLY EVALUATION

Student's Name: _____
 Evaluator's Name: _____
 Phone: _____
 Office: _____

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TO THE SUPERVISOR: PLEASE COMPLETE THIS EVALUATION, DISCUSS IT WITH THE STUDENT AND SUBMIT IT TO THE ADDRESS LISTED BELOW BY THE ASSIGNED DATE.

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 quantity of the extern's work.

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

Additional comments

Signed: _____ Date:

Please return by **July 15, 2008** to:

Associate Dean James J. Faught
 Loyola School of Law
 25 East Pearson Street
 Chicago, IL 60611
 Fax: (312) 915-6911

LOYOLA SCHOOL OF LAW EXTERN PROGRAM BI-WEEKLY EVALUATION

Student's Name: _____
 Evaluator's Name: _____
 Phone: _____
 Office: _____

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TO THE SUPERVISOR: PLEASE COMPLETE THIS EVALUATION, DISCUSS IT WITH THE STUDENT AND SUBMIT IT TO THE ADDRESS LISTED BELOW BY THE ASSIGNED DATE.

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 quantity of the extern's work.

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

Additional comments

Signed: _____ Date:

Please return by **Jul 29, 2008** to:

Associate Dean James J. Faught
 Loyola School of Law
 25 East Pearson Street
 Chicago, IL 60611
 Fax: (312) 915-6911

SUPERVISOR'S FINAL EVALUATION - SUMMER 2008
LOYOLA UNIVERSITY SCHOOL OF LAW

Please return by **August 8** to: Associate Dean James J. Faught,
Loyola University Chicago School of Law
One East Pearson Street, Chicago, IL 60611

Student's Name: _____ Office: _____
Evaluator's Name: _____ Date: _____

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. Was the student responsible and dependable?
Excellent 1 2 3 4 5 Poor
Comments:

3. Did the student maintain an appropriate professional approach to the legal work?
Excellent 1 2 3 4 5 Poor
Comments:

4. What was the overall quality of the student's work?
Excellent 1 2 3 4 5 Poor
Comments:

5. How often did you meet with the student to review his/her work?

Date: _____

Extern Supervisor: _____

TO THE EXTERN SUPERVISOR: Please discuss this evaluation with the student. A frank appraisal of the student's strengths and weaknesses is one of the most valuable aspects of the extern experience. This form must be returned to Dean Faught by **Friday, August 8, 2008** in order for credit to be awarded.

LOYOLA EXTERN PROGRAM / EXPERIENCE EVALUATION - SUMMER 2008

Due August 8

Student's Name _____ **Phone**
Extern Site _____ **Phone**

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

- | | | | | |
|--|---|---|---|---|
| 1. Engaged in legal research | 0 | 1 | 2 | 3 |
| 2. Wrote a legal memoranda or briefs. | 0 | 1 | 2 | 3 |
| 3. Drafted other legal documents. | 0 | 1 | 2 | 3 |
| 4. Engaged in case investigation. | 0 | 1 | 2 | 3 |
| 5. Met with clients. | 0 | 1 | 2 | 3 |
| 6. Engage in challenging legal work. | 0 | 1 | 2 | 3 |
| 7. Observed most aspects of agency/
office operation. | 0 | 1 | 2 | 3 |
| 8. Worked independently. | 0 | 1 | 2 | 3 |
| 9. Received constructive feedback
from supervisor. | 0 | 1 | 2 | 3 |
| 10. Interacted with other interns/externs. | 0 | 1 | 2 | 3 |
| 11. Interacted with lawyers other than
supervisor. | 0 | 1 | 2 | 3 |
| 12. Received reasonably well-defined
work assignments. | 0 | 1 | 2 | 3 |
| 13. Participated in a well-organized
extern program. | 0 | 1 | 2 | 3 |
| 14. Developed new understanding about
the different roles played by
lawyers. | 0 | 1 | 2 | 3 |
| 15. Exposed to situations involving
issues of professional ethics. | 0 | 1 | 2 | 3 |

General Comments

1. In what ways has your externship better prepared you for a profession in law?
2. What are the drawbacks or problems in externing at this site?
3. How could this externship be improved for other law students? What would you want students who are considering this opportunity to know?
4. How often and under what circumstance were you given feedback from your supervisors?
5. What other information do you think we should have in order to be able to evaluate the quality of this extern placement?

Student's Signature: _____ Date: _____

TO STUDENTS:
This evaluation is a prerequisite for the awarding of credit. Please complete and return it to Dean Faught by Wednesday, August 8, 2008.

SCHEDULE A

EXTERN SEMINAR SCHEDULE - SUMMER 2008

NOTE: Attendance at the first extern class on June 3 (see below) is mandatory. Externs who do not attend will be removed from the extern program and must reregister.

All externs will meet in a classroom Room 304 in 25 East Pearson from 5 - 6:00 p.m. on the following TUESDAYS in the Summer. PLEASE NOTE: The use of laptops is not permitted during class time.

- Tuesday, June 3 - Organizational Meeting
- Tuesday, June 17 - Perspective Session
- Tuesday, July 1 - Belli Seminars
- Tuesday, July 15 - Belli Seminars
- Tuesday, July 29 - General Session

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.

SCHEDULE B
LOYOLA EXTERN TRIAL OBSERVATION

Each Loyola extern should observe at least one full trial in full or the component parts. The extern must complete this form and submit it to Dean Faught by **August 8, 2008**

* * * * *

Name of trial attended:

Date(s):

In the space provided below, please give a brief description of the trial you observed and your candid observations of it. Feel free to comment on the quality of the lawyers, the rulings of the judge, the theories propounded, or any other aspect of the case that you found to be interesting.