Build A Path
To Your Future

“GO FORTH AND SET THE WORLD ON FIRE.”
St. Ignatius of Loyola

January 6, 2014
**Program**

**Welcome**  
María Pabón López

**Opening Prayer**  
Father Moore

**Opening Remarks:**  
Honorable Stephen A. Higginson

**Video Presentation:**  
Build a Path to Your Future

**Career Development**  
Monique Garsaud
**Skills/Externships**  
Professor Brown
**Law Clinic**  
Professor Mitchell
**Gillis Long**  
Judge Higginson
**Pro Bono**
**Student Oath**

**The First Step: Career Assessment**  
(Proceed to Assigned Room)

**Reception to follow**
Career Development and Law Practice Center
Simply by completing your first semester of law school, you are on the path to develop your professional identity. Like most first year law students, you may be wondering - what is the next step in this development?

For starters, attending class, studying hard and applying yourselves are critical. In addition, you should start asking yourself: What areas of law interest me? For what type of work environment am I best suited? How can I develop practical skills to assist me on my path? What resources are available for my fields of interest? How do I obtain meaningful employment after I graduate?

Although the answers to these questions may change as you progress through law school, the questions will remain the same and you should be asking them frequently. At the Office of Career Development and Law Practice Center we are here to support you in finding answers to these questions - whether you are in the top of the class, the middle of the class or the bottom of the class; whether you are a civil law or a common law student; and whether your interest is in practicing law, creating policy or working in an area that is unconventional, we are here to partner with you on your career path. The time to begin to review your options is now.

You may have heard that first year law students cannot find meaningful work their first summer - this is not true! Several examples of summer employment obtained by first-year civil and common law students include:

1) Judicial externships/internships with federal, state, and local judges - including family law, bankruptcy and administrative law judges;

2) Internships with the U.S. Attorney, and local District Attorney and public defender offices;

3) Internships with government agencies, such as the Social Security Office and the Department of Wildlife and Fisheries.
4) Internships with public interest entities, such as Southeast Legal Services and the Pro Bono Project; and

5) Law clerk positions with private law firms.

**The First Step**

Before you begin your employment search, you must have an updated résumé. Your résumé is a living document that will change with you as you progress through law school and beyond. Your résumé, along with a cover letter, is the first impression that employers will have of you. It is who you are in a one-dimensional form (on a piece of paper), thus it should be concise, and free of spelling, grammatical and punctuation errors. You may receive guidance on your résumé through a workshop, a skills class or one-on-one counseling with our office. It is an important document, so take the time to perfect it.

Once your résumé is complete, you are ready to submit it to employers. There are many resources to locate employment opportunities, including your local bar associations’ websites; Indeed.com; the BYU Intercollegiate Job Bank; and Career Services Interfase (CSI), the internet based employment tool our department utilizes. Your CSI account has already been set up for you, and you may access it at: http://loyno.edu/lawcareers/ OR https://www.myinterface.com/loyola-law/student

Username: yourloynoemailaddress  
Password: wolfpack (we encourage you to personalize your password once you have logged in.)

In addition to job postings, CSI has other resources available to you, such as sample résumés and cover letters. We encourage you to utilize the Career Service Interfase regularly.

**Your Counselors**

By now, each of you has received an email from your respective counselor - Kendra Glazer, Diana Mercer and Vanassa Douglas. Kudos to those of you who have already made an appointment, for those of you who have not, I encourage you to do so today. We are located in the Stuart Smith Center for Social Justice Building (you may access us through the BAC) in Suite 340. Our contact information is below:
Remember developing your professional identity is a process; it will take time and much effort on your part. Although you may not realize it, the steps you take over the next two and half years will be an integral part of this process - ranging from the classes you take; the skills curriculum you complete; membership to student organizations; journal writing; completion of an externship, internship or clerkship; to participating in one of the many clinic programs.

The staff of the Career Development and Law Practice Center invites you to start this process now!
Office of Skills and Experiential Learning
Skills Curriculum

Since the mid-1980’s, Loyola has maintained a separate skills curriculum requiring law students to enroll in at least eight courses. The skills curriculum offers an opportunity for students to practice the skills needed for a lifetime of lawyering. The skills courses are all taught by practitioners and judges who volunteer to teach in the skills curriculum. Courses include client interviewing and counseling, factual investigation, transactional and litigation drafting, trial practice and many more exciting opportunities. Students should think of skills courses as opportunities to practice a certain skill or learn a particular area of law while enhancing their transcript. The courses are a great way to explore an area of interest or practice a certain skill!

Requirement and Local Rules

Students are required to complete eight skills courses before graduation and may not enroll in the courses until after their 1L year. The courses are usually 3 hours and offered throughout each semester. All students are responsible for reading and understanding the Local Rules applicable for skills courses.

Selection and enrollment

Students are encouraged to visit the skills webpage www.loyno.edu/lawskills and browse course listings before enrolling in a skills course. Each semester course listings are unveiled a month or two before the courses are offered, so students should check the skills webpage periodically throughout the semester. Also, before a course is offered, flyers advertising the skills instructor will be posted throughout campus. Students must enroll via Blackboard up to 24 hours before the course. If you are unable to attend the course due to an unforeseen circumstance or emergency, students should contact our office via email skills@loyno.edu to unenroll in the course.

Registration

Once enrolled via Blackboard, students must attend the course and sign the Official Registration Sheet in order to earn a skills credit.
Official Transcripts and Grading
Skills courses and grades are reflected on a student’s official transcript. Skills grades are separate and apart from academic grades and are not calculated toward GPA. Skills grades are based on skill development and reflect the level of skills such as, Highly Skilled, Satisfactorily Skilled or Deficiently Skilled. A Deficient Skill grade will not earn a skill credit. Students should think of skills courses as a great way to bolster your transcript and exhibit areas of skill development to future employers.

Skills Award
There is not a limit to how many skills courses a student may attend; in fact, some students attend as much as 30 courses over their law school career. The “Skills Award” is given to the student who attends the most skills courses at the time of graduation earns the Skills Award.

Website
www.loyno.edu/lawskills

Christine Cerniglia Brown
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Coordinator of Law Skills and Experiential Learning
Clinical Building (Room 117)
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Heather Gattuso Lambert
Externship Liaison
Clinical Building (Room 116)
(504) 861-5649
lambert@loyno.edu

Erica Guastella
Administrative Assistant
Office of Law Skills and Experiential Learning
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Loyola’s Externship program is an academic opportunity for students to learn outside of the classroom in a “hands on” environment. Law students selected for an externship will earn academic credit by working in a Field Placement Office. There are a limited number of externships each semester, therefore students must apply and proceed through an interview process before final selection before the semester. Once selected, externs must complete 8-12 hours of field work per week during the semester, attend the externship class (L900), and complete weekly timesheets and journals. Although the experience is rigorous, an externship offers incredible opportunities to meet attorneys, network in a particular area of interest and develop your own professional identity. Previous externs have expressed an overwhelming satisfaction and benefit from such an incredible opportunity.

**Preparing for the Externship Selection Process**

Students in the second semester of their 1L year are encouraged to review and revise their resume, begin research various externship opportunities and submit applications for externships in their area of interest. If a student is undecided about certain areas of interest, students are encouraged to visit the Externship webpage and meet with Heather Gattuso Lambert, Externship Liaison, to discuss the various opportunities. After review, students should then apply for individual externships by the due date. For example: If you are a 1L semester in the spring semester interested in an externship for the Summer or Fall term, you should submit your application by the due date announced on the externship webpage.

**Externship Application Deadlines**

**Summer 2014 Externships**
- January 15 - Tier One
- February 1 - Tier Two
- February 15 - Tier Three

**Fall 2014 Externships**
- March 1 - Tier One
- March 15 - Tier Two
- April 1 - Tier Three
**Externships v. Internships**

If you are not selected for an externship, there are several internship opportunities offered through the Career Development and Law Practice Center Office. Internships differ in that students volunteer with a certain office and do not earn academic credit. Students in internships may not be assigned the same type of substantive work and are not required to complete journals, timesheets or attend class. Please note many people confuse the difference between externships and internships. Make sure you know the difference.

**Externships v. Clinic**

Externships are a great way to gain experience in your 2L year before applying for clinic. Students may apply to clinic and an externship, but, we strongly encourage students to choose one. In Louisiana, Rule XX applies to student practitioners and only clinical students are allowed to appear before a court under the supervision of an attorney. Clinical students are sworn-in under the guidelines of Rule XX; externs are not sworn-in, and therefore are not allowed to appear before a court or represent a client.

**Externship Opportunities**

All approved externships are listed on the externship webpage: www.law.loyno.edu/externships. If a student seeks another opportunity not on the list, the student must contact either Professor Brown or Heather Lambert at least one semester prior to the beginning of the externship to discuss “setting up” the opportunity as an approved externship.

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Externship Liaison  
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Law Clinic
The Law Clinic is a fully functioning legal clinic which allows third year law students the opportunity to represent indigent clients under the direct supervision of experienced attorneys. By participating in the law clinic, law student practitioners not only have the chance to experience first hand what representing clients is like, but they also have a unique opportunity to further the Jesuit ideals of scholarship and service at Loyola by providing legal representation to the needy.

**Requirement**

Interested students should apply for clinic in January of their 2L year; and, if accepted, students must commit to two semesters of clinic. Prior to applying, students are encouraged to take skills classes related to client interviewing, drafting and trial techniques to help prepare for clinic.
Clinic Sections

Children’s Rights
The Children Rights Clinic has ten students working on 65 active cases including attorney for the child, advocating in highly contested custodies, disavowal of paternity, and special immigrant juvenile cases. Students practice in Orleans Parish and Jefferson Parish District Courts. Student successes have ranged from reversal of termination of parental rights, to a mother receiving visitation of her child, and abused and neglected children receiving permanent status in a loving and stable environment.

Ramona Fernandez
Assistant Clinical Professor
Associate Director - Loyola Law Clinic
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Community Justice
The Community Justice section teaches students substantive, procedural and practical advocacy skills in order to assist community members with post-disaster housing and government accountability issues. Particular emphasis will be placed on social justice issues in the context of community revitalization and the unique opportunities the New Orleans rebuilding presents. The students will investigate and analyze law and facts in individual and group contexts, research substantive law, draft pleadings and participate in community education and outreach. They will also advocate informally, administratively, and through carefully targeted state and federal litigation. Students are expected to master advanced lawyering skills and to learn how lawyers can play a vital role in broad community efforts.

Davida Finger
Assistant Clinical Professor
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Criminal Defense

The Criminal Defense section is designed to teach law students practical trial skills in the context of actual criminal cases. Law practicing under Louisiana’s student practice rule will act as the actual attorneys for criminal defendants facing the prospect of jail time. As the primary attorney(s), students will engage in all aspects of the representation of indigent criminal defendants. This will include everything from the initial client interview and establishment of a close and positive attorney-client relationship to complete investigation of the case, including documentation of crime scenes, interviewing, and taking statements from witnesses, and development of a case theory. The students will carry out all aspects of pretrial motions practice including research and writing on substantive issues of criminal law and procedure, the process of discovery and plea negotiations, as well as oral courtroom advocacy and trial skills from voir dire, to opening and closing statements, as well as direct and cross examinations of witnesses. Students are expected to provide not just minimally competent representation, but outstanding, zealous representation exploring every avenue within the bounds of the law on behalf of their clients. Students will be required to master advanced lawyering skills encompassing substantive law and criminal procedure as well as written and oral trial advocacy skills.

D. Majeeda Snead
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dmsnead@loyno.edu

Steve Singer
Assistant Clinical Professor
Phone: (504) 861-5681
Email: sisinger@loyno.edu
**Criminal Prosecution**
The Criminal Prosecution section is intended to develop knowledge and skills required in criminal advocacy, including the ethical considerations applicable to it. At the end of the year, students in this law course are expected to know how to effectively read a police report, verify that the appropriate charges that are billed, and have everything needed to prove every element of the case at hand. The students interview witnesses, handle and run all court dockets, do motion practice, be able to research and cite the appropriate statutory and case law. They also, through the guidance and supervision of a seasoned attorney, enter plea bargains, conduct bench trials, conduct a revocation hearing, conduct a multiple bill hearing, prepare a direct and cross examination of witnesses, introduce evidence, in addition to preparing and participating in a jury voir dire, and present an open and closing arguments.

William P. Quigley  
Professor of Law  
Director of The Loyola Law Clinic and Gillis Long Poverty Law Center  
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quigley@loyno.edu

**Family Law**
This section is where students represent clients which may include children, absent defendants, and interdicts in interdiction cases. Also, students may represent indigent persons in custody, divorce, child support, spousal support, paternity, adoption and juvenile proceedings. Students interview clients, conduct fact investigation, discovery, legal research, prepare and file pleadings and memorandum in court, develop a theory of their case, and participate in settlement conferences with opposing attorneys. Most students make several court appearances to argue their cases at hearings and trials in Orleans and Jefferson Parish Courts.

Cheryl Presetenback Buchert  
Clinical Professor of Law  
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Homeless Advocacy
The Homeless Advocacy Program, first established at Loyola in 1997, provides legal services to homeless individuals in the New Orleans area. The program is funded by a grant from Unity for the Homeless and the U.S. Department of Housing and Urban Development. The services provided are principally in the area of criminal defense, although assessment and referral are available for all legal needs. Interested law students can volunteer to assist by doing outreach in homeless shelters and by provided legal research and support.

R. Judson Mitchell
Assistant Clinical Professor
Pro Bono Coordinator
Homeless Advocacy Director
(504) 861-5597
jmitchel@loyno.edu

Immigration
In the Immigration Law Section, law students represent immigrants seeking asylum, cancellation of removal, adjustment of status, and other forms of relief before the Immigration Courts in New Orleans and Oakdale, Louisiana, in state, federal and administrative proceedings. For example, we represent people who were persecuted or tortured or have a future fear of persecution or torture in their home country in their quest for political asylum, withholding of removal under INA §241(b) (alternative form of humanitarian relief to asylum with a higher burden of proof), and relief under the United Nations Convention Against Torture. In addition to the representation of clients, the student’s interview clients, and witnesses, prepares legal briefs, draft pleadings and various motions. Students are also required to participate in the monthly Know Your Rights immigration legal orientation program held at Tensas Parish Detention Center once per semester.

Hiroko Kusuda
Assistant Clinical Professor
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Street Law
For years, Loyola has provided law-related educational services in the greater New Orleans community. The purpose of Street Law is to provide legal education to lay persons while additionally aiding in the professional development of law students. Street Law seeks to provide a much greater understanding of the law to those outside the legal profession and promote the use of interactive educational methods to develop academic, critical thinking, and civic skills. Law students, as law teachers to middle and high school students and community members, are an integral part of these efforts.

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Litigation and Technology
The Litigation and Technology Clinic focuses on the way in which technology can benefit the practice of law and the provision of legal services to the public. In addition to learning and applying the skills of effective trial lawyers through representing individual clients, students also actively consider how technology can be incorporated into law practice by working on one or more technology-related projects.

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Workplace Justice

Efforts to rebuild the city of New Orleans have attracted a large number of commercial enterprises attempting to provide labor services to the city of New Orleans. The commercial enterprises, however, have unfortunately exposed labor exploitation of undocumented workers, as well as local citizens. There is a large population of foreign workers who do not have protection and are extremely vulnerable to such exploitation due to lack of documentation. Local workers in turn, are also vulnerable in light of their general powerlessness and great need.

This clinical component seeks to address some of the issues attendant to labor abuse in the city of New Orleans post-Katrina and will examine these issues in the context of human rights. Course work will consist of representation of workers in wage and hour claims, as well as breach of contract, pursuant to Louisiana law and, if applicable, under the Fair Labor Standards Act.

Student Practitioners may also engage in outreach to workers, in particular with an eye toward assessing general post-Katrina labor conditions in New Orleans. Student Practitioners at least once a semester will attend the weekly Wage Claim Clinic, which is the entrance-point for most of the cases on which they will work this year.

Luz M. Molina
Clinical Professor of Law
Distinguished Professor of Law
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Website
http://www.loyno.edu/lawclinic/
Gillis Long Poverty Center / Pro Bono
In 1985, Congress provided Loyola University New Orleans with federal funds to create an endowed Poverty Law Center in the name of Gillis W. Long, a Louisiana congressman known for his commitment to the working and poor people of the State.

The Gillis Long Poverty Law Center promotes legal research and legal education about the challenges poor people face. The Law Center also finances a variety of educational and service programs including: funding student summer internships for those who work with the poor (see below for specific requirements); several opportunities to fulfill the 50 hour pro bono requirement; loan forgiveness assistance to graduates providing legal assistance to the poor; assistance to publish the Louisiana Legal Services and Pro Bono Desk Manual and lectures and other public interest events.

**Summer Internship Program**
The Summer Internship Program provides opportunities for first-year and second-year students to work as interns in Legal Services Offices in the state of Louisiana and also throughout the United States. Funding for these positions is provided by the Legal Services Corporation, and the school adheres to this group’s guidelines. In the spring semester, notices are posted requesting interested students to submit resumes and a cover memo for consideration for a position in a 501 (c) 3 organization or Legal Services Office participating in the program. After all resumes have been collected, the Poverty Law Center will host an informational session where students meet with representatives of participating offices. In the following weeks, students are interviewed and job offers are extended. The internships are for a period of ten weeks during the summer. Stipends are provided directly by the Center to the participating office for student.

**Loan Repayment Assistance (LRAP)**
Many Loyola University College of Law graduates devote their careers to public service work as advocates for traditionally underserved communities. Given a significant law school debt burden, such careers might not be feasible without some form of assistance. Since 1991, the Gillis Long Poverty Law Center’s Loan Repayment Assistance Program
(LRAP) has tried to address this problem and remains committed to furthering its goal of providing quality legal assistance to communities throughout the country.

**Eligible Jobs**
LRAP is available for graduates who work full-time as attorneys in government or nonprofit jobs throughout the United States. Employment in private law firms, teaching positions, animal rights organizations, etc. do not qualify under the program guidelines. Applicants are eligible to apply for a loan immediately upon accepting a qualifying position unless awards have already been finalized for the current year. In that event, the request for assistance would be delayed until the following September. Students and alumni who are unsure if their planned employment will meet program criteria should consult the Gillis Long office.

**Eligible Assistance**
LRAP assistance is not available for periods of unemployment or volunteer employment. LRAP is also not available for loans from family and friends, for personal loans from banks or other sources. Although LRAP includes undergraduate loans, it does not include loans for other graduate school debt.

There is no retroactive LRAP assistance and no LRAP assistance for periods of loan forbearance or deferment. In order to be, and remain, eligible for LRAP, graduates must provide proof of good standing from the servicers of all applicable loans, including undergraduate/joint degree loans, and may not have an outstanding term bill balance with Loyola University. LRAP assistance is solely and specifically intended to be used to repay eligible education loans. Graduates may apply yearly as long as they remain in an approved program job position.

**Application Process**
See, http://www.loyno.edu/gillislong/loan-repayment-assistance
Pro Bono

Law students at Loyola have the option of participating in the Gillis Long Student Pro Bono Program to satisfy the Law and Poverty requirement needed for graduation.

The Gillis Long Student Pro Bono Program requires fifty hours of pro bono work which the student may perform at any time during their law school career.

The Pro Bono Program places students at approved sites where students can gain practical legal experience while performing legal work such as conducting client interviews, legal research and writing, and, in some cases, representing clients before the courts where it is permitted by law. Areas of practice include such fields as domestic law, homeless law, mental health law, juvenile law, social security issues, the death penalty, elder law, consumer law, and AIDS issues.

The Gillis Long Student Pro Bono Program seeks to provide students with the unique opportunity to gain practical legal experience to aid their development as professionals, create a greater awareness of the obligation to provide legal services to the disadvantaged, foster development of the bar, and provide quality legal services to our community.

Students interested in participating in the program may contact the Pro Bono Program Coordinator, Judson Mitchell at jmitchel@loyno.edu or (504) 861-5597.

Aside from the Gillis Long Pro Bono Program, students may also fulfill the pro bono requirement for graduation by participating in the following:

- Volunteer Income Tax Assistance Program
- Enrollment in Law and Poverty, Law and Poverty Seminar and Street Law courses
- Environmental Justice and Clinical Seminars
Bar Exam
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I, ______________, a student at Loyola University New Orleans College of Law, acknowledge the privileges inherent in becoming a lawyer and willingly accept the responsibilities that must accompany such privileges.

I promise from this day forward, to do my best to live up to the expectations of my chosen profession. I will remember that my actions reflect not only upon myself, but upon Loyola and the legal profession.

I vow to be a person of principle. I am committed to the pursuit of justice in the service of others and dignity for all. I will continue to pursue academic excellence and professional development to the best of my ability. I understand my reputation for integrity and ethical conduct is being formed now among my future colleagues.

At all times, I will conduct myself with dignity and civility and show kindness and respect toward my classmates, teachers, and all persons.

I have read the Loyola College of Law Honor Code and I hereby commit that I will conduct my life in accordance with the values and standards expressed therein.

I take this pledge freely and upon my honor.
**JANUARY**
- Attend Mandatory Professional Convocation
- Take LawFit Self-Assessment
- Make an appointment with Career Development counselor
- Determine type(s) of legal experience you seek for the summer, i.e. private law firms, governmental agencies, non-profit organizations, and research opportunities
- Draft resume and cover letter(s)
- Learn how to use CSI
- Review job listings on CSI, Video Monitors, Res Ipsa and Government Honors Handbook
- For qualified candidates, decide if you will participate in on-campus interviews (OCIs) and attend informational sessions
- For qualified candidates, apply for OCIs
- Common law students can schedule job interviews and informational interviews for Mardi Gras break
- Apply for Tier 1 summer externships (Deadline - January 15, 2014)
- Begin applying for summer internships with judiciary, governmental agencies, and public interest organizations (View CSI and Government Honors Handbook for opportunities)
- Apply for public interest internships funded by Gillis Long
- Join student organizations
- Familiarize self with pro bono requirements

**FEBRUARY**
- Continue applying for summer internships with judiciary, governmental agencies, and public interest organizations (View CSI and Government Honors Handbook for opportunities)
- Register for job fairs
- Review CSI for postings
- Apply for Tiers 2 and 3 summer externships (Deadlines - February 1, 2014 and February 15, 2014 respectively)

**MARCH - MAY**
- Continue applying for summer internships with the judiciary, governmental agencies, and public interest organizations (View CSI and Government Honors Handbook for opportunities)
- Review CSI for postings

**JUNE-AUGUST**
- Gain legal experience and develop legal network
- Create timeline for late summer/early fall deadlines
- Update resume, cover letter(s) and writing sample to reflect experience earned during summer
- Thank you note(s) to employer(s) for summer experience
# STUDENT BUSINESS CARDS

## COLLEGE OF LAW ORDER FORM

**FILL OUT THE FOLLOWING INFORMATION AS YOU WOULD LIKE IT TO APPEAR ON THE CARD**

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**PLEASE CHOOSE FROM BELOW**

- [ ] Juris Doctor candidate, May 20
- [ ] Juris Doctor candidate, December 20
- [ ] J.D. / M.B.A.
- [ ] LL.M. in United States Law Candidate, May 20
- [ ] Other

**Student Org., Specify:**

- [ ] President
- [ ] Vice President
- [ ] Secretary / Treasurer
- [ ] Member
- [ ] Other

**Journal, Specify:**

- [ ] Editor-in-Chief
- [ ] Articles Editor
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**SAMPLE BUSINESS CARD**

**COLLEGE OF LAW**

**LOYOLA UNIVERSITY NEW ORLEANS**

**JOHN DOE**
Candidate for Juris Doctor, Class of 2011
Loyola Law Review
4331 St. Charles Avenue, Apt 3, New Orleans, LA 70118
Telephone: 504.865.2507, Fax 504.865.2508
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