

**Certificate Requirements for Evening Students Year-By-Year**  
The Law and Public Policy Program

**First Year**

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

**Second Year**

**Spring Semester**

- Attend** all LPP forum programs

**Fall Semester**

- Register** for the following for your 3L fall semester:
  - 1) Administrative Law (3 credits)\*
  - 2) Becoming a Public Policy Lawyer (2 credits)
  - 3) Your choice between an externship or clinic\*\*
    - a) “Legal Externship”\*\*\*  
*either*
      - i) 2 Credits: 120 hours required (~8 hours per week for a 15 week semester), OR
      - ii) 3 Credits: 180 hours required (~12 hours per week for a 15 week semester)
    - b) For information about clinics, see the LPP Guide to Externships & Clinics

\* With permission of LPP Director, Administrative Law may be taken in a later semester if you have scheduling conflicts

\*\* If employment or other obligations truly prevent a student from taking on an externship, the Director may authorize substitution of non-credit (paid) work experience, but only:

- (c) For 1 of the 2 experiential learning requirements, and
- (d) If the non-credit work experience involves the development of law and public policy

\*\*\* Be sure to enroll in the course entitled “Legal Externship,” **not** the course entitled “Legal Externship: Supervised Fieldwork”

**Third Year**

**Fall Semester**

- Attend** all LPP forum programs
- Attend** the following classes:
  - 1) Administrative Law
  - 2) Becoming a Public Policy Lawyer
- Externship To Do List:**  
**\*Note\***: This list 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:
    - a) Total hours worked for that time period
    - b) Running total of hours worked for semester, and
    - c) Description of work completed
  - 3) Submit time logs on TWEN every 2 weeks, as instructed
  - 4) At the **end** of your externship:
    - a) Fill out the online placement evaluation form <http://externships.law.edu/student/externshipevalform/>
    - b) Make sure your supervisor submits a letter describing your performance to Coordinator of Clinical Programs
- Register** for the following for your 3L spring semester:
  - 1) A public policy oriented course of your choice (questions should be directed to one the directors)

**Third 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 4L fall semester:
  - 1) Public Policy Practicum (2 credits)
  - 2) Your choice between an externship or clinic\*
    - a) “Legal Externship: Supervised Fieldwork”\*\*  
*either*
      - i) Preferred—3 Credits: 180 hours required (~12 hours per week for a 15 week semester)
      - ii) 2 Credits: 120 hours required (~8 hours per week for a 15 week semester)
    - b) For information about clinics, see the LPP Guide to Externships & Clinics

\* If employment or other obligations truly prevent a student from taking on an externship, the Director may authorize substitution of non-credit (paid) work experience, but only:

- (a) For 1 of the 2 experiential learning requirements, and
- (b) If the non-credit work experience involves the development of law and public policy

\*\* Be sure to enroll in the course entitled “Legal Externship: Supervised Fieldwork,” **not** the course entitled “Legal Externship”

**Fourth 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:
    - a) Total hours worked for that time period
    - b) Running total of hours worked for semester, and
    - c) Description of work completed
  - 3) Submit time logs on TWEN every 2 weeks, as instructed
  - 4) At the **END** of your externship:
    - a) Fill out the online placement evaluation form <http://externships.law.edu/student/externshipevalform/>
    - b) Make sure your supervisor submits a letter describing your performance to the Coordinator of Clinical Programs
- Register** for the following for your 4L spring semester:
  - 1) Public Policy Practicum (2 credits)

**Spring Semester**

- Attend** all LPP forum programs
- Attend** the following class:
  - 1) Public Policy Practicum