

SUMMER AND FALL EXTERNSHIPS/INTENSIVE FIELD PLACEMENTS FAST FACTS

EXTERNSHIPS FOR THE 2020 SUMMER AND FALL SEMESTERS ARE AVAILABLE TO ALL FULL-TIME AND PART-TIME STUDENTS WHO HAVE COMPLETED ALL REQUIRED FIRST YEAR COURSE WORK. EXTERNSHIPS FULFILL A STUDENT'S LIVE CLIENT REQUIREMENT.

Securing a Judicial Externship	<ol style="list-style-type: none"> 1. Students interested in a judicial externship for academic credit during the 2020 summer and/or fall semesters should submit their résumés and transcripts using the <i>Pearson</i> system. We will provide these materials to the judges that we partner with each semester. NOTE: Some judges may ask for additional documents which may include a request for a writing sample. If that is the case, please make sure that your writing sample has been carefully reviewed before you submit it to the judge. Always submit your best work. 2. As indicated above, the law school will submit your documents to the judges participating in our program on your behalf. Judges who participate in the program will make the selection, interview (in person and/or by telephone in some cases) and extend offers. While we advise the judges of our internal deadlines, their schedules vary with respect to when they will begin the selection process. 3. If you are extended an offer, the expectation (assuming no conflicts of interest), is that you will accept the offer and decline other interviews for judicial field placements that may be pending. Students must honor this commitment. 4. The instructions for the collection of student résumés and transcripts related to the Judicial Collection Process is attached as <u>Exhibit A</u> to this document. <i>Review it carefully.</i>
<i>Conflicts</i>	<ol style="list-style-type: none"> 5. Only sign up for the category of judicial placement that you are truly interested in during the semester of your choice. Make sure that you have cleared any conflicts that may present an issue before you apply. 6. Please also review Pearson and Law School Announcements for opportunities that may become available with judges independent of this process.
<i>Judicial Collection Dates and Deadlines</i>	<ol style="list-style-type: none"> 7. <u>Summer and Fall Semesters Judicial Collection: The collection of documents using this system will begin on January 20, 2020. The closing date for collection of these documents is January 24, 2020 at 5:00 p.m.</u>
Internal application all field placements	<ol style="list-style-type: none"> 8. <u>Internal law school application process for the Summer 2020 semester: Applications will be available as of February 2020. To receive academic credit for your work as an extern in any practice category (judicial/non-judicial), you must also submit your completed internal law school application by the April 24, 2020 deadline. All internal applications are to be submitted in person to Director Chipo Nyambuya in room 1331.</u>

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9. Internal law school application process for the **Fall 2020 semester**: Applications will be available as of June, 2020. In order to receive academic credit for your work as an extern in any practice category (judicial/non-judicial), you must also submit your completed internal law school application by the July 24, 2020 deadline. Applications are to be submitted in person to Director Chipu Nyambuya in room 1331.
10. First-year law students (i.e. rising 2L students) may apply for all categories of externships beginning with the summer 2020 semester. Information Sessions will be on the Externship Website and in person sessions will begin end of January regarding this process

The internal application will be available in February for the summer semester and June for the fall semester.

<https://www.luc.edu/law/academics/experientiallearning/liveclientexperiences/externships>

Washington, D.C.
Program

11. The law school offers a summer externship in Washington, DC as well as in Chicago. An information session regarding the Washington, DC program will be offered on **Thursday, January 30th at Noon 1304**. **Individual meetings may be scheduled with Assistant Dean Gough regarding this opportunity.**
12. Internal applications will be available on the Externship website, through Law School Announcements, in the Law Registrar's Office, the Career Services Office, and in the office of Director Nyambuya in room 1331.
13. Students working in chambers for a state court judge (Circuit Court of Cook County) will need to disclose whether they also will be working or intend to work in any other legal capacity to the judge and law school. **Students may not work in any other legal capacity while working as an extern for a state court judge.** This is a directive from the Office of the Chief Judge of the Circuit Court of Cook County. *Conflicts should be disclosed in all cases with prospective supervisors.* Certain federal court district court and magistrate judges may also have similar policies in place. It is important that you disclose this information.
14. It is critical that **students review the list of approved externship sites on the Pearson System**. New opportunities will also be provided through Law School Announcements on a regular basis and in a binder outside Director Nyambuya's office. Information regarding each site and their application processes and requirements may be found in those locations. In the majority of cases, students apply directly to the approved site of their choice. Once you are presented with an offer, the expectation is that you will accept it and honor the commitment.

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<p><i>Cook County Placements</i></p>	<p>There are only a few exceptions. One important one is the application process for Cook County. Students interested in serving as an extern at any of the following sites apply directly to Director Nyambuya</p> <ul style="list-style-type: none"> • <u>Cook County Health Systems</u> • <u>Cook County Bureau of Labor</u> • <u>Cook County Department of Revenue</u> • <u>Cook County Department of Risk Management</u> • <u>Cook County Commission on Human Rights and Ethics</u> • <u>Cook County Department of Revenue</u> • <u>Cook County Department of Risk Management</u> • <u>Cook County-Office of Commissioner Larry Suffredin</u> • <u>Cook County Office of the President</u> • <u>Cook County Bureau of Technology</u> <p>Students interested in any of the placements listed above for the summer or fall semester should submit 2 copies of their cover letter, résumé, and unofficial transcript to Director Nyambuya by personal delivery no later than one month prior to the internal law school application deadline.</p> <p>The cover letter should be addressed to Director Nyambuya for all Cook County placements. YOU MAY NOT CONTACT THE COUNTY DIRECTLY. THIS WOULD BE A VIOLATION OF THE COUNTY’S HIRING PROCESS. This does not apply to the Office of the Cook County State’s Attorney or Law Offices of the Cook County Public Defender.</p>
<p>Application Process for all other Extern Intensive Field Placements</p>	<p>15. Once you have secured an externship (including confirmation of your background check or other site requirements), you must submit an internal externship application to Director Nyambuya. This is the first step in the registration process. Director Nyambuya will review, approve and transmit the application to the law registrar on your behalf. Once processed, you may register for your selected seminar class section within 48 hours of your internal application submission.</p>
<p>Registration Process</p>	<p>16. Additionally, if you have applied to a site but are still waiting for a confirmation, you should submit an application to Director Nyambuya prior to the deadline. If you are not selected for the placement or your plans change, you will not register for the placement and course. This will insure that you do not miss the internal deadline for submission of the internal law school application and it will hold your place in class.</p>
<p>Information Sessions</p>	<p>17. Students interested in the externship program are required to attend an information session. <u>THIS IS MANDATORY.</u> Logistical information will be provided through Law School Announcements. Sessions are also provided during the week, including on Saturdays, and virtually via the Externship Website.</p>

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Externship Seminar Course	18. Students who participate in the externship program are required to attend a seminar course. Students may earn 1, 2 or 3 hours of academic credit during the semester for work performed in the legal workplace and in the classroom. 55 hours is required for students to earn 1 credit hour. 110 hours of work in the field is required to earn 2 credit hours. 165 hours of work in the field is required to earn 3 credit hours. The course is graded pass/fail.
<i>Annual Professionalism Program Workshop</i>	19. All students who are interested enrolled in the externship program are required to attend this workshop. Students interested in any and all of the experiential learning opportunities available through the law school and who will be working as a legal professional during the summer or fall, should be encouraged to attend. The Professionalism Workshop will be held on March 28, 2020 from 9A – 3P in the Philip H. Corboy Law Center, Power Rogers & Smith Ceremonial Courtroom. Details regarding this event will be published on the externship website, through law school announcements, and Career Services publications.
Compensation	20. Students seeking to earn academic credit for their work as externs may not be compensated by the host organization. Students may receive funding for their work from third parties , including but not limited to PILI and other related sources of funding.

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EXHIBIT A

LOYOLA UNIVERSITY CHICAGO SCHOOL OF LAW BUILDING A COMMUNITY OF LEGAL PROFESSIONALS

JUDICIAL EXTERNSHIPS PEARSON COLLECTION INFORMATION

Externship opportunities for academic credit are available to all current full-time law students upon completion of all required first year courses (Civil Procedure, Contracts, Constitutional Law, Criminal Law, Property, Torts, and Legal Writing). Part-time law students may apply upon completion of 28 hours of academic credit. Students are graded on a pass/fail basis and may elect to earn 1, 2 or 3 hours of credit for their service as an extern during the fall semester. Externships help fulfill your six hour Experiential Learning graduation requirement.

If you are interested in applying to be a judicial extern AND wish to have our law school submit your credentials to the judiciary on your behalf, please review carefully and follow the instructions below.

SUMMER AND FALL COLLECTION: YOU MAY BEGIN TO SUBMIT THE REQUIRED DOCUMENTS USING THE PEARSON SYSTEM AND THIS COLLECTION PROCESS ON JANUARY 20, 2020. THE REQUIRED DOCUMENTS MUST BE SUBMITTED USING PEARSON NO LATER THAN 5PM ON JANUARY 24, 2020.

WE WILL NOTIFY STUDENTS IF THERE IS AN ADDITIONAL FALL COLLECTION

You must apply independently to all other externship intensive field placement categories. These listings are included on Pearson. Please review the website at <https://www.luc.edu/law/academics/experiential-learning/liveclientexperiences/externships> for additional information regarding Experiential Learning and the Externship Field Placement program and policies.

MANDATORY INFORMATION SESSIONS

Information sessions regarding all externship intensive field placements, including judicial field placements and placements will begin at the end of January and end in April. Information regarding these sessions is provided through Law School Announcements. Virtual Sessions are also available on the Externship Website: <https://www.luc.edu/law/currentstudents/externships/>

INSTRUCTIONS

You will need to follow the Pearson instructions to upload your résumé and transcript. These documents must be in pdf format. In order to do so, log on to PEARSON by going to <https://law-luc.12twenty.com/>

Instructions for how to use PEARSON for this process are provided below. However, If you have technical issues with using the PEARSON system or these instructions, please contact Professor Maureen Kieffer at mkieffer1@luc.edu.

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All other questions regarding the externship program may be directed to Director Chipo Nyambuya at cnyambuya@luc.edu.

- 1). Select the category of judges in PEARSON to whom you wish to apply:
Federal Judges and Magistrates-Northern District of Illinois
Federal Judge-US District Court, Central District of Illinois
Federal Bankruptcy Judges-Northern District of Illinois

Circuit Court of Cook County-Daley Center, Law/Chancery Divisions
Circuit Court of Cook County-Daley Center, Mortgage Foreclosure Division
Circuit Court of Cook County-Criminal Division, 2600 S. California
Circuit Court of Cook County-Domestic Violence Division, 555 W. Harrison
Circuit Court of Cook County-Domestic Relations Division
Circuit Court of Cook County-Elder Law & Miscellaneous Remedies Division
Circuit Court of Cook County-Child Protection Division

Illinois Appellate Court
18th Judicial Circuit Court-DuPage County
12th Judicial Circuit Court-Will County
- 2). Loyola mails packets of the materials to the various judges. The judges contact the students they wish to interview. If you are offered a position, **it is expected that you will accept or reject the offer immediately**. This practice permits the various judges to conduct their extern hiring in an efficient manner. We do not know the time frame judges will use in interviewing and extending offers nor can we guarantee your choice of placement. If you are extended an offer, it is expected that you will accept the offer unless conflicts exist.
- 3). Once you have accepted an offer to become a judicial extern, please follow the steps on the externship website to apply and register for the course. An internal application is required. It is available on the Experiential Learning website.
- 4). ***Summer Semester:*** All internal law school applications must be submitted to Director Nyambuya in her office, room 1331 by **April 24, 2020**.
- 5). ***Fall Semester:*** All internal law school applications must be submitted to Director Nyambuya in her office, room 1331 by **July 24, 2020**.
- 6). Once your application for an externship has been approved and processed by Director Nyambuya, **you will then register for the seminar course on your own** through LOCUS. Use the code for the judicial category and include the number of credit hours you have requested.

USING PEARSON

If you have already activated your PEARSON account, you may skip to the “Upload Your Resume and Transcript” section.

To activate your account, visit <https://law-luc.12twenty.com/> and click “Sign up.” Enter your Loyola email address and create a password according to the specifications provided. Agree to terms, and click “Sign up.”

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SET UP YOUR BACKGROUND INFORMATION

Your Background Information Page contains information which will **not** be shared with employers. This information is seen only by your CSO Counselor. Fields which are not required can be completed as you choose. In the “Preference” section, you can select up to five practice areas of interest.

UPLOAD YOUR RESUME AND TRANSCRIPT

If the documents you will be using to apply for Judicial Externships are already in PEARSON, you may skip to the “Select and Apply to Judges” section. Otherwise, navigate to your Profile Page and follow the steps below:

- Click on the “Application Materials” tab.
- To upload your resume, click on “Add New Resume” and follow the prompts to upload your document.
- To upload your transcript, click on “Add New Transcript” and follow the prompts to upload your document. ****Please note that your transcript does not need to be official. An unofficial transcript is fine.****
- If you need to make any edits to or wish to view the document:
 - Click on the red dots in the right hand column and the options of “view” document, “edit” document, and “delete” document will populate.

SELECT AND APPLY TO JUDGES

1. Click on “OCI and Job Listings” in the left hand column.
2. Using the “Type of Job” filter, search for “Judicial Externships.” You will see postings for different categories of judges for both SUMMER 2020 and FALL 2020.
3. Click on the category you wish to apply to and click on the blue “Apply” button at the top of the page. Follow the prompts to submit your application.
4. **Repeat this process for every category of judges and semester for which you wish to apply.**
5. You will receive a confirmation email from the PEARSON system when your application has been submitted.
6. If you decide after you have applied, but prior to January 24, that you no longer wish to apply to that externship, you may withdraw your application by going back to the job posting in PEARSON and clicking on “Withdraw.”

The following judges are listed individually in the job listings section of PEARSON as they require additional materials. You will see them listed when you filter by “Type of Job: Judicial Externships.”

- Justice Mary L. Mikva, Illinois Appellate Court
- The Hon. Charles P. Kocoras, U.S. District Court for the Northern District of Illinois