LPP Guide to Externships and Clinics for Day 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.

First Year

**Fall Semester**
- Government Externships for 2L Fall Semester: Check application deadlines as they are usually earlier than most externships due to the lengthy background checks required

**Spring Semester**
- **Clinics for 2L 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)

**Fall Following First Year**
- Look for and apply for externships for fall 2L 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

Second 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 3L Fall Semester: Check application deadlines as they are usually earlier than most externships due to the lengthy background checks required
- **Clinics for 2L 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

Second Year (continued)

**Spring Semester**
- **Clinics for 3L 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

**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 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**
No externship-related activities or requirements