# AY18-19 Timeline for Out-of-Town Externships

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday, February 6</td>
<td>Information session for all out-of-town externships (12:00 pm – 1:00 pm)</td>
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<td>Registration opens at 1:00 pm</td>
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<tr>
<td>Friday, February 16</td>
<td>Registration for priority placement closes at 5:00 pm</td>
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<tr>
<td>Friday, March 2</td>
<td>Students notified about acceptance into externships</td>
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## Externship Registration Link


To register, enter your WUSTL key after clicking on the registration link. You will be required to submit a resume and transcript, and statements of interest for any externships to which you apply. Please make sure that you have all of these documents available when you register.

## Clinical Program Experience Guarantee/Placement Priority Rules

**Clinical Experience Guarantee:** Washington University School of Law guarantees every interested J.D. student at least one law clinic or externship experience during his or her second or third year of law school.

**Placement Priority Rule:** 3L students have first priority for clinical courses. Although we cannot necessarily meet all student choices of law clinic or externship, our application review process seeks to accommodate these selections.

*Where there are special circumstances, the Associate Dean for Clinical Education may grant an exception to the rule.*

## Dropping an Out-of-Town Externship

Because of the lengthy process involved in placing students in appropriate externship offices, students are strongly discouraged from dropping the course once they have been accepted. Dropping an externship should not be viewed the same as dropping a regular course, as another student's ability to be placed is jeopardized and the program’s reputation with the externship placement office is harmed when a student changes his/her mind.

A student will not be allowed to drop any law clinic or externship without good cause and the instructor's permission after May 1, 2018.

## St. Louis-Based Law Clinics and Externships

Registration for St. Louis area law clinics and externships will open Tuesday, March 6, 2018, and will close for priority placement on Wednesday, March 28. For more information, see the last pages of this packet or [http://law.wustl.edu/clinicaled/](http://law.wustl.edu/clinicaled/).

## Limit on Non-Law Classroom Credits

Credits from externships count toward the 19 maximum credits a J.D. student can take in non-law classes and law classes without a classroom component. However, law clinics and clinical practicum courses do not count against this limit.

## Information for Non-U.S. Citizens

Non-U.S. citizens should note that most federal government offices will only consider externs who are U.S. citizens.

## Questions

Email any registration questions to kmherr@wustl.edu.
Congressional and Administrative Law Externship Experience

This externship is open to J.D. students in the first or second semester of their third year, as well as to students in the second semester of their second year.

In the Congressional and Administrative Law Externship, students have the opportunity to learn first-hand about the practice of law in the nation’s capitol. Students spend the Fall or Spring semester in Washington D.C. and work under the direction of attorneys in a variety of government offices and not-for-profits.

Each student admitted to this externship is assisted in obtaining a placement in a Congressional Office, Administrative Agency, or NGO. A placement, however, cannot be guaranteed.

Students meet in person with the director 4 times during the semester and attend a speaker series once a month.

Congressional and Administrative Law Externship Aims

Students learn about the legislative and agency process through hands-on experience where they can explore career opportunities unique to the nation’s capitol.

Placements have included:
- Department of Justice
- Department of Labor
- Department of Homeland Security
- Securities and Exchange Commission
- Federal Communications Commission
- House and Senate Judiciary Committees
- Senate Commerce Committee

Congressional and Administrative Law Externship Faculty

Professor Susan Kaplan
skaplan@wustl.edu
(240) 432-0399

Prerequisites

In February, Professor Kaplan interviews applicants for the Fall and Spring semesters. Final selections are made based on the interview, faculty references, statement of interest, student’s resume, and demonstrated academic achievement.

Third-year J.D. students who are taking the D.C. externship in their final semester of law school must have taken a course from the ethics curriculum before starting the program. It is also recommended that students interested in Congressional law should have taken a course in legislation. It is recommended that an Administrative Law course is taken for placement within an administrative agency.

It is encouraged that students take, as preparation, courses in the subject area of the agency in which they will be placed.

The Bottom Line

- Students must work 15 weeks at their placement to earn 12 academic credits.
- Credits from this course count toward the 19 maximum credits a J.D. student can take in non-law classes and law classes without a classroom component (law clinics and clinical practicums do not count against this non-classroom credit limit).

Information for Non-U.S. Citizens

Non-U.S. citizens should note that most federal government offices will only consider externs who are U.S. citizens.
International Justice & Conflict Resolution Semester Externship

The International Justice & Conflict Resolution Experience

This full-semester externship provides students with an opportunity to learn international law and practice, conflict resolution theory and practice, and advocacy while working with lawyers practicing before international courts and tribunals, international judges, and lawyers in international conflict resolution and advocacy offices.

Students are placed with international organizations and in governmental and non-governmental offices. Placements may include international tribunals, such as the International Criminal Tribunal for the former Yugoslavia (ICTY), the International Criminal Court (ICC), the International Court of Justice, the Special Court for Sierra Leone, and the Extraordinary Chambers in the Courts of Cambodia (ECCC); the supreme appellate or constitutional court of foreign States, such as India and Israel; and UN, Embassy, and non-governmental organization offices that engage in conflict resolution and advocacy, such as the Beijing Arbitration Commission, Australian Centre for International Commercial Arbitration, Singapore International Arbitration Centre.

Multiple students have interned with the international tribunals, including five for the ICTY in The Hague, two for the ECCC in Phnom Penh; and with NGOs such as EarthRights in Chiang Mai; the UN Human Trafficking Office in Bangkok; the Legal Aid Bureau and Legal Resource Centre in Durban, South Africa; FIDA in Accra, Ghana; the India Supreme Court; and the Israeli Supreme Court.

Typical Activities

- Legal research and writing;
- Fact investigation;
- Interviewing and counseling;
- Negotiation and dispute resolution;
- Litigation;
- Policy making in international arenas.

Requirements

Enrolled students are required to attend a pre-trip orientation. During the semester, students are required to work on a full-time basis (40 hours per week, for a minimum of 13 weeks); for 10 credits, students must work a minimum of 520 hours; for 11 credits, 572 hours; and for 12 credits, 624 hours. Students must produce a minimum 10-page final paper. In addition to required readings and required experiences, students are required to submit weekly progress reports and reflective journals.

Pre/Co-requisites

In most cases, students must apply directly to tribunals, courts, and other agencies for acceptance before enrolling in this course. Preference for placement with international courts and tribunals will be given to students who have taken courses (or have comparable experience) such as International Criminal Law, War Crimes Seminar, International Human Rights Law, and/or International Law. Preference for placement with international legal services, conflict resolution, and advocacy organizations will be given to students who have taken (or have comparable experience), such as Introduction to US & Comparative Dispute Resolution, Mediation Theory & Practice, Multi Party/Public Policy Dispute Resolution, Arbitration, International Business Transactions, and/or International Human Rights Law.

The Bottom Line

- Enrollment is limited to a maximum of 6 students per semester; acceptance on an ad hoc basis.
- The course is graded on a credit/no credit basis.
- There is no final exam.
- This course is 10 to 12 credits.
- Note: Credits from this course count toward the 19 maximum credits a J.D. student can take in non-law classes and law classes without a classroom component or clinics/externships without direct supervision of the clinical work by a law school faculty member.

International Justice & Conflict Resolution Faculty

Professor Karen Tokarz

tokarz@wustl.edu
(314) 935-6414

Professor Leila Nadya Sadat

sadat@wustl.edu
(314) 935-6411
New York Regulatory and Business Externship

The New York Regulatory & Business Externship Experience

The New York Regulatory and Business Externship places law students in a semester-long clinical experience in New York City.

The externship gives students the opportunity to learn first-hand about the practice of business entities and their regulation in the nation's largest city. The externship allows third-year and qualified second-year students to spend their fall or spring semester in New York and work under the direction of attorneys in a variety of non-profit, government, and in-house counsel offices that have an emphasis on business associations and regulation. Examples of potential student placements include the Financial Industry Regulatory Authority (FINRA), New York Attorney General's Office, and the in-house counsel's office of business organizations. These externships expose students to nonprofit and business associations, as well as their regulatory environments, and students gain a level of experiential training that will allow a more successful transition to practice in their post-graduate careers. Through their externships, students gain practical and technical experience from client representation and work with regulators in the various placements.

Program Offerings

- First-hand learning about the practice of business associations and their regulation under the mentorship of practicing attorneys;
- Improved lawyering skills such as research, writing, legal analysis, communication, negotiation, and advocacy;
- Integration of prior learning in law school with the practice of law;
- Exposure to legal and business ethics in context;
- Development of an understanding of workplace issues such as time management, workplace culture, professionalism, teamwork, and receiving feedback;
- Experiential training designed to assist with career placement; and
- Promotion of self-directed, lifelong learning.

Information for Non-US Citizens

Non-U.S. citizens should note that most federal government offices will only consider externs who are U.S. citizens.

Requirements

- Admission to the externship is by application only. The application process includes submission of a pre-registration form, resume, and transcript.
- Student and instructor collaborate during the semester preceding the student's externship in applying for a position in a legal office. Admission to the course does not guarantee the student a placement.

Pre-requisites

- Pre-requisite: Complete all first-year courses and Corporations.
- Students are also encouraged to take, as preparation, courses in the subject area of their placement.

The Bottom Line

- Students work full-time over 15 weeks at their placement site and receive 12 academic credits. The externship fieldwork is graded on a credit/no credit basis.
- Credits from this course count toward the 19 maximum credits a J.D. student can take in non-law classes and law classes without a classroom component.

New York Regulatory and Business Externship Faculty:
Professor Bob Kuehn
(314) 935-5706
rkuehn@wustl.edu
The Semester-in-Practice Externship Experience

The Semester-in-Practice (SIP) Externship is an innovative program that empowers students in their third year or second semester of their second year to gain hands-on professional experience anywhere outside the St. Louis area. Through the externship program, students earn academic credit by spending a semester working full time for a nonprofit, government, or in-house corporate law office in the location of their choice. Students work directly with an attorney/field supervisor at their placement site and will receive oversight at the law school from a faculty supervisor.

Typical Activities

The precise activities will vary by placement, but students will have the opportunity to engage in various areas of lawyering practice, such as interviewing, counseling, investigation, drafting, negotiation, litigation, or settlement.

Requirements

Externs must work 40 hours per week for 15 weeks at their placement to earn 12 academic credits.

Students must also:
- Identify a possible placement site
- Participate in a pre-semester orientation
- Meet weekly with faculty supervisor via telephone
- Complete weekly reflective journal entries and time sheets

Information for Non-U.S. Citizens

Non-U.S. citizens should note that most federal government offices will only consider externs who are U.S. citizens.

The Bottom Line

- The course is graded on a credit/no credit basis.
- There is no final exam.
- This is a 12-credit course.
- Note: Credits from this course count toward the 19 maximum credits a J.D. student can take in non-law classes and law classes without a classroom component (law clinics and clinical practicums do not count against this non-classroom credit limit).

Prerequisites

Course from the ethics curriculum; courses relevant to the subject matter of the placement are highly recommended.

Admission to the externship is by application only. Students pre-register for the externship, and final selections are made based on faculty recommendations, statement of interest, writing sample, and demonstrated academic achievement. Both the student and placement site must receive approval.

Semester-in-Practice Externship Faculty

Professor Mary Perry
mlperry@wustl.edu
(314) 935-7828
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<tr>
<td>Law Faculty</td>
<td>Susan Kaplan</td>
<td>Karen Tokarc</td>
<td>Robert (Bob) Kuehn</td>
<td>Mary Perry</td>
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<td>Case Focus</td>
<td>Congressional &amp; Administrative Law in Washing-</td>
<td>Conflict Resolution</td>
<td>Business &amp; Regulation</td>
<td>Varied; determined by student's</td>
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<td># of credits</td>
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<td>10-12</td>
<td>12</td>
<td>Interest</td>
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<td># of work hrs./week</td>
<td>40 hours for 15 weeks</td>
<td>40 hours/week for 13-16 weeks</td>
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<td>Semesters offered</td>
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<td>Typical Activities</td>
<td>CONGRESSIONAL</td>
<td>Legal research and writing</td>
<td>Research</td>
<td>Varies; a student can create an</td>
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<td>• Prepare for and attend congressional hearing</td>
<td>• Fact investigation</td>
<td>• Writing</td>
<td>externship opportunity (outside</td>
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<td>• Prepare for committee votes &amp; briefings</td>
<td>• Interviewing and counseling</td>
<td>• Legal analysis</td>
<td>the St. Louis area) at a nonprofit,</td>
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<td>• Draft talking points &amp; speeches for members</td>
<td>• Negotiation and dispute resolution</td>
<td>• Client interviewing</td>
<td>government, or in-house corporate</td>
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<td>of Congress</td>
<td>• Litigation</td>
<td>• Negotiation</td>
<td>law office that practices in the</td>
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<td>• Analyze pending legislation</td>
<td>• Policy-making in international arenas</td>
<td>• Advocacy</td>
<td>subject-matter area that interests</td>
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<td>• Meet with interest groups on pending legis-</td>
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<td>ADMINISTRATIVE</td>
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<td>• Conduct legal research &amp; writing</td>
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<td>• Help prepare for &amp; sit in on depositions &amp;</td>
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<td>• witness interviews</td>
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<td>• Participate in the administrative rule-</td>
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<td>making process</td>
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<td></td>
<td>• Draft pleadings, memoranda of law, and</td>
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<td>• discovery</td>
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<td>NOT-FOR-PROFITS</td>
<td>Activities are usually a combination</td>
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<td>of those described above</td>
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<td>Requirements</td>
<td>• Students review goals and office assign-</td>
<td>• For 10 credits, students must work a total of</td>
<td>• Student and instructor collaborate dur-</td>
<td>• Identification of a possible</td>
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<td>ments with faculty supervisor four times</td>
<td>520 hours; for 11 credits, 572 hours; and for</td>
<td>ing the semester preceding the stu-</td>
<td>placement site</td>
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<td>during the semester</td>
<td>12 credits, 514 hours</td>
<td>dent's placement in applying for a</td>
<td>• Pre-semester orientation</td>
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<td>• Students are required to write a series of</td>
<td>• Produce a minimum 10-page final paper</td>
<td>position</td>
<td>• Weekly conferences with facul-</td>
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<td>papers during the semester</td>
<td>• Required readings and biweekly progress reports and</td>
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<td>ty supervisor</td>
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<td>• Must be a 2L (Spring) or 3L (Fall or Spring)</td>
<td>reflective journals</td>
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<td>• Weekly reflective journal</td>
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<td>• Attend a pre-trip orientation</td>
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<td>Pre/Cr-requisites</td>
<td>Pre-requisite: all first year courses and</td>
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<td>Pre-requisite: Course from the ethics</td>
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<td>Corporations</td>
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<td>curriculum</td>
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<td>Recommended: Courses relevant to the sub-</td>
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<td>ject matter of the placement</td>
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St. Louis Based Clinics and Externships
(Registration for these clinics/externships will begin March 6, 2018)

Appellate Clinic
Students in the APPELLATE CLINIC represent pro se litigants in cases to be heard on appeal in the United States Court of Appeals for the Eighth Circuit. After the Clerk of the Court assigns cases at the beginning of the semester, students handle all aspects of the appeal, including motions, filings, and briefs. This clinic calls for extensive research and writing. One student argues each case. Professor Bruce LaPierre teaches this clinic. Students will earn 4 credits. This clinic is offered in Fall 2018 and Spring 2019.

Children’s Rights Clinic
The CHILDREN’S RIGHTS CLINIC represents children involved in Missouri’s care and protection, delinquency, and education systems. As law students certified under Missouri Supreme Court Rule 13, clinic students serve as counsel or guardian ad litem in a variety of different court and administrative proceedings that address legal matters such as termination of parental rights, guardianship, adoption, orders of protection, delinquency, and school discipline. As part of their representation, students participate in client interviewing and counseling, case investigation, discovery, legal research and writing, and negotiation. Because the Clinic focuses on holistic representation, students spend much of their time performing tasks such as visiting with clients in their placements and attending family support team and other meetings. Students also engage with a variety of community partners including the Missouri Children’s Division, juvenile courts, school districts, law enforcement agencies, and service providers. The Children’s Rights Clinic is taught by Professor Kathryn Banks. This clinic is offered in Fall 2018 and Spring 2019. Students will earn 6-8 credits.

Civil Justice and Mediation Clinic
The CIVIL JUSTICE AND MEDIATION CLINIC introduces students to civil rights practice and dispute resolution from a community-based perspective. The Clinic focuses on housing, education and consumer discrimination, and municipal court reform, including discrimination in fines, fees, bail and driver’s license suspensions. Clinic students provide individual representation for low-income clients with housing, foreclosure, education, consumer, and municipal court claims, in collaboration with two key community legal services providers that protect and advance the civil rights of individuals in these client groups: Legal Services of Eastern Missouri (LSEM) and St. Louis Equal Housing & Opportunity Council (EHOCC). Professor Karen Tokarz teaches this course. This clinic is offered in Fall 2018 and Spring 2019. Students will earn 6-8 credits.

Criminal Justice Clinic
The CRIMINAL JUSTICE CLINIC has a long-standing collaborative relationship with the St. Louis County division of the Missouri State Public Defender System. In this clinic, law students engage in extensive criminal defense practice for indigent defendants. Working hand-in-hand with faculty and public defenders, students investigate crime scenes, interview witnesses, consult experts, conduct preliminary hearings, and take criminal depositions. Law students also handle misdemeanor and juvenile trials as first-chair lawyers and serve as second-chair lawyers in felony trials. Professor Peter Joy teaches this clinic, which is offered in Fall 2018 and Spring 2019. Students will earn 6-8 credits.

Entrepreneurship and Intellectual Property Clinic
The ENTREPRENEURSHIP AND INTELLECTUAL PROPERTY CLINIC (EIP) presents law students with unique opportunities to address transactional matters and provide advice to clients on a full spectrum of intellectual property and nonprofit law issues. Students address a wide range of patent, copyright, trademark, and general business formation matters. Clients range from small startup entities to community and educational groups to international organizations. Professor Tore Gianino will teach this clinic. The clinic is offered in Fall 2018 and Spring 2019. Students will earn 6-8 credits.

Government Lawyering Externship
The GOVERNMENT LAWYERING EXTERNSHIP provides the opportunity for students to work with attorneys in the Criminal and Civil Divisions of the United States Attorney’s Offices for both the Eastern District of Missouri and the Southern District of Illinois. Students in the Criminal Division gain exposure to all facets of criminal investigation and prosecution, including fact investigation, drafting charges, discovery, motion practice, trial preparation, and appellate work. Students in the Civil Division engage in a variety of litigation-related activities, including interviewing witnesses, drafting and responding to pleadings and discovery requests, and researching and writing motions, memoranda, and appellate briefs. Adjunct Professor Amany Hacking teaches this externship course, which is offered in Fall 2018 and Spring 2019. Students will earn 6 credits.

Immigration Clinic
The IMMIGRATION CLINIC provides real life lawyering experience on immigration matters such as naturalization, adjustment of status, deportation, and asylum. Students will assist persons in disputes with the U.S. Citizenship and Immigration Services and Immigration and Customs Enforcement, including possible appearances before the Immigration Court. The objective of this law
clinic course is to help students learn from their lawyering experiences how to handle immigration matters affecting low-and moderate-income persons. This clinic will be offered in Fall 2018 and Spring 2019. Students will earn 6-8 credits.

**Interdisciplinary Environmental Clinic**

The INTERDISCIPLINARY ENVIRONMENTAL CLINIC (IEC) represents non-profit groups, communities, and individuals who are pursuing legal action to protect the environment and community health, but cannot afford the legal representation and scientific expertise this requires. While providing pro bono legal and technical services to environmental and community organizations in the greater St. Louis area, the IEC simultaneously trains law students to handle complex legal cases, enables non-law students to apply their specialized fields to legal and policy issues, and teaches all students to communicate effectively and work productively in an interdisciplinary setting. Professors Maxine Lipeles and Elizabeth Hubertz co-direct this clinic, which is offered in Fall 2018 and Spring 2019. Students will earn 6-8 credits.

**Judicial Clerkship Externship**

In the JUDICIAL CLERKSHIP EXTERNSHIP, students work as part-time law clerks under the supervision of local, state, and federal trial and appellate judges in Missouri and Illinois. Students conduct extensive legal research; draft legal memoranda for cases before the courts; and observe hearings, trials, and other court proceedings. They receive structured, hands-on exposure to civil and criminal litigation from the judicial perspective. Students also develop advanced legal research and writing skills, participate in the judicial decision-making process, and critically observe practitioners and judges. Judicial Clerkship Externs are uniquely qualified and prepared for judicial clerkships after graduation. Professor Robert Kuehn oversee this program. This externship is offered in Fall 2018 and Spring 2019. Students will earn up to 3-4 credits.

**Lawyering Practice Externship**

LAWYERING PRACTICE EXTERNSHIP (LPE) students learn advocacy and litigation skills working under the supervision of field supervisors in government law offices or legal departments of tax-exempt charitable organizations. Students have the opportunity to engage in various phases of lawyering practice, including interviewing, counseling, investigation, drafting, negotiation, litigation, and settlement. Depending upon the placement, externs work on civil, criminal, lawmaking, or policymaking matters. Students also meet for regular class meetings that cover professional development topics. Professor Mary Perry directs this externship program, which is offered in Fall 2018 and Spring 2019. Students will earn 3-4 credits.

**Low Income Taxpayer Clinic**

LOW INCOME TAXPAYER CLINIC (LITC) provides students with the opportunity to develop real-life lawyering skills as they work as student attorneys under faculty supervision on tax-related legal issues. Students will assist low-income taxpayers in disputes with the Internal Revenue Service (IRS), including possible appearances before the Tax Court. The students’ primary experience will be to work, perform, or directly assist other lawyers performing the tasks of advising or advocating on behalf of low-income taxpayer clients. Adjunct Professors Sarah Narkewicz and Steve LeBounty co-direct this clinic, which is offered in Fall 2018 and Spring 2019. Students will earn 6-8 credits.

**Post-Conviction Relief Clinical Practicum**

POST-CONVICTION RELIEF CLINICAL PRACTICUM provides students with instruction in the law and policies governing post-conviction relief in capital and life without parole cases coupled with lawyering experience in handling ongoing cases in Missouri and other capital jurisdictions. The majority of the student’s course time will be spent working with the instructors, practicing attorneys in the field, on capital cases. This hands-on legal work will provide students with the opportunity to develop lawyering skills such as interviewing, fact development and analysis, problem solving, legal research and writing, organization and management of legal works, and professionalism. The Practicum is taught by Adjunct Professors Jennifer Merrigan and Joseph Perkovich and offered in Fall 2018 and Spring 2018. Students will earn 4-6 credits.

**Prosecution Clinic**

Students in the PROSECUTION CLINIC have the opportunity to handle, or assist experienced prosecutors in handling, the prosecution of state-level crimes in the City of St. Louis while also gaining exposure to the legal and ethical problems that prosecutors face in practice. The Clinic operates out of the City of St. Louis Circuit Attorney’s Office (in the Carnahan Courthouse in downtown St. Louis) and is co-directed by Rachel Smith, Chief Prosecutor in the Community Affairs Bureau and Christopher Hinckley, Chief Warrant Officer. Students in the Prosecution Clinic will work on cases with other prosecutors in the Circuit Attorney’s Office, as assigned by the Clinic’s co-directors. This clinic is offered in Fall 2018 and Spring 2019. Students will earn 6-8 credits.

**Urban Revitalization Clinical Practicum**

The URBAN REVITALIZATION CLINICAL PRACTICUM provides students with instruction in the laws and policies governing urban areas coupled with real life lawyering experience in handling ongoing urban revitalization matters in the St. Louis metropolitan region. During weekly class sessions, the course will use local government law to examine some of the institutional, legal, and public policy challenges and solutions to urban decline and social and economic inequality. Classes will also address the professional skills lawyers
use to represent municipal, private sector, and community interests on urban revitalization issues. This practicum is directed by Ryan Rippell, Tino Ochoa Jr., and Brian Weaver. This Practicum is offered in Fall 2018 and Spring 2019. Students will earn 4 credits.

Note: The clinics listed above are anticipated to be offered on the semesters noted. Some changes may occur at a later time.