

JUDICIAL PROCESS I EXTERNSHIP

Student Information & Acknowledgments Form

(For students with 30 to 44 credit hours completed)

STUDENT NAME: _____

E-MAIL: _____ Phone/Cel. No. _____

I will **REGISTER** for academic credit for Judicial Process Clinic I Externship in:

- Summer Session/Year: _____
- Spring Semester/Year: _____
- Fall Semester/Year: _____

I will **PARTICIPATE** in the on-line classroom discussion for Judicial Process Clinic I Externship in:

- Summer Session/Year: _____
- Spring Semester/Year: _____
- Fall Semester/Year: _____

I will **COMPLETE** the work for Judicial Process Clinic I Externship in:

- Summer Session/Year: _____
- Spring Semester/Year: _____
- Fall Semester/Year: _____

I will be REQUIRED to (check box to confirm you've read):

- Meet with Associate Dean Catherine Greene Burnett, or Ben Santillán, in order to pick up my externship packet before class starts, and verify my participation in the Clinic.
- Register with the Registrar's Office. Summer registrants are charged an hourly tuition rate for this course. Spring and Fall registrants, check with Accounting to see how this affects your tuition.
- Register on TWEN for the on-line classroom discussion.
- Register on STANLEY for academic credit.
- Complete and return to Ben Santillán all forms pertaining to my judicial supervisor, and my contact information, before class starts.
- Your externship work may begin one week prior to the beginning of the semester.
- Placement must be with a local, federal or state Judge.
- Work a *minimum* of 6 weeks in the Summer session, or a *minimum* of 10 weeks in the Fall or Spring semester, for a total of 90 hours.
- Participate in weekly on-line discussions.
- Submit requested time sheets to Ben Santillán at the end of each week signed by my supervising judge.
- Submit weekly journals for each week for which I will be seeking academic credit.
- Complete a self-assessment of my lawyering skills.
- Participate in an exit conference with Associate Dean Catherine Greene Burnett.
- Complete an assessment of my placement.

Signature of Student

Date

Signature of Registrar

Date

NOTE: Students may NOT receive monetary compensation for a judicial externship for which they receive academic credit.

**PLEASE, BRING THIS FORM AND A COPY OF YOUR UNOFFICIAL TRANSCRIPT
TO SUITE 1035 or EMAIL TO BSANTILAN@STCL.EDU FOR APPROVAL.**

