

Notre Dame Law in Chicago

Application Process

First step: Talk with Professor Jones or Director McBride

Interested students should first talk with Professor Bob Jones or Program Director Katelynn McBride to discuss their specific interests, goals for participating in the program, and to identify potential field placement sites. Students may then apply to those field placements and interview for externship positions just as they would do for a summer job. Professor Jones and Director McBride 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.

Identifying Available and Potential Externship Sites

Any non-profit legal organization, governmental law office, corporate counsel office, or judicial chambers is a potential placement site. Students are encouraged to review the externship listings posted on the website, and also to be proactive in identifying other potential externship sites. Students should consult with Professor Jones or Director McBride before contacting a potential field placement that is not listed on the NDLS website.

The program is limited to a maximum of fifteen (15) students. Both second and third year students are eligible to apply, although second year students are discouraged from participating during their 2L fall semester. Third year students are eligible both semesters.

Application Deadlines

Many sites have formal deadlines for applying for externships. All of these deadlines are listed on the Chicago program website. But many sites have no formal deadline for applying to an externship. NDLS students are encouraged to apply as early as possible, however, to ensure that their externship spots are not already taken by students from other schools and to ensure that NDLS students can make necessary logistical arrangements. **In no case should students apply less than 60 days before the start of the semester.** The goal is to allow sufficient time for interviews, offers, and acceptances before the class registration date for the following semester, as well as allowing students sufficient time to make arrangements for living in Chicago.

Registration

Please note that registration in ND Law in Chicago is by permission only. For the Registrar to be able to register you for ND Law in Chicago, you need to have met with Professor Bob Jones or Program Director Katelynn McBride and secured a placement that meets program criteria. Students are strongly encouraged to start this conversation early in their exploration of the program and before applying for positions.

Questions

Questions about ND Law in Chicago program are welcome. Students may contact Professor Bob Jones at rjones1@nd.edu, Program Director Katelynn McBride at katelynn.mcbride@nd.edu or ND Externship Coordinator Cathy Kustner at ckustner@nd.edu.