Application Process

Interested students should first talk with Professor Bob Jones or Professor Janet Laybold to discuss their specific interests and identify potential field placement sites. Students may then apply to those field sites and interview for externship positions just as they would do for a summer job.

Professors Jones and Laybold are happy to meet with students as early as their first year to brainstorm about the program and to discuss course selections that may help prepare them for particular opportunities. The sooner a student begins the process, the better the chance of finding a suitable placement. Placements should be arranged during the semester before the externship takes place.

Both second and third year students are eligible to apply for ND Law in Chicago, although second year students are discouraged from participating during their 2L fall semester. Third year students are eligible both semesters. The program is limited to a maximum of twenty (20) students.

Field Placement Sites

Any non-profit legal organization, governmental law office, corporate counsel office, or judicial chambers is a potential placement site. Students are encouraged to be proactive in identifying other potential externship sites. Many sites are listed on Symplicity (see next section). Students should consult with Professor Jones or Professor Laybold before contacting a potential field placement that is not listed on Symplicity.

Students should be aware that many potential placement sites have their own externship application procedures and deadlines. Those offices may receive applications from students at multiple law schools. Students can normally check the organizations’ web sites to find externship application information. For Chicago-based organizations, there is a directory of organizations and information on the Public Interest Law Initiative web site, www.pili-law.org.

Students who submit an application directly to a field placement site should so inform Professors Jones and Laybold and should provide a copy of the application to Externship Coordinator Cathy Kustner (ckustner@nd.edu).

Symplicity

Students are encouraged to review the ND Law in Chicago listings on Symplicity. To find listings, students should log into Symplicity; choose the Jobs tab; choose All Job Postings in the drop-down; then choose the ND Law in Chicago Externship tab.

The Law School will collect applications submitted through Symplicity by October 15th (for the following spring semester) and March 15th (for the following fall semester) and forward them immediately to the placement site. Students may submit later applications through Symplicity but they risk that slots will already have been filled.
Registering for the Course

Students must interview with a field placement before being enrolled in the program. Enrollment in ND Law in Chicago is by instructor permission. Once a student has provided Professor Jones or Professor Laybold with the completed “Externship Agreement,” the student will be enrolled in the course.

Further Information

Visit the Law School’s website, law.nd.edu/Chicago, or contact

- Prof. Robert L. Jones, Jr., rjones1@nd.edu, 574-631-4863;
- Prof. Janet Laybold, jlaybold@nd.edu, 312-291-8239; or
- Coordinator Cathy Kustner, ckustner@nd.edu, 574-631-9301.