

# HEALTH LAW EXTERNSHIP GUIDE

To provide health law students with opportunities for practical, hands-on experiences, the Beazley Institute offers many externship opportunities in the Chicago area. Externship sites include health care providers, associations, government agencies, and non-profit agencies. Health law externships are available to all J.D., M.J., and LL.M. students and can be completed either for credit or on a volunteer basis. Carefully read the guidelines below for more details about your degree program's externship requirements. Externships generally run for the length of each semester or term (fall semester, spring semester, or summer). Plan to apply for an externship the term prior to your desired start.

## Eligibility Requirements

### *J.D. Students – Externship for Credit*

J.D. students seeking credit for a health law externship experience are subject to the School of Law's Externship Requirements. For externships outside a judicial setting, only those students who have completed 51 credit hours are eligible to earn a 711 license and earn course credit.\* Any J.D. student wishing to receive credit for their externship experience must follow the school's application process, which is administered by Associate Dean James Faught. Details are available at [http://www.luc.edu/healthlaw/current\\_students/externships.html](http://www.luc.edu/healthlaw/current_students/externships.html). J.D. students seeking credit for a health law externship should consult the health law site and placement information contained in this packet and work with Megan Bess, Beazley Institute Assistant Director, to obtain placement. The remaining procedures, policies, and forms in this packet do NOT apply to J.D. students earning credit.

### *J.D. Students – Volunteer Internship*

All J.D. students are eligible to complete a health law internship on a volunteer basis. The Beazley Institute recommends that first year students wait until their second semester to begin seeking positions for the summer following their first year. A voluntary internship is an excellent way for students interested in health law to gain experience in the field.

### *LL.M. and M.J. Students*

Students enrolled in the M.J. degree program are required to complete an externship for 1-3 credits. M.J. students are encouraged to complete their externship in the second summer of the program, although adjustments can be made for scheduling needs or to ensure site availability.

Students enrolled in the full-time LL.M. program are required to complete an externship for 1-3 credits. LL.M. students are encouraged to complete their externship in the fall semester, although LL.M. students may complete their experience in the spring semester or over the course of the entire year.

For both M.J. and LL.M. students, each credit hour requires approximately 55 hours of work at the externship site (1 credit=55 hours, 2 credits=110 hours, and 3 credits=165 hours). This means that over the course of the semester a student should plan to work approximately 4 hours per week per credit hour (4 hours per week for 1 credit, 8 hours per week for 2 credits, and 12 hours per week for 3 credits).

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\* Any J.D. student may apply for a judicial externship for credit. The information in this packet only applies to non-judicial health law externships.

## **Application Process and Placement**

Any student seeking a health law externship should complete the attached Health Law Externship Application Form during the semester prior to their desired externship.\* Placements are made on a first come, first served basis. While placements may be made during the first part of a semester to earn credit during that semester, many spots fill up in advance.

Students should determine their externship goals and desired experiences and describe them in detail on the application form. Descriptions of the specific sites listed below can be found on the Beazley Institute's website at [http://www.luc.edu/healthlaw/current\\_students/externships.html](http://www.luc.edu/healthlaw/current_students/externships.html). Students should indicate any site preferences on the application form. Students are also encouraged to suggest alternative sites to Beazley Institute faculty and staff. All students are encouraged to consult with Beazley Institute Assistant Director Megan Bess, Professor John Blum, Professor Lawrence Singer, or Professor Barbara Youngberg to receive assistance in determining their goals and site preferences.

After receiving the application form, Beazley Institute faculty and staff will consult to determine the best placement options for each student. Staff will work with externship sites to determine needs and availability. It is the policy of the Beazley Institute to procure interviews for students one at a time (unlike the traditional law firm interview process). Externship sites expect students to accept placement offers and the Beazley Institute requires that students accept their first externship offer unless otherwise approved by Megan Bess.

## **Externship Placement Acceptance and Registering for Credit**

After accepting an externship offer, students must complete the attached Externship Acceptance Form and obtain the signature of their externship supervisor. Students should discuss with their supervisor the projects and goals of their externship placement and agree on the schedule and duration of the externship. If assistance is needed in communicating with and procuring supervisor input students should contact Megan Bess. M.J. and LLM students will not be registered for credit until they submit both the acceptance form and the Graduate Legal Studies Course Approval Form, available at <http://www.luc.edu/law/academics/register/spring/docs/graduate.pdf>.

## **Evaluations**

Students are responsible for distributing 2 evaluation forms to their site supervisors: the Health Law Externship Mid-Term Evaluation Form and the Health Law Externship Final Evaluation Form. Both are included in this packet. Supervisors may contact the Beazley Institute for assistance or with questions regarding the forms. Students must complete the Health Law Externship Student Evaluation Form upon completion of their externship. Externship credit will not be awarded until this form is received.

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\* J.D. students wishing to earn credit for their externship experience should fill out this form for placement assistance only. These students must also complete all necessary paperwork through Dean Faught to enroll for credit.

## Health Law Externship Sites

For more information about sites visit [http://www.luc.edu/healthlaw/current\\_students/externships.html](http://www.luc.edu/healthlaw/current_students/externships.html)

|                                         |                                           |
|-----------------------------------------|-------------------------------------------|
| Advocate Health Care                    | Loyola University Health System           |
| American Dental Association             | Northwestern Medical Faculty Foundation   |
| American Medical Association            | Northwestern Memorial Hospital            |
| Centers for Medicare and Medicaid       | Provena Health                            |
| Chicago Department of Public Health     | Rehabilitation Institute of Chicago       |
| Children's Memorial Hospital            | Resurrection of Health Care               |
| Cook County State's Attorney's Office   | Rush University Medical Center            |
| Health and Disability Advocates         | St. Joseph Hospital                       |
| Illinois Department of Public Health    | University of Chicago Hospitals           |
| Illinois Hospital Association           | University HealthSystem Consortium        |
| Illinois Office of the Attorney General | University of Illinois Medical Center     |
| Ingalls Health System                   | Health and Human Services Civil Rights    |
| Joint Commission on Accreditation       | Health and Human Services General Counsel |
| Legal Assistance Foundation             |                                           |

## HEALTH LAW EXTERNSHIP APPLICATION FORM

All students seeking a health law externship must complete this form and submit it to the Assistant Director of the Beazley Institute, suite 1400. This form should be submitted during the semester or term PRIOR to the externship term.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Degree Program/Year: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Desired Semester \_\_\_\_\_ For Credit? Y / N

### EXTERNSHIP GOALS /AREAS OF INTEREST

(Please check all that apply and use the space below to elaborate on goals and experiences sought.)

- Conducting legal research to respond to provider or staff questions
- Legal writing projects (general)
- Gain transactional experience analyzing contracts and other business agreements
- Drafting interpretive memos detailing new health care policy or reform activities
- Evaluating state or federal government regulation
- Attending health care facility meetings to gain an understanding of what a person with my career goals would do and gain a sense of the issues affecting health care professionals
- Work specifically in risk management and patient safety
- Understand the role of in-house counsel in a health care operation
- Gain an understanding of health care reimbursement and / or insurance
- Work in a health care compliance department to understand issues r/t fraud and abuse
- Understand the role of a health care membership association and the benefits they providers to members, these might include but are not limited to lobbying, focused education, development of guidance documents, etc.
- Work in pharma or device companies to understand issues related to FDA regulation and the process of device testing, human subject research and the consent and warning process

Additional goals or areas of interest:

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### HOURS & AVAILABILITY

(List the approximate hours per week you would like to work and the days/times that you are available.)

Do you have access to car if site not accessible by public transportation? YES NO

### EXTERNSHIP SITES

(From our list of potential externship sites, list sites of particular interest and sites that do not interest you. We will do our best to match students with their top sites.)

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**For Internal Use Only** Date Received \_\_\_\_\_ Sites Contacted \_\_\_\_\_  
Placement \_\_\_\_\_ Registered \_\_\_\_\_ Notes \_\_\_\_\_

## HEALTH LAW EXTERNSHIP ACCEPTANCE FORM

This form must be completed by the student and signed by the externship supervisor. Please submit to Assistant Director, Megan Bess, by email at [mbess@luc.edu](mailto:mbess@luc.edu), fax at 312-915-6212, or by mail at 25 E. Pearson Street Suite 1400 Chicago, IL 60611.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Degree Program/Year: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Desired Semester \_\_\_\_\_

Registering for Credit?    YES    NO    Credit Hours Sought \_\_\_\_\_

Externship Site: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

### EXTERNSHIP PROJECTS AND GOALS

(Supervisor and student should discuss projects and goals and summarize below.)

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### EXTERNSHIP HOURS AND DURATION

(Supervisor and student should discuss expected hours and duration and list below.)

Days/Hours: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### SIGNATURES

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Supervisor Signature & Date

**For Internal Use Only** Date Received \_\_\_\_\_ Registered \_\_\_\_\_

Notes \_\_\_\_\_

## HEALTH LAW EXTERNSHIP MID-TERM EVALUATION FORM

This form should be completed by the externship supervisor halfway through the agreed duration. This form should be returned to the Beazley Institute Assistant Director, Megan Bess, by email at [mbess@luc.edu](mailto:mbess@luc.edu), fax at 312-915-6212, or by mail at 25 E. Pearson Street Suite 1400 Chicago, IL 60611.

**To Externship Supervisor:** Please complete this mid-term evaluation of your Loyola student extern. Discuss your feedback with the student extern and submit this to the Assistant Director listed above.

Externship Site: \_\_\_\_\_

Loyola Student Extern: \_\_\_\_\_

Supervisor Completing This Form: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

1) Has the extern's attendance been regular and punctual?      YES \_\_\_ NO \_\_\_

Comments:

2) On what projects has the extern worked?

3) Please comment on the quality of the extern's work. We appreciate your candid appraisal of the student's strengths and weaknesses.

4) Please note any changes you would like the extern to make during the second part of their experience.

Additional Comments:

\_\_\_\_\_  
**Supervisor Signature & Date**

**For Internal Use Only**    Date Received \_\_\_\_\_    Action \_\_\_\_\_  
Notes \_\_\_\_\_

## HEALTH LAW EXTERNSHIP FINAL EVALUATION FORM

This form should be completed by the externship supervisor at the end of the externship term. This form should be returned to the Beazley Institute Assistant Director, Megan Bess, by email at [mbess@luc.edu](mailto:mbess@luc.edu), fax at 312-915-6212, or by mail at 25 E. Pearson Street Suite 1400 Chicago, IL 60611.

**To Externship Supervisor:** Please complete this final evaluation of your Loyola student extern. Discuss your feedback with the student extern and submit this to the Assistant Director listed above.

Externship Site: \_\_\_\_\_

Loyola Student Extern: \_\_\_\_\_

Supervisor Completing This Form: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

1) How well did the student grasp the underlying principles and goals of the assigned work?

Excellent    1    2    3    4    5    Poor

Comments:

2) How well did the student display the necessary skills to complete the assigned work?

Excellent    1    2    3    4    5    Poor

Comments:

3) Rate the overall quality of the student's work.

Excellent    1    2    3    4    5    Poor

Comments:

4) Rate Loyola's externship program, including communication with you, responsiveness to concerns, etc.

Excellent    1    2    3    4    5    Poor

Comments:

5) How often did you meet with the student to review his/her work and/or provide feedback?

6) Would you hire another Loyola student extern in the future?

\_\_\_\_\_  
**Supervisor Signature & Date**

**For Internal Use Only** Date Received \_\_\_\_\_ Action \_\_\_\_\_

Notes \_\_\_\_\_

## HEALTH LAW EXTERNSHIP STUDENT EVALUATION FORM

This form should be completed by the student at the end of their externship term. This form should be returned to the Beazley Institute Assistant Director, Megan Bess, by email at [mbess@luc.edu](mailto:mbess@luc.edu) or fax at 312-915-6212.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Degree Program/Year: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Desired Semester \_\_\_\_\_

Are You Registered for Credit?    YES    NO    Credit Hours \_\_\_\_\_

Externship Site: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### ATTAINMENT OF GOALS

(Please briefly describe how/whether this externship allowed you to meet your externship goals.)

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Please rate the frequency of the following activities of your extern experience, with a rating of 0 indicating "never," 1 indicating "occasionally," 2 indicating "most of the time," and 3 indicating "always."

|                                                |   |   |   |   |
|------------------------------------------------|---|---|---|---|
| 1) Legal research                              | 0 | 1 | 2 | 3 |
| 2) Legal writing                               | 0 | 1 | 2 | 3 |
| 3) Meetings with attorneys or coworkers        | 0 | 1 | 2 | 3 |
| 4) Meetings with your supervisor               | 0 | 1 | 2 | 3 |
| 5) Inclusion in department activities/meetings | 0 | 1 | 2 | 3 |

### SITE FEEDBACK

(Please describe your overall experience at your site. Is this an experience you would recommend to other students? What would you change? Did your supervisor provide you with adequate feedback?)

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**Student Signature & Date**

**For Internal Use Only** Date Received \_\_\_\_\_ Credits Awarded \_\_\_\_\_  
Notes \_\_\_\_\_