

Rules for Practicum Courses

General Rules for All Practicum Courses

1. Second year students, rising second year students, and third year students are eligible to participate in Practicum courses.
2. All students enrolled in a Practicum must be doing legal work under the supervision of an experienced licensed attorney.
3. Students may not take any individual Practicum course more than one time. Students may take more than one Practicum course during their time at the law school. For example, students may only take the Civil Government Practicum one time, but a student who has taken the Civil Government Practicum may take the Judicial Practicum in a different semester.
4. Students enrolled in a Practicum may not receive payment from any source for their work at the externship placement, including, but not limited to, SFPIF funding, fellowships, payment by the placement agency, or scholarships.
5. Final papers in a Practicum class may not be used to satisfy any law school writing requirement.

Practicum Placements and Registration

1. Students are generally responsible for finding their own externships, with certain exceptions for the Corporate Counsel Practicum. All externship placements must be approved by the faculty member teaching the class.
2. For the Judicial Practicum, Professor Cindy Wilson collects resumes and transcripts in October (for the spring semester) and February (for the following fall semester) to send to the federal district court and magistrate judges. Students who are selected by a federal judge for an externship should email Professor Wilson to be enrolled in the course. Externships with a judge in the state court system must be approved by Professor Wilson and must involve significant opportunities for research and drafting. Most of these opportunities arise in the Chancery division and appellate courts in Illinois.
3. For the Criminal Law, Civil Government and Public Interest Practica, students should contact potential externship placements directly. The professors for these courses are available to consult with students about possible placements. Students should plan to have a confirmed placement before the first week of class. Students may enroll in these Practica without a confirmed placement, but will need a confirmed placement by the first week of class. Students who do not find a placement by the first week of class be dropped from the course.
4. For the Corporate Counsel Practicum, students should contact Professor Wentz (pwentz@apcworldwide.com) for assistance securing a qualifying placement for the Practicum course or to learn more about the placements he has secured for students participating in the course.
5. The Practicum courses are not part of the Northwestern Law bidding system. To enroll in a Practicum course, students must receive approval from the professor teaching the course. To inquire about possible placements and request a seat in a Practicum course, please e-mail the professor teaching the Practicum course associated with your

placement. The professor will send a list of approved students to the Registrar, who will enroll them at a cost of 100 bid points for each student during Open Enrollment. Students without sufficient bid points will be denied enrollment.

Enrollment in Other Experiential Courses While Taking a Practicum

1. Students may not enroll in both a Practicum course and a live-client Clinic course during the same semester without the permission of both the live-client Clinic and the Practicum professors. The professors will help ensure that there will not be any conflicts between the two work places and that the student has sufficient time to devote to each course.
2. Students may not enroll in both a Practicum and an NUvention course during the same semester without the permission of both professors.
3. Students may not enroll in more than one Practicum course during the same semester except under exceptional circumstances with the permission of both Practicum professors and the Director of the Center on Externships.

Rules for the Externship

1. Students enrolled in a non-Intensive Practicum are required to work 12-15 hours each week of the semester at their externship placement during regular business hours and should plan their class schedule accordingly.
2. Students should plan to start their externship before or during the first week of class. Students must start their externship no later than the end of the second week of class. Students must make up any hours missed due to a starting date after the first week of class.
3. Students must be physically present at the externship agency for the majority of their externship hours.

Practicum Credits

1. Students receive four (4) credits for completing each of the non-Intensive Practicum courses. Two (2) of those credits are attributable to the field work count as “outside the classroom” or “field placement” or “experiential learning” credits. The other two (2) credits are attributable to the work in the Practicum seminar and count as “classroom” credit. The ABA limits the total number of credits earned outside the classroom at twenty (20) (of the total number required to graduate).

Summer Practicum Courses

1. The General Rules for All Practicum Courses and the Practicum Credits rules above apply to Summer Practicum Courses.
2. In the summer, the Law School offers the Judicial Practicum, the Public Service Practicum, and the Corporate Counsel Practicum. The Judicial and Public Service courses offer both a Chicago-based and a remote class. The remote classes are available only for students with externships outside the Chicago area.
3. Students may enroll in only one Practicum during the summer.

4. Students in the Judicial Practicum and the Public Service Practicum must find their own placements and must have a confirmed placement in order to enroll. For the Corporate Counsel Practicum, students should contact Professor Wentz. (pwentz@apcoworldwide.com) for assistance securing a qualifying placement for the Practicum course or to learn more about the placements he has secured for students participating in the course. Students should be aware that first priority for the summer Corporate Counsel Practicum is given to JD/MBA students.
5. To enroll in a summer Practicum course, students must receive approval from the professor teaching the course. To request approval for a placement and a seat in a practicum course, please e-mail the professor teaching the practicum course associated with your placement. The professor will send a list of approved students to the Registrar for enrollment.
6. The Judicial and Public Service classes start in late May, so students should plan any travel accordingly. The remote summer Practica will have several in-person classes in April. Class attendance and participation are an important part of each student's grade, and missing class will often result in a grade deduction.
7. Students enrolled in the Judicial and Public Service Practica must begin their externship by June 1. Students must work a minimum of 180 hours over a minimum of eight to ten weeks. Students are expected to make the externship their primary summer experience. A successful externship usually requires work beyond the minimum number of hours.
8. Students must be physically present at the externship agency for the majority of their externship hours.
9. The remote Judicial and Public Service Practicum classes will be taught in a synchronous distance manner, and the two credits attributable to the seminar portion of the course will count toward the twelve total credit hours of distance education allowed by the ABA and the New York Board of Bar Examiners.

Intensive Semester Practicum

1. Students interested in the Intensive Semester Practicum must secure an externship in a non-profit or government agency. Students must also identify a residential faculty member who agrees to supervise the academic component of the course.
2. Enrollment in the Intensive Semester Practicum is available only to those students whose application has been approved by the Director of the Center for Externships and the Director of the Bluhm Legal Clinic. Applications for the fall semester are generally due in May, and applications for the spring semester are generally due in November.
3. Students receive twelve (12) credits for the Intensive Semester Practicum. Nine (9) of those credits are attributable to the fieldwork and are graded on a Credit/No Credit basis. Those nine (9) credits are considered "outside the classroom" or "field placement" or "experiential learning" credits. The other three (3) credits are attributable to the academic work the student completes with the supervising faculty member and are graded with a letter grade. These three (3) credits are considered "classroom" credits for purposes of the ABA limit on credits earned outside the classroom.
4. Students enrolled in the Intensive Semester Practicum must work forty hours per week during regular business hours for the thirteen week semester.

5. For Intensive Semester Practicum students whose externships are outside the Chicago area, the three (3) credits attributable to the academic work with the faculty member will be taught in a synchronous distance manner and will count toward the twelve (12) total credit hours of distance education allowed by the ABA and the New York Board of Bar Examiners.
6. Students enrolled in the Intensive Semester Practicum may not enroll for credit in any other courses during the semester in which they are enrolled in the Practicum. They may, however, enroll in Intersession classes.
7. Students who enroll in the Intensive Semester Practicum may enroll in a maximum of two other Practicum classes, or three other Practicum classes if one of the classes is the summer Public Service Practicum or the summer Judicial Practicum.