LOYOLA UNIVERSITY CHICAGO
SCHOOL OF LAW
EXTERN PROGRAM
WASHINGTON, D.C.

SUMMER 2019
INTERNAL APPLICATION
DUE DATE: APRIL 22, 2019
INTERNAL EXTERNSHIP APPLICATION, HONOR STATEMENT AND ACKNOWLEDGEMENT
SUMMER 2019
WASHINGTON, D.C. PROGRAM

Students who have secured an externship at an approved site must submit a completed application to Director, Megan Bess in room 1238. The application should be submitted to Director Bess by personal delivery to her office, room 1238. Upon approval of the application by Director Bess and processing by the Law School’s Registrar, you will be able to register on LOCUS within the next 24-48 hours. In the event you are still awaiting a confirmation from the externship site that you have been accepted for the placement, you should still submit the application by the deadline listed below. If you do not secure the placement, you simply will not register for the course. Students must schedule an appointment with Assistant Dean Gough prior to submitting their application to Director Bess. Appointments may be scheduled with her by email.

THIS APPLICATION MUST BE PROVIDED TO DIRECTOR BESS FOR PROCESSING NO LATER THAN APRIL 22, 2019.

| Your application will not be processed without the following information. |
|-----------------------------|------------------|------------------|
| (Please print)              |                  |                  |
| Name:                       | Student ID # No. | Class Year:      |
| Email:                      | Phone:           | GPA:             |

SECTION 1.

1. Indicate whether you are a full-time or part-time student.   Full-time   Part-time

2. Indicate the number of credit hours you have completed to date.   Credit Hours:

3. Specify the number of hours you have earned, if any, as an extern to date (this includes the current semester hours).   Credit Hours:

4. Circle the number of credit hours that you expect to earn as an extern during the summer semester.   Credit Hour: 1

5. Indicate the total number of credit hours you will register for during the summer semester (including externship hours).   Credit Hours:

6. Please indicate if you have secured your Illinois Supreme Court Rule 711 License.   Yes   No
7. Please indicate if you have completed the Professional Responsibility Course.

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<th>Yes</th>
<th>No</th>
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SECTION 2.

State the name of the extern site or name of the member of the judiciary that you will be assigned to as an extern during this semester. ___________________________________________. Please place a check mark next to the course you have selected. THIS IS HOW IT WILL APPEAR ON YOUR TRANSCRIPT. Once your application is approved, it will be submitted to the Law School Registrar for further processing. You will then be required to register yourself through LOCUS using the number of the course, section, and class number listed below. Please remember to include the number of credit hours that you are applying for when you register.

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<tr>
<th>COURSE TITLE</th>
<th>NUMBER</th>
<th>SECTION</th>
<th>CLASS #</th>
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<tbody>
<tr>
<td>Externship-Intensive Field Placement: Public Interest</td>
<td>599</td>
<td>032</td>
<td>2024</td>
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SECTION 3.

Day | Time | Instructor | Location |
---|------|------------|----------|
Thursday | 5:30 p.m.-6:30 p.m. | Gough/Poll-Klaessy | Foley & Lardner LLP  
Washington Harbour  
3000 K Street, N.W., Suite 600  
Washington, D.C. 20007-5109  
P 202.672.5300  
F 202.672.5399 |

Section 4.

Employment, co-curricular, extracurricular activities or volunteer responsibilities that present actual or potential conflicts will not be approved. It is critical that you disclose any actual or potential conflicts that would jeopardize your duty of confidentiality and loyalty owed to your prospective externship placement. Students have a continuing obligation to update this section with the Course Instructor and Field Placement Supervisor during the semester you are engaged in an externship placement. In order to make those assessments, please answer the following series of questions.

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<th>Yes</th>
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Please indicate whether you will be employed or if you are working as a volunteer during the semester. If the answer is yes, please also indicate where you are working/volunteering, the nature of the work and the number of hours you will work/volunteer. Please also indicate
whether you have cleared any conflicts or potential conflicts with your field placement site supervisor.
HONOR STATEMENT

I have reviewed the information regarding the extern program on the Loyola University Chicago School of Law website in its entirety. I agree to complete all program requirements and to honor my commitment to the extern site or judge listed above in order to receive course credit. By signing this Honor Statement, I am also confirming that I am not receiving any form of compensation from any source for work performed as an extern at the field placement site that I have applied to during this semester. I am aware that credit may be withheld if these requirements are not complied with during the time I am serving as a student extern.

Student’s Signature: ______________________________

Date of Submittal: ______________________________

FOR OFFICE USE ONLY

APPROVED _____ NOT APPROVED _____ Date _____________________ BY: ________________________

Date Submitted to the Office of the Registrar: ________________________________________________