

**LOYOLA UNIVERSITY CHICAGO
SCHOOL OF LAW
EXTERN PROGRAM**

FALL 2012

**APPLICATION
AND
SUPERVISOR'S AGREEMENT**



SCHOOL of LAW

EXTERNSHIP APPLICATION, HONOR STATEMENT AND ACKNOWLEDGEMENT FALL 2012

Students who have secured an externship at an approved site must submit a completed application to Josie M. Gough, Director of Experiential Learning. The application should be submitted to Ms. Gough by personal delivery to her office, **Room 1317**. Upon approval of the application by Ms. Gough and processing by the Office of the Registrar, you will be able to register on LOCUS within the next 24-48 hours.

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THE FOLLOWING INFORMATION.

(PLEASE PRINT)

Name:		Student ID #		Class Year	
Email		Phone		GPA	

1. Indicate whether you are a full-time or part time student.	Full		Part	
2. Indicate the number of credit hours you have completed to date.	Credit Hours:			
3. Specify the number of hours you have earned, if any as an extern to date.	Credit Hours:			
4. Circle the number of credit hours that you expect to earn during the fall semester.	2		3	
5. Indicate the total number of credit hours you will register for during the fall semester.	Credit Hours:			
<u>NOTE: If you are a part-time student you may not register for more than a total of 12 credit hours in any semester. If you are a full-time student you may not register for more than a total of 17 credit hours in any semester.</u>				

6. State the name of the extern site or name of the member of the judiciary that you will be assigned to as an extern during this semester. _____

	COURSE TITLE	NUMBER	SECTION	CALL #
<input type="checkbox"/>	Externship—Child Law	583	001	2668
<input type="checkbox"/>	Externship—Health Law	584	001	2677
<input type="checkbox"/>	Externship—Corporate	585	001	2671
<input type="checkbox"/>	Externship—Criminal	587	001	2672
<input type="checkbox"/>	Externship—Government/Public Interest	588	001	2675
<input type="checkbox"/>	Externship—Judicial	589	001	2694
<input type="checkbox"/>	Externship—Intellectual Property	590	001	5316
<input type="checkbox"/>	Externship—Entertainment/Creative Arts	545	001	6111

INTENSIVE FIELD PLACEMENT ONLY-COURSE 599

Place a check next to the practice category of the Intensive Field Placement that you have selected. Please remember if you have selected the Intensive Field Placement you will need to use the following course numbers when you register through LOCUS.

	COURSE TITLE	NUMBER	SECTION	CALL #
<input type="checkbox"/>	Child Law	599	001	6112
<input type="checkbox"/>	Corporate Law	599	002	6426
<input type="checkbox"/>	Criminal Law	599	003	6427
<input type="checkbox"/>	Entertainment/Creative Arts	599	004	6428
<input type="checkbox"/>	Government/Public Interest	599	005	6429
<input type="checkbox"/>	Health Law	599	006	6430
<input type="checkbox"/>	Intellectual Property	599	007	6431
<input type="checkbox"/>	Judicial	599	008	6432

**Please include the name of the judges
and the court in which he/she presides**

FALL SESSION	
Tuesday- Course Instructor Kieffer	
	Externship-Course Number 583, 584, 585, 587, 588, 589, 590, 545 this class meets in room 1102 from 4pm-5pm.
Wednesday- Course Instructor Gough	
	Externship-Course Number 599 this class meets in room 1102 from 5pm- 6pm.
Thursday- Course Instructor Gough	
	Externship-Course Number 583, 584, 585, 587,588, 589, 590, 545 This class meets in room 1102 from 5pm- 6pm.

Applicants whose work, co-curricular and/or extracurricular activities during the semester are too demanding in the judgment of the Faculty Experiential Learning Committee **will not** be approved. In order to make those assessments, please answer the following series of questions.

7. Please indicate whether you will be working during the semester.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No.
8. If your answer is yes, please provide the number of hours you will be working at that job during the semester	Hours per Week			
9. Please list all activities you will be involved in during the semester. Please note any co- or extra-curricular activities (including journals, competitions, student organizations, research apprenticeships, tutoring, etc.) in which you are or expect to be engaged during the semester. Please describe any other activity that may interfere with your ability to fulfill your responsibilities as an extern.				

HONOR STATEMENT

I have reviewed the information regarding the extern program on the Loyola University Chicago School of Law website in its entirety. I agree to complete all program requirements and to honor my commitment to the extern site or judge listed above in order to receive course credit. Should I not comply with all the requirements for extern course credit, I am aware that credit may be withheld.

Student's Signature: _____

Date of Submittal: _____

FOR OFFICE USE ONLY

APPROVED ____ NOT APPROVED ____ Date _____ BY: _____

Date Submitted to the Office of the Registrar: _____

SUPERVISOR'S AGREEMENT LOYOLA EXTERNSHIP PROGRAM

PLEASE PRINT OR TYPE:

Student's Name: _____ Phone: _____

Extern Supervisor: _____ Phone: _____

Externship Site: _____

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. All work for academic credit must be unpaid.

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
- Gain exposure 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 a new understanding of 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 those written evaluation forms to the course instructor. 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 all required evaluation forms and meet with your student to discuss his or her work. While the evaluation process is often the most difficult part of your task as a supervisor, it is also the most worthwhile aspect of the extern experience for the student. Law student externs should be given responsibilities similar to those of a practicing attorney and are to be included in strategic decision-making involved in the assigned work.

Supervisor's Agreement – Page 2

If you are unable to help meet these objectives 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 Ms. Josie Gough at (312) 915-7887 or contact her by email at jgough@luc.edu.

Time Requirements:

A student in Loyola's extern program may register for two or three hours of extern credit in a given semester. The student is required to work a minimum of 55 hours per credit under your supervision – 110 hours for two credits or 165 hours for three credits. Over the course of the semester students are expected to work as follows:

- Students who register for two credits are expected to work an average of 8 hours per week.
- Students who register for three credits are expected to work an average of 12 hours per week.

Externs are notified that there may be times when additional hours are necessary. However, since most students have substantial additional responsibilities outside of their externships, we recommend that students not be assigned regularly to tasks that would require more than 15 hours per week.

GOALS STATEMENT – Supervisor and student extern: Please complete the table below.

STUDENT: Please list three goals that you seek to accomplish during this externship.	SUPERVISOR: Please describe how this experience will assist the student in achieving these goals.
1)	1)
2)	2)
3)	3)
Student's Signature:	Supervisor's Signature: Title: _____ Email: _____ Telephone: _____

Students: This form is due at your first class. Make a copy of it for yourself and your site supervisor.