## Certificate Requirements for Day Students Year-By-Year

The Law and Public Policy Program

### First Year

**Fall Semester**
- **Attend** all LPP forum programs
- **Register** for the Law and Public Policy Program TWEN page
- **Review** the LPP Guide to Externships & Clinics

**Spring Semester**
- **Attend** all LPP forum programs
- **Attend** academic counseling forum
- **Draft** tentative 4-semester academic plan
- **Meet** with Professor Duggin for individual academic advising and to get draft academic plan approved
- **Register** for the following for your 2L fall semester:
  1. Administrative Law (3 credits)*
  2. Becoming a Public Policy Lawyer (2 credits)
  3. Your choice between an externship or clinic
     - “Legal Externship”**
       - 2 Credits: 120 hours required (~8 hours per week for a 15 week semester), OR
       - 3 Credits: 180 hours required (~12 hours per week for a 15 week semester)
- **Register** for the following for your 2L spring semester:
  1. A public policy oriented course of your choice (questions should be directed to one the directors)
     (questions about whether a particular course is suitable)

### Second Year (cont’d)

**Spring Semester**
- **Attend** all LPP forum programs
- **Attend** the following class:
  1. The public policy oriented class you chose
- **Register** for the following for your 3L fall semester:
  1. Public Policy Practicum (2 credits)
  2. Your choice between an externship or clinic
     - “Legal Externship: Supervised Fieldwork”*
       - **Preferred**—3 Credits: 180 hours required (~12 hours per week for a 15 week semester)
       - 2 Credits: 120 hours required (~8 hours per week for a 15 week semester)
- **Register** for the following for your 3L spring semester:
  1. Public Policy Practicum (2 credits)

### Third Year

**Fall Semester**
- **Attend** all LPP forum programs
- **Attend** the following class:
  1. Public Policy Practicum
- **Externships To Do List:**
  - **Note**: This does **not** apply if you are in a clinic
  1. Register for the Legal Externships TWEN page
  2. Keep a detailed time log of your hours, listing:
     - Total hours worked for that time period
     - Running total of hours worked for semester, and
     - Description of work completed
  3. Submit time logs on TWEN every 2 weeks, as instructed
  4. At the **END** of your externship:
     - Fill out the online placement evaluation form
       [http://externships.law.edu/student/externshipevalform/](http://externships.law.edu/student/externshipevalform/)
     - Make sure your supervisor submits a letter describing your performance to the Coordinator of Clinical Programs
- **Register** for the following for your 3L spring semester:
  1. Public Policy Practicum (2 credits)

**Spring Semester**
- **Attend** all LPP forum programs
- **Attend** the following class:
  1. Public Policy Practicum