



SCHOOL *of* LAW

Loyola University Chicago School of Law

Experiential Learning Information Session

SPRING 2023

EXTERNSHIPS | JUDICIAL COLLECT PROCESS | CLINICS | PRACTICA



SCHOOL *of* LAW

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ABA Experiential Learning Requirements

Standards 304(d) and 305 provide an overview of ABA rules around Experiential Courses, Field Placements and other studies. See:

https://www.americanbar.org/content/dam/aba/administrative/legal_education_and_admissions_to_the_bar/standards/2022-2023/2022-2023-standards-and-rules-of-procedure.pdf

In 2014, the ABA House of Delegates approved changes to the law school accreditation standards that require students to "**satisfactorily complete one or more experiential course(s) totaling at least six credit hours.**" An experiential course must be a simulation course, a law clinic, or a field placement, as defined in Standard 304.

LUC Law Experiential Learning Requirements

A minimum of 6 Experiential Learning credits are required for graduation.

- At least 3 of these credits must be satisfied through **Live-Client Experience (LCE)** courses.
- The remaining 3 credits may be earned in either LCE courses or through **Comprehensive Simulation (CS)** courses.
- Students must have completed their first year of law school to be eligible for enrollment.

LUC Law Experiential Learning Requirements

The Live-Client Experience (LCE) course requirement can be met through:

- Intensive field placement through Loyola's Externship Program,
- Participation in one of Loyola's Clinics, or
- Practicum with a Field Placement or Approved Project.

A Comprehensive Simulation course is structured around hypothetical legal situations. *Only 3 credit hours of the 6 credit Experiential Learning requirement may be completed through Comprehensive Simulation courses.*

- Examples of simulation course topics include trial practice, advising not-for-profit organizations, mediation, transactional law, estate planning, etc.

All experiential learning requirements can be found at the website here:

<https://www.luc.edu/law/academics/experiential-learning/index.cfm>

Externship Program

LOYOLA'S EXTERNSHIP PROGRAM satisfies the Live-Client Experience graduation requirement for your experiential learning credits. Externships provide the following:

1. Practical experience under the supervision of a judge or attorney
 2. Academic supervision from a supervising attorney from the School of Law.
 3. The opportunity to develop and apply professionalism and ethical requirements
- During the Summer semester, the law school offers the program in Chicago and Washington DC* (with remote opportunities available nationwide year-round at students' option).

Externships Contact Person: Breanna Kantor, bkantor@luc.edu

Additional information about the Externship Program can be found here:

<https://www.luc.edu/law/currentstudents/externships/>

Externship Eligibility Requirements

- Must have successfully completed all required first year course work
 - A 711 license is not an externship requirement but may be required by some host sites. *Students **cannot** use a 711 License for work at a law firm.
- Student has applied to approved externship sites (found on Pearson or as approved by the Director of Experiential Learning and Professional Development) according to the site's requirements
- Student has secured a field placement with the extern site
- Student must be enrolled in an externship seminar and submit all required course documents to their instructor (MOU, Time Logs, etc.)
- A student may earn up to 8 hours of academic credit through externship courses during their law school career
- **Students may not receive compensation for work performed at a field placement if seeking law school course credit.**

Externship Course Seminars

1. Students must attend all class sessions. Regular and punctual class attendance, as determined by the Course Instructor and the Dean, is required in all courses per University requirements.
2. Students shall prepare a project list and track all field hours.
3. Students must submit all supervisor & student agreements and evaluations.
4. Students must attend individual meetings with the Course Instructor.
5. Students shall complete all classroom reading and writing assignments as assigned, as well as anything else described on the course syllabus.

Externship Requirements & Credit Hours

Students may earn 1, 2 or 3 hours of academic credit per semester as follows:

Credit Hours	Total Hours During Semester at Field Placement Site	Estimated Weekly Work Hours
1	55	~ 4
2	110	~ 8 - 10
3	165	~ 12 - 15*

****Student work hours at the field placement site during Fall and Spring Semesters shall not exceed 15 hours. However, students may work full time during Summer Semester field placement***

Externships are available in the following practice areas:

- Alternative Dispute Resolution
- Child & Family
- Consumer Protection/Antitrust
- Corporate
- Criminal
- Employment/Labor
- Entertainment/Creative Arts/Sports
- Government
- Government Relations/Public Affairs
- Health Law
- Intellectual Property
- Judicial
- Professional Responsibility
- Public Interest
- Tax

How to Apply to Extern Sites:

- Students may select from a variety of externship opportunities at pre-approved sites on Pearson
 - Filter search by “Externships”
- Students may also submit new extern host sites to be approved and available for themselves and classmates. Please review the requirements on the website and refer potential sites to the “Information for Supervisors” section.
 - Application for Approval of Extern Site
- For Judicial Sites Only- **Judicial Collect Process**
 - SUMMER 2023 AND FALL 2023 SEMESTERS COLLECT: Jan 20-Jan 30

Judicial Externships – The “Judicial Collect” Process

Students interested in a judicial externship for the Summer or Fall 2023 Semesters can apply via PEARSON from **Friday, January 20, 2023 through Monday, January 30, 2023.**

Pearson Collection Instructions:

1. Log on to Pearson
2. Set up your Background Information
3. Upload your Resume & Transcript
4. Select & Apply to Judges
5. Loyola distributes selected submissions to Judges
6. Internal Application

Additional Judicial Collect Instructions can be found here:

<https://www.luc.edu/media/lucedu/law/experiental/pdfs/Judicial%20Collect%20Instructions.pdf>

Interview Process with Judges

- You must apply via Pearson by uploading your resume and transcript. Loyola mails your materials to the various judges. The judges directly contact the students they would like to interview.
 - We do not know the exact time frame that judges will use in interviewing and extending offers.
- If you accept an interview with a judge, you must be ready to accept an offer. You can accept more than one interview but must be ready/willing to accept an offer from a judge immediately and cancel all other interviews.
- **Example Scenario:** *You have an interview with Judge X on Monday and Judge Y on Tuesday. Judge X makes you an offer at your interview, you must accept and cancel your interview with Judge Y.*

Judicial Externships - Courts

Students may apply for a judicial externship through the Law School to:

- Federal Judges and Magistrates-Northern District of Illinois
- Federal Judge-US District Court, Central District of Illinois
- Federal Bankruptcy Judges-Northern District of Illinois
- Illinois Appellate Court

For Circuit Court of Cook County Judges (Criminal, Civil-Law, Chancery, Mortgage Foreclosure, Child Protection, Domestic Violence Divisions) :

- You may directly apply to the various divisions of the Circuit Court of Cook County via their externship process: Illinois Circuit Court of Cook County > HOME > Internships/Externships (www.cookcountycourt.org)
- Additionally, students may find placements through the American Bar Association, Just the Beginning Foundation, or through personal contacts with members of the judiciary. Students may apply for externship credit with permission of the Director of Experiential Learning.

Judicial Externships v. Judicial Clerkships

Judicial Externships – available to law students

- Judicial externs may work for a judge part-time or full-time while receiving credit from an outside institution

Judicial Clerkships – available to recent graduates

- The judicial clerk is a full-time assistant to the judge and usually performs a wide range of tasks, including legal research, drafting of memoranda and court opinions, proofreading, and cite checking
- A judicial clerk is often responsible for various administrative tasks such as maintenance of the docket and library, assembling documents, or other administrative tasks necessary to meet the many obligations of the judge.

***Judicial Clerkship Program, Feb. 8th, 1-2pm virtual**

- This program will demystify the process to apply for post-graduate judicial clerkships with federal and state court judges. It is targeted to the Class of 2024, but all are welcome. A panel will share their experiences applying for clerkships.

Student Organizations: Loyola Federal Bar Association (LFBA)

"The Loyola Federal Bar Association (LFBA) presents educational and networking programs for students interested in federal law practice. Our mission is to establish a continuous and prominent Loyola student presence within the Federal Bar Association's (FBA) Chicago Chapter and give Loyola students the opportunity to interact with federal judges and practitioners.

Nationally, the FBA has more than 19,000 members, including 1,500 federal judges, working together to promote the administration of justice and integrity, as well as the quality and autonomy of the judiciary."

For more information about the LFBA, visit their website here:

<https://www.luc.edu/law/studentlife/organizations/federalbarassociation/>

Externship Applications - Pearson

Once you have secured an externship, you must submit an internal externship application on Pearson. Applications will be reviewed by the Experiential Learning Director and Registrar's Office.

- Log in to your Pearson account and go to the [Experiential Learning Module and New Experience](#) at the upper right corner.
 1. Select "Externships (599)" under the Select "Experiential Learning Type" heading in the first drop down
 2. Begin the application/form
 3. Go to the Resource Library under "Number 8. Externships" to find the relevant semester's "**Externship Schedule**" to identify your desired section number and class number (in [columns C and D](#)).
 4. When you complete and submit the form, you will be notified via an email from Pearson when it is approved.

Internal Pearson Applications are currently available for Summer 2023 and may be submitted upon release of the Summer 2023 Course Schedule.

Externship Registration & Schedule

Once your Pearson application has been approved, you must then register for the designated externship seminar on LOCUS. The courses being offered are as follows:

Spring 2023:

- Tuesday, 5:30-6:30pm, K.Jannotta (online, currently full)
- Wednesday, 5:30-6:30pm, P.Apostol (RM 1403)
- Thursday, 5-6pm, F.Lynch (online, limited availability)
- Saturday, 12:15-1pm, L.Ellison (RM 1401, biweekly)*

Summer 2023:

- Tuesday, 5:30-6:30pm, J.Ciesil (online)
- Wednesday, 5:30-6:30pm, J.Williams (online)
- Wednesday, 5:00-6:00pm, Judicial Practicum, Asst. Dean Kieffer (online)

*Weekend JD students must register in the Saturday seminars

Clinical Programs – General Info

Clinics provide real-world experience in representing children, families and other members of the community in need while studying and working under the supervision of Loyola clinical faculty members.

Loyola Law currently offers six clinics:

- [Business Law Clinic](#)
- [Civitas ChildLaw Clinic](#)
- [Community Law Center Clinic/Veterans Practicum](#)
- [Federal Tax Clinic](#)
- [Health Justice Project](#)
- [Legislation & Policy Clinic](#)

Credit Hours: May vary by clinic and semester

Registration: Students register for clinics during normal registration, although most require faculty permission to enroll.

Advanced Coursework: Students may enroll in a clinic for a second semester after completion of the first clinical course

Information about the various Clinical Programs can be found here:

<https://www.luc.edu/law/academics/clinical-programs/index.cfm>

Practicum Courses – General Info

A practicum is a seminar course focused on a specific area of law that gives students the option of acquiring experiential learning credit either through a live-client experience (LCE) in a field placement outside of the law school, or a comprehensive simulation (CS). For a live-client experience via practicum, students must complete a field placement and provide services to the clients of that agency.

Loyola Law offers several practica:

- Advanced Mediation: Advocacy Practicum; Certification & Courthouse Practicum
- [Criminal Law Practicum](#)
- Domestic Violence Practicum
- Advanced Education Law Practicum; SUFEO
- [Immigration Law Practicum \(Spring\)](#)
- Human Trafficking Practicum (Fall)
- IT & Human Rights Practicum
- Policy Practicum: Issues in Child Law
- [Community Law Center Clinic/Veterans Practicum*](#)

Credit Hours: May vary by practicum and semester

Registration: Students register for practica during normal registration, although most require faculty permission to enroll.

*The Veterans Practicum operates differently than traditional practica

QUESTIONS?

Remember to visit the [LUC Experiential Learning Website](#)

For questions regarding the Judicial Collect process, please contact Maureen Kieffer, Associate Director of Career Services, Suite 1301, mkieffer1@luc.edu

For all other externship inquiries, please contact Breanna Kantor, Interim Director of Experiential Learning & Professional Development, Room 1329, bkantor@luc.edu

For additional information about the clinical programs and practica, please refer to their websites linked within the Experiential Learning page

THANK YOU
FOR YOUR TIME
& ATTENTION!

