Application Process and Deadlines

1. Review the Loyola University Chicago School of Law website under Externships for information regarding the externship program and details regarding the application process.

2. If you are interested in applying for a judicial externship, you must submit your resume and transcript to apply for this type of externship via simplicity. Follow the simplicity instructions handout attached as Exhibit A. **THE DEADLINE FOR SUBMITTING ALL REQUESTED MATERIALS FOR JUDICIAL PLACEMENTS ONLY IS SEPTEMBER 22, 2013. YOU MAY BEGIN TO APPLY VIA SYMPPLICITY ON SEPTEMBER 16, 2013.**

3. For all other categories of externship you must contact the site directly or as may be required by the site. Please review the list of approved sites listed on the Loyola University Chicago School of Law website for a list of the non-judicial sites. Please also review law school announcements on a daily basis as new site opportunities become available with great frequency.

4. Apply early. **THE DEADLINE TO RETURN ALL INTERNAL APPLICATIONS FOR INTERNAL PROCESSING IS NOVEMBER 22, 2013.**

5. Once you have secured an externship (including confirmation of your background check or other site requirements) or you are expecting such confirmation, submit an internal externship application to Josie M. Gough, Director Experiential Learning by that deadline. Ms. Gough’s office is located in room 1317 of the Philip J. Corboy Law Center. If you do not secure the field placement, you will need to withdraw your application within the timeframe set by the Law Registrar.

Applications

The internal application for the spring 2014 semester may be located on the Loyola University Chicago Law School website under “Externships”

Credits

- A student may elect to take the extern course for 2 or 3 hours of academic credit.
- A student is required to work as an extern at his or her field placement 110 hours in order to earn 2 hours of credit.
- A student is required to work as an extern at his or her field placement for 165 hours in order to earn 3 hours of credit.
- You may earn up to a total of 8 hours of academic credit as an extern over the course of your law school career. This policy change became effective as of January 16, 2013.
EXTERNSHIP-INTENSIVE FIELD PLACEMENT
FAST FACTS-2014

Course Work and Grades

In addition to the training received in the field, the student is enrolled in a seminar course that complements the work performed off-site. The course will focus on practice skills and the core values of the profession as students make the transition from student to legal professional.

This is a graded course. There is one exception. Students enrolled in the long distance judicial externship receive a pass/fail grade during the summer session when this course option is offered.

Registration and Schedule

Students must register for the extern course on LOCUS once the application has been approved and processed.
Students should select the day and time they wish to attend class.

Spring 2014 Schedule

<table>
<thead>
<tr>
<th>Field Placement Category</th>
<th>Day/Time/Location/</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUDICIAL AND PUBLIC INTEREST PLACEMENTS</td>
<td>Wednesday 6-7:00 p.m. Room 1101</td>
<td>Coustan</td>
</tr>
<tr>
<td>ALL OTHER PLACEMENTS</td>
<td>Tuesday 3:00 4:00 p.m. Room 601</td>
<td>Gough</td>
</tr>
<tr>
<td>ALL OTHER PLACEMENTS</td>
<td>Tuesday 5-6:00 p.m. Room 1401</td>
<td>Gough</td>
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</tbody>
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Professional Responsibility Workshop

A mandatory workshop for all students enrolling in the externship program for the spring will be held on Saturday, January 18, 2013 in the Corboy Courtroom room 1040. The workshop will begin at 9:00 a.m. and conclude at 4:00 p.m.

1. Updates to the website list of approved sites are posted on a regular basis. New approved placement sites are also listed through and included in law school announcements and on simplicity.

2. Ms. Gough is available to meet with students on an individual basis to review these processes, information about the sites, and decision-making strategies for choosing an externship.
3. Please contact Ms. Gough by email at jgough@luc.edu to set up an individual appointment. Saturday appointments may be scheduled for part-time students.
4. Ms. Gough’s office is located in room 1317.
5. Ms. Kieffer’s office is located within the Career Services Office on the 13th floor.
6. Ms. Coustan may be reached via email at hcoustan@luc.edu