

LPP Guide to Externships and Clinics for Evening Students

The Law and Public Policy Program

LPP students are required to complete two externships or clinics for academic credit. This guide is intended to be a starting point for students searching for externships and/or clinics to fulfill that requirement.

Second Year

Fall Semester

- ✓ **Government Externships for 3L Fall Semester:** Check application deadlines as they are usually earlier than most externships due to the lengthy background checks required

Spring Semester

- ✓ **Clinics for 3L Fall Semester/Year:**
 - Columbus Community Legal Services: You must submit a pre-registration form to CCLS' offices by the pre-registration deadline
 - Semester-long/6 credits/20 hours per week
 - Innocence Project Clinic: Pre-registration process, contact Professor Ogilvy for details
 - Year-long/6 credits (3 per semester)

Third Year (continued)

Spring Semester

- ✓ **Clinics for 4L Fall Semester/Year:**
 - CCLS: Pre-registration required
 - Semester-long/6 credits/20 hours per week
 - Innocence Project Clinic: Pre-registration required, contact Professor Ogilvy for details
 - Year-long/6 credits (3 per semester)
 - D.C. Law Students in Court: Must submit an application to DCLSIC by the specified deadline, see law school website for info
 - 3Ls only/year-long/12 credits (6 per semester)

Summer Following Second Year

- Look for and apply for externships for fall 3L semester, unless you have enrolled in a clinic
 - Places to look
 - 1) Symplicity:
<https://law-cua-csm.symplicity.com/>
 - 2) Law school website:
<http://www.law.edu/clinics/cle/externships.cfm>
- Get approval for externship
 - ***Note*:** When you are offered an externship, you must get it approved **before** you can accept it
 - To get approval go to:
<http://www.law.edu/clinics/cle/externshipforms.cfm>

Summer following Second Year

- Look for and apply for externships for fall 4L semester, unless you have enrolled in a clinic
 - Places to look
 - 1) Symplicity:
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Third Year

Fall Semester

- **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 the Coordinator of Clinical Programs
- ✓ **Government Externships for 4L Fall Semester:** Check application deadlines as they are usually earlier than most externships due to the lengthy background checks required
- ✓ **Clinics for 3L Spring Semester:**
 - CCLS: Pre-registration required
 - Semester-long/6 credits/20 hours per week
 - Criminal Prosecution Clinic: Pre-registration process, see law school website for info
 - Semester-long/spring only/4 credits

Spring Semester—Continued to the right

Fourth Year

Fall Semester

- **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
- ✓ **Clinics for 4L Spring Semester:**
 - CCLS: Pre-registration required
 - Semester-long/6 credits/20 hours per week
 - Criminal Prosecution Clinic: Pre-registration process, see law school website for info
 - Semester-long/spring only/4 credits

Spring Semester

No externship-related activities or requirements