## SPRING 2020 EXTERNSHIPS/INTENSIVE FIELD PLACEMENTS
### FAST FACTS

EXTERNSHIPS FOR THE 2020 SPRING SEMESTER 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.

<table>
<thead>
<tr>
<th>Securing a Judicial Externship</th>
<th>1. Students interested in a judicial externship for academic credit during the 2020 spring semester should submit their résumés and transcripts using the Pearson system (formerly the Symplicity system). These materials will be provided to the judges that we partner with each semester. Note: Some judges may ask for additional documents, such as 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.</th>
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<tr>
<td>2. 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. Once you are presented with an offer, the expectation is that you will accept it and honor the commitment.</td>
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<td>Judicial Collection Dates and Deadlines</td>
<td>3. <strong>Spring Semester Collection:</strong> The collection of documents using this system will begin on Sept. 9, 2019. The closing date for collection of these documents is Sept. 20, 2019 at 5:00 p.m.</td>
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<td>Internal application all field placements</td>
<td>4. Internal law school application process for the spring 2020 semester: 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 November 22, 2019 deadline. Applications are to be submitted in person to Associate Dean Josie Gough in room 1331.</td>
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<td>Washington, D.C. Program</td>
<td>5. First-year law students may apply for all categories of externships beginning with the summer 2020 semester. Information sessions will begin in January regarding this process.</td>
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<td>6. The law school offers summer externship opportunities in Washington, DC as well as in Chicago. Information sessions regarding the Washington, DC program will only be offered on <strong>January 16th at 12pm and 4pm.</strong> Logistical information will be published in law school announcements and on the Externship website.</td>
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<td>7. Internal applications will be available on the Externship website, through law school announcements, in the Law Registrar’s Office, the Career Services Office, and as well as in the office of Associate Dean Gough, room 1331.</td>
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<td>8. 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.</td>
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<td>9. 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.</td>
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### Conflicts

10. The instructions for the collection of student résumés and transcripts related to the Judicial Collection Process is attached as Exhibit A to this document. Please review it carefully.

11. **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.

12. Please also review Pearson and Law School Announcements for opportunities that may become available with judges independent of this process.

### Application Process for all other Extern Intensive Field Placements

13. 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. 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.

### Cook County Placements

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 Associate Dean Gough:

- **Cook County Health Systems**
- **Cook County Bureau of Labor**
- **Cook County Department of Revenue**
- **Cook County Department of Risk Management**
- **Cook County Commission on Human Rights and Ethics**
- **Cook County Department of Revenue**
- **Cook County Department of Risk Management**
- **Cook County-Office of Commissioner Larry Suffredin**
- **Cook County Office of the President**
- **Cook County Department of Procurement**
- **Cook County Bureau of Technology**

Students interested in any of the placements listed above for the for the spring semester should submit 2 copies of their cover letter, résumé, and unofficial transcript to Associate Dean Gough by personal delivery no later than one month prior to the internal law school application deadline. The cover letter should be addressed to Associate Dean Gough 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.
### Registration Process

14. Once you have secured an externship (including confirmation of your background check or other site requirements), you must submit an internal externship application to Associate Dean Gough. This is the first step in the registration process. Associate Dean Gough will review, approve and transmit the application to the law registrar on your behalf.

15. Additionally, if you have applied to a site but are still waiting for a confirmation, you should submit an application to Associate Dean Gough 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 ensure that you do not miss the internal deadline for submission of the internal law school application and it will hold your place in class.

16. Additional information and all forms may be found on the Experiential Learning website at: [https://www.luc.edu/law/currentstudents/externships/](https://www.luc.edu/law/currentstudents/externships/).

### Information Sessions

17. Students interested in the externship program are required to attend an information session. **THIS IS MANDATORY.** Logistical information will be provided through Law School Announcements and on the Experiential Learning website.

### 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.

### Special Program: Professionalism Workshop

19. All students who are interested in the externship program, the Education Practicum Program, serving as a volunteer or clinician during the spring, summer, or fall semesters are encouraged to attend the annual Professionalism Workshop.

The Professionalism Workshop will be held on **April 24, 2020** in the Philip H. Corboy Law Center, Power Rogers & Smith Ceremonial Courtroom beginning at 9:00am. The workshop will conclude at approximately 3:00 pm.

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 this externship placement may not be compensated by the host organization. This prohibition does not apply to funds received from a third-party source.
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 spring semester.

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.

**SPRING COLLECTION: YOU MAY BEGIN TO SUBMIT THE REQUIRED DOCUMENTS USING THE PEARSON SYSTEM AND THIS COLLECTION PROCESS ON SEPT. 9, 2019. THE REQUIRED DOCUMENTS MUST BE SUBMITTED USING PEARSON NO LATER THAN 5PM ON SEPT. 20, 2019.**

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/currentstudents/externships/](https://www.luc.edu/law/currentstudents/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 in September and end in November. Information regarding these sessions is provided through Law School Announcements.

### INSTRUCTIONS

You will need to follow the Pearson instructions on uploading 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/](https://law-luc.12twenty.com/)

If you have technical issues with using the PEARSON system or these instructions, please contact Professor Maureen Kieffer at mkieffer1@luc.edu.

All other questions regarding the externship program may be directed to Associate Dean Gough at jgough@luc.edu.
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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

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). Spring Semester: All internal law school applications must be returned to Associate Dean Gough in her office, room 1331 on or by November 22, 2019.

5). Once your application for an externship has been approved and processed by Associate Dean Gough, you will be able to register 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

ACTIVATE YOUR ACCOUNT
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.

To Upload Your Resume and Transcript:
On your Profile Page:

- Combine your resume and transcript into one PDF document (with the resume on page 1 and the transcript on page 2.) You do not need to use an official transcript, unofficial is fine.
- Click “Application Materials,” and “Add New Resume.”
- 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.

To Select Judges:

1. Click on “Resume Books” in the left-hand column. You will see a list of various categories of judges.
2. Click on the category you wish to apply to
3. Select “Apply”
4. The “Apply to this Resume Book” modal will appear with the option to either use an existing resume or upload a new resume. Select your resume that includes your transcript and click “Submit.”
5. Repeat this process for every category of judges to whom you wish to apply.
6. You will receive a confirmation email from the PEARSON system when your resume has been submitted.
7. For the spring semester- If you decide after you have applied, but prior to Sept. 20, 2019 that you no longer wish to apply to that externship, you may withdraw your application by going to the Resume Book and select “Remove Resume”.
8. If a judge has additional documents requested it will be noted on the PEARSON system as a job listing and you will need to add those requested documents (writing sample, cover letter) under the “Profile Page,” “Application Materials” to apply.