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:
  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,” not the course entitled “Legal Externship: Supervised Fieldwork”

**Third Year**

**Spring Semester**
- Attend all LPP forum programs
- Attend the following class:
  1) Public Policy Practicum (2 credits)*
- Externships 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 4L spring semester:
  1) Public Policy Practicum (2 credits)

**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 Coordinator of Clinical Programs
- Register for the following for your 4L fall semester:
  1) Public Policy Practicum (2 credits)