JOHN JAY LEGAL SERVICES, INC.

Information Regarding Participation in JJLS Externship, and Simulation Programs in the Spring, 2016 Semester

APPLICATION DEADLINE
Monday, November 16, 2015 at 5 p.m.

PLEASE READ COURSE DESCRIPTIONS AND THIS MEMORANDUM CAREFULLY BEFORE SUBMITTING AN APPLICATION.

Application forms are available on TWEN (John Jay Legal Services Spring 2016 Applications) and on the web at http://www.law.pace.edu/student-applications. Please upload one copy of your application and all attachments for each program to which you wish to apply. The following programs are being offered by John Jay Legal Services in the Spring 2016 semester.

Externships

<table>
<thead>
<tr>
<th>Externship</th>
<th>Credits (Clinical, Academic)</th>
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</thead>
<tbody>
<tr>
<td>Corporate Law Externship – Prof. Kenneth Coughlin</td>
<td>5 credits (4 clinical, 1 academic)</td>
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<tr>
<td>Environmental Law Externship – Prof. Megan Joplin</td>
<td>4 credits (3 clinical, 1 academic)</td>
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<tr>
<td>Family Court Externship – Prof. Tracey Alter</td>
<td>3 credits (2 clinical, 1 academic)</td>
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<tr>
<td>Honors Prosecution Externship – Prof. Carol Barry</td>
<td>6 credits (4 clinical, 2 academic)</td>
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<tr>
<td>International Trade Externship – Prof. Louise Martin-Valiquette</td>
<td>4 credits (3 clinical, 1 academic)</td>
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<tr>
<td>Legal Services/Public Interest/Health Law Externship – Prof. Michael Scherz</td>
<td>4 credits (3 clinical, 1 academic)</td>
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<tr>
<td>Mediation Practicum – Prof. Danielle Shalov</td>
<td>4 credits (2 clinical, 2 academic)</td>
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<tr>
<td>Prosecution Externship – Prof. Carol Barry</td>
<td>4 credits (3 clinical, 1 academic)</td>
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<tr>
<td>Real Estate Externship – Prof. Shelby Green</td>
<td>4 credits (3 clinical, 1 academic)</td>
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<tr>
<td>State Court Externship – Prof. Peter Passidomo</td>
<td>4 credits (3 clinical, 1 academic)</td>
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<tr>
<td>U.N. Environmental Diplomacy Externship – Prof. Narinder Kakar and Prof. Victor Tafur</td>
<td>4 credits (2 clinical, 2 academic)</td>
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Simulation Course

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Prettrial Civil Litigation Simulation – Prof. Gregory McLaughlin</td>
<td>4 credits (4 academic)</td>
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</table>

Course descriptions are on the JJLS webpage (follow the links at http://www.law.pace.edu/lawyering-skills). Additional information about the JJLS course offerings is available on the web at http://www.law.pace.edu/registration-course-descriptions-course-and-exam-schedules and in Preston 404.
Credit Allocation

The Law School, in order to comply with the New York Court of Appeals rules on admission to the bar, limits the number of clinical or non-classroom credits that may be applied to the 84 credits required for graduation. Of the 84 credits required for the JD degree, no more than 19 may be “clinical” credits. The credit allocation for each program is divided between clinical credits awarded for field work and academic credits awarded for the classroom seminar component. All clinical courses are graded.

Upper Level Skills Requirement

The following JLS courses offered in the Spring 2016 semester may be taken to fulfill the Upper Level Skills requirement:

- Externships
  - Corporate Law Externship
  - Environmental Law Externship
  - Family Court Externship
  - Honors Prosecution Externship
  - Legal Services/Public Interest/Health Law Externship
  - Mediation Practicum
  - Prosecution Externship
  - Real Estate Externship
  - State Judicial Externship

- Simulation Courses
  - Pretrial Civil Litigation Simulation

Upper Level Writing Requirement

The Upper Level Writing requirement may be fulfilled in the following courses with prior permission of the professor. You may not fulfill both upper level writing and upper level skills requirements in the same course.

- Family Court Externship
- International Trade Externship
- Prosecution Externship

Time Commitments

While the externship program seminars generally meet in the late afternoon or evening, students must be able to work during the day at the externship sites. All the externships require work at least 12 hours per week away from the Law School, except for the Family Court Externship, which requires 8 hours, i.e., one full day, in Westchester County Family Court and the UN Environmental Diplomacy Practicum, the Honors Prosecution Externship and the Corporate Law Externship which require 2 full days at your placement.

A lawyer's obligations, like a doctor's, do not disappear on weekends and over holidays. STUDENTS IN EXTERNSHIPS MUST BE PREPARED TO CONTINUE HANDLING THEIR RESPONSIBILITIES THROUGHOUT EXAM AND BREAK PERIODS. The faculty will help you plan to minimize these
conflicts, but it still may happen that a court appearance will cause you to miss a class or that a crucial meeting with an adversary will occur during a break.

**Travel and Expenses**

Externships by definition require time spent away from the law school. Some placements are nearby; others may involve significant travel. JJLS has **limited** funds to help defray travel expenses. JD students in Externships will be reimbursed a maximum of $250 for travel during the semester. Please read the externship travel expense policy. **Be sure to discuss any concerns you have about the location of your placement site with the faculty member during the application process.**

**Eligibility and Prerequisites**

Unless otherwise stated, second-, third-, and fourth-year students in good academic standing may apply for any of the programs. Preference will usually be given to students entering their final year of law school (third-year full-time, fourth-year part-time, students).

You may apply for up to three programs and must rank your preferences on the application form. Generally, students will only be permitted to enroll in one JLS program (or the Pace Environmental Litigation Clinic) each semester. While we aim to honor students’ preferences, case load and class size considerations may result in your being admitted to your second or third choice. If you decline an offered position, you will be permitted to enroll in another program only if all qualified students who applied in a timely way have been accommodated.

Please read course descriptions carefully and make sure that you have satisfied any necessary course prerequisites or requested a waiver on your application.

All participants in JJLS client representation clinics and externship programs must avoid conflicts of interest based on past or concurrent employment (or volunteer work) situations. If you have questions about a potential conflict, please consult Professor Flint.

**Application Process**

You must register for these courses in person at the Registrar's Office, or by e-mail (jwolf@law.pace.edu or nrodriguez@law.pace.edu), after obtaining permission of the professor. In order to obtain permission for these courses you must do the following:

1. Submit a JJLS application form on the John Jay Legal Services Applications Spring 2016 Semester TWEN site. Post a complete application with required attachments in the drop box for each program to which you wish to apply. Application forms and instructions for submitting applications are on the TWEN site and on the web at [http://www.law.pace.edu/student-applications](http://www.law.pace.edu/student-applications).

2. Application deadline: Monday, November 16, 2015. You are encouraged to apply before the deadline.

3. You may be contacted for an interview, at the professor’s discretion.

4. We will make every effort to notify you by e-mail of the professor's decision on or before Monday, December 21. At that time, you will be asked to confirm your acceptance and will be allowed to register for the course. Qualified students who cannot be accommodated will be placed on a waiting list.

5. If you decline an offered position, you will be permitted to enroll in another program only
if all students who applied in a timely way have been accommodated.

6. Students who apply after the deadline will be accepted only if there is space available after all qualified students who applied in a timely way have been accommodated. **Do not assume that you will be able to get credit for an externship if you have not applied in a timely way, even if you secure your own placement.**

**IMPORTANT:** By the time of your priority registration you will not have heard whether you have been accepted into a JJLS program. Therefore, you should register for the schedule that you would want if you are not accepted. If you are later notified that you have been accepted into a JJLS program, you will be able to add, drop, and change your schedule without any penalty. When you contact the Registrar to register for a JJLS program, be sure you have decided which courses you wish to drop. If you are accepted into a JJLS program, you must register for that course within two weeks of receiving your letter of acceptance or you may lose your place.

**NOTE:** These procedures do not apply to the Environmental Litigation Clinic which has its own application procedures. For more information about applying to the Environmental Litigation Clinic, go to [http://www.law.pace.edu/application-pace-environmental-litigation-clinic](http://www.law.pace.edu/application-pace-environmental-litigation-clinic).