



**SCHOOL *of* LAW**

# **Loyola University Chicago School of Law**

## **Externships Program Information Session**

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**FOR SUMMER & FALL 2024**

**EXPERIENTIAL LEARNING | FIELD PLACEMENTS | 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/2023-2024/2023-2024-aba-standards-rules-for-approval.pdf](https://www.americanbar.org/content/dam/aba/administrative/legal_education_and_admissions_to_the_bar/standards/2023-2024/2023-2024-aba-standards-rules-for-approval.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.

# Types of Experiential Learning Credits

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>

# Externships Program

**LOYOLA'S EXTERNSHIPS 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 an adjunct professor within the School of Law
  3. The opportunity to develop and apply professionalism and ethical requirements
- In-person, flexible/hybrid, and fully remote externship opportunities are available nationwide year-round.

**Director of Externships:** Breanna N. Kantor, [bkantor@luc.edu](mailto:bkantor@luc.edu)

Additional information about the Externship Program can be found here:

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

# Internships v. Externships

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**Internships** – a professional learning work experience offered by an organization for a limited period of time

- Typically undertaken by students and graduates looking to gain relevant skills and experience in a particular field

**Externships** – experiential learning opportunities, similar to internships, provided by partnerships between educational institutions and employers to give students practical experiences in their field of study

- In law, it refers to rigorous legal work opportunities undertaken by law students for law school credits, similar to that of a junior attorney
- **LUC Standards: A law student externship includes the regular assignment of legal work supervised by an actively licensed attorney with at least 5 years of practice experience.**

# Externships Program Eligibility Requirements

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- Students must have successfully completed all required first-year course work. Part-time students are required to have completed Civil Procedure, Contracts, Criminal Law, Torts and Legal Writing
- Student must secure a field placement with an approved externship host site, or submit a new site for approval with the Director of Externships
  - A student may not extern for a field supervisor to whom the student is related.
- Student must be enrolled in an Externship course seminar and submit all required documents to their class instructor (MOU, Time Logs, etc.)
- Students may not exceed eight (8) hours of academic credit through Externship courses during their law school career
- **As of Fall 2023, students may enroll in the Externships course with both paid and unpaid externships at approved host sites**



# Eligibility Requirements for Paid Externships

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- Paid externs may be considered as "employees" of the organization; unpaid externs may not.
  - Must meet all federal and state labor requirements (minimum wage)
- Many associateship positions at big law firms will not be approved due to their program requirements competing with academic priorities.
- Law clerk positions and field placements with solo practitioners will be reviewed on a case-by-case basis.
- Regular work schedules exceeding 20 hours per week during Fall/Spring semesters will not be approved.

# 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 given, as well as anything else described on the course syllabus.

# Externship Requirements & Credit Hours

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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 should not regularly exceed 15 hours and must seek approval for excess time. However, students may work full-time during Summer Semester field placements.***

# Externships are available in the following practice areas:

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- 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 Externships:

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- Students may select from a variety of externship opportunities at pre-approved sites on Pearson
  - Filter search by “Externships”
  - Externship Sites - Master List.xlsx
- Students may also submit new extern host sites to be approved and available for themselves and/or 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**

# Judicial Externships – The “Judicial Collect” Process

Students interested in committing to a judicial externship can apply through the Judicial Collect process via PEARSON.

- Summer and Fall Collect – late January
- Spring Collect – mid-September

## **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-collect-Instructions.pdf>

# Interview Process with Judges

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- 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

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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, 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](http://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.



# Judicial Externships v. Judicial Clerkships

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## **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.

# Externship Applications - Pearson

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Once you have secured an externship, you must submit an internal externship application on Pearson. Applications will be reviewed by the Director of Externships and the Law School Registrar.

- 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
  2. Read the instructions (including a conflict check and honor statement) and begin the application/form
  3. Go to the Resource Library under "#8. Externships" to find the relevant semester's "**Externship Schedule**" to identify your desired section number and class number (in [columns C & 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 being accepted for Summer 2024. The Summer 2024 externship application deadline is April 15, 2024, and the Fall 2024 deadline is August 1, 2024.**

# Externship Applications - Pearson

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After your PEARSON externship application is approved, you will then be able to register for the relevant class section in LOCUS.

When you register in LOCUS for the class, **you MUST select the number of credit hours for which you are approved.** If you do not, then LOCUS defaults to 1 credit hour.

# 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:

## **Summer 2024** (May 13- July 25):

- Tuesday, 5:30-6:30pm, J.Ciesil
- Wednesday, 5:30-6:30pm, J.Williams

## **Fall 2024** (tentative):

- Tuesday, 5:30-6:30pm, O.Kpota
- Wednesday, 5:30-6:30pm, S.Sohn
- Thursday, 5-6pm, K.Mills
- Saturday, 12:15-1pm, L.Ellison (biweekly)\*

\*All externship seminars are open to both full-time and part-time JD students. They meet remotely via Zoom, but do not contribute towards your online credit count due to the out-of-class work component.

# 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 their 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 Externships Website](#)



For all other externship inquiries, please contact **Breanna Kantor**, Director of Externships, CLC 1219 ([bkantor@luc.edu](mailto:bkantor@luc.edu))



For questions regarding the Judicial Collect process, please contact **Taylor Kaster**, Associate Director of Career Services, CLC Suite 1301 ([tkaster@luc.edu](mailto:tkaster@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!

