

Access2Practice Legal Externship Program – Fall 2023

Information and Application Packet

Chicago Kent has long recognized that classes and textbooks alone are not sufficient to complete the education of our students and their transformation into lawyers. Students also need practical experience in real-world legal work to gain insight into the strategic and ethical dimensions of the legal profession and to acquire skills not accessible in the traditional classroom.

Some students gain experience when they are hired as law clerks. But most students don't have access to paid or volunteer positions in a legal setting of their choice and/or those that expose them to what they want to learn.

Fall 2023 Access2Practice (A2P) is a 4-credit-hour Pass/Fail program which enables 2Ls and 3Ls to extern in a wide variety of legal practice areas and gain exposure to and mentoring in an area of law of their choosing.

A2P externships are offered in Fall and Spring semesters, as well as in Summer.

Monday, August 21, 2023 - Friday, December 1, 2023: Fall Access2Practice

The program consists of two separate components:

Fieldwork: During the fall semester, students must work **16 hours** a week at their fieldwork placement, either in-person or remotely, for a minimum total of **224 hours**. In addition, externs maintain weekly activity and time reports as well as journals based on their fieldwork experience.

Class: **Perspectives in Lawyering.** The first Fall semester class will meet on **Wednesday, August 23, 2023** from 4:00 p.m. - 5:50 p.m. At the first meeting, you will receive a schedule with the dates of the remaining classes. Classes will focus on different practice areas and the often complex and unpredictable realities at the core of the actual practice of law.

To Obtain a Legal Externship Placement:

The program does not assign students to particular field placements. Instead a student must first independently obtain an externship placement before applying to participate in and register for *A2P*. Each placement is independent and external to the law school and will have its own independent selection and screening process.

Summer A2P differs from Fall/Spring in that summer externs have a much greater choice of placements. While school year extern placements are almost exclusively in the public interest and governmental areas, *Summer A2P* includes many private placements in law firms and corporate legal departments. The large number of private placements results from our recruiting alums who wish to serve as extern supervisors / mentors and have the ability / experience to teach skills and provide sufficient experiential learning opportunities to students. Each placement and supervisor has first been screened and approved by Chicago-Kent law school's Externship Screening Committee before being included in our program.

12Twenty – Digital Database for Externship Placement Postings:

The greater Chicagoland area offers a wide range of externship placements. To gain access to specific available externship opportunities that are pre-approved, students must consult *12Twenty*.

To search on *12Twenty*, click on “OCI and Job Listings” and select “Type of Jobs.” Several drop-down boxes will appear listing categories of postings. Search any category that might be applicable, e.g. “Access2Practice Legal Externships,” “Volunteer Internships,” etc.

Certain public sector / non-profit externship/volunteer listings will be marked “**For Credit Only**” – meaning that a student cannot extern at that placement **unless** he/she/they is/are **formally enrolled** as a participant in Chicago-Kent’s *A2P* Legal Externship Program.

Many postings in *12Twenty* will give you the option of either applying to volunteer or convert that volunteer opportunity into a for-credit externship.

On rare occasions, lawyers/firms independently access *12Twenty* and place postings that have not been screened, approved, or endorsed by the law school. These are not valid placements for the purposes of *A2P* unless approved by Prof Gross.

Types of Placements for Fall:

1. Governmental and Public Interest Sectors

Externships are available with many public interest legal organizations and departments. Externing in a public interest placement is required for those students seeking to obtain the J.D. Certificate in Public Interest Law.

Placement sites include county, city, state and federal legislative and executive offices. For example, students can extern in county offices of the State’s Attorney and Public Defender, the Office of the U.S. Attorney, City of Chicago Department of Law, Office of the Illinois Attorney General, Illinois Commerce Commission, U.S. Department of Homeland Security, Internal Revenue Service, U.S. Environmental Protection Agency, Financial Industry Regulatory Authority (FINRA), and the Securities & Exchange Commission (SEC).

Externships with a legal aid bureau, legal assistance program, public organizations, and certain governmental agencies may enable a student to acquire a 711 student practice license and appear in court.

2. Private/For Profit Law Firms and In-House Corporate Legal Departments

To receive credit for externing with a private legal placement, be it a law firm or corporate legal department, both the placement and the proposed attorney supervisor must have been formally approved by the Chicago-Kent Externship Screening Committee. These private firms and corporations are listed in *12Twenty* under *Access2Practice Private Sector Summer*.

On occasion, a student may wish to do a for-credit legal externship with a private legal placement which has not been screened and pre-approved. If so, that student must first contact Prof. Gross to determine whether the placement is eligible. As approval is not assured, such applications must be submitted to Prof. Gross as quickly as possible to ensure sufficient time for review by the Externship Screening Committee.

3. **Fall A2P Approved Private Placements on 12Twenty**

You must apply **independently and directly** to the posted placements. Because this is a **competitive** process, consider applying as soon as possible and don't hesitate to apply for more than one placement. Applications will be considered on a **rolling basis**. Please do not apply for one of these placements unless you are interested in it and wish to accept it.

If you have been selected and extended an offer by one of these participating private placements, for reasons of fairness and efficiency you must either accept/reject the offer within 3 business days after it has been extended to you. Placements need to make selections as efficiently and quickly as possible. A placement offer rejected by one student will allow another student(s) to benefit from this opening.

If you receive an offer from Placement A when you are still in consideration for Placement B, you may certainly contact B, explain that you have received an offer and need to respond. But it is important that placement A know of your decision within the prescribed time allotment.

Other Opportunities As For-Credit Legal Externship Placements:

If you have located or obtained an internship or volunteer position not listed on *12Twenty*, but are looking to convert that opportunity into a for-credit Legal Externship, you must first contact Professor Gross via email to discuss that possibility. Then, you will submit the attached Legal Externship Program Application. No application will be approved if you have not first contacted Professor Gross.

If you want guidance or suggestions about finding the right externship position for you, please contact Professor Gross via email (vgross@kentlaw.iit.edu).

To Enroll in the A2P Program:

When you accept an offer to extern for credit, you must also schedule an **interview** with **Professor Gross** and submit the attached *A2P* Application in a timely manner. **No application** will be **accepted** if you have **not** had a **prior interview** with **Professor Gross**.

Applications to register for *A2P Legal Externship Fall 2023* must be submitted to Professor Gross (vgross@kentlaw.iit.edu; cc sblaz@kentlaw.iit.edu) no later than **Tuesday, August 1, 2023**.

Externship Restrictions:

Regardless of the type of externship placement you accept:

- You **cannot** simultaneously volunteer/work for pay in another legal position during the term of the session.
- You **cannot** withdraw after you have accepted an offer to extern. It is unprofessional and unacceptable to decline to honor your commitment. Failure to comply with this rule is an ethical violation.

You Cannot Extern for a Current Employer nor Can You Receive Pay for Doing a For-Credit Externship.

A2P Legal Externship is an experiential educational program. An employer/employee relationship is financial; you do what the employer needs and wants rather than what the law school deems educationally appropriate. For this reason, the American Association of Law Schools (AALS) does not allow you to get paid and receive school credit for doing the same work.

LEP for a Second Semester:

You may do two semesters of LEP. To continue as a legal extern for a second semester, you must first obtain approval from Professor Gross.

If you are in a public sector/public interest placement, you can continue for a second semester with the timely approval of your current supervisor/lawyer and Professor Gross. You may also choose a different placement for a second externship.

However, if you are in a private for-profit placement, you are generally limited to one semester only with that specific placement.

Withdrawal from LEP:

Again, **after** you have begun your externship through LEP, you **cannot** then **withdraw**. Your acceptance to extern and subsequent registration in the program constitutes a commitment. It signifies to your externship supervisor, placement, and to the law school that you will complete your externship in a satisfactory and professional manner. Failure to honor your commitment before the semester has ended is unprofessional and unacceptable.

Contact:

If you have any questions or concerns, contact Professor Gross (vgross@kentlaw.iit.edu), Director of the A2P Legal Externship Program, or Suzanne Blaz (sblaz@kentlaw.iit.edu).

A2P Legal Externship Program

Fall 2023 Application

Name _____ Home Phone _____

Address _____ Work Phone _____

_____ Cumulative GPA _____

Expected Date of Graduation: _____ Preferred Pronoun _____ Student ID No. _____

Law School Division: ___ Day ___ Evening

Have you been in the Legal Externship Program before? _____

If yes, which semester and for whom did you extern? _____

Which office has extended you an offer to extern? _____

Name of Proposed Attorney Supervisor: _____

Title: _____

Address: _____

Email address: _____

Telephone #: _____

Approximate Start Date: _____

Please attach your Resumé and Unofficial Transcript

Please email application and forms to ygross@kentlaw.iit.edu and sblaz@kentlaw.iit.edu

****Applications must be submitted to and approved by Professor Gross by Tuesday, August 1, 2023****