

Utilizing Your Federal Work Study or Externship Program to Conduct Employer Outreach

Friday, April 15, 2016 NALP Education Conference Presentation

I. Outreach Emails to Employers:

A. Sample outreach email seeking to create a relationship with a new employer for an already existing externship program

Subject: Meet to discuss your work at Sacred Heart Hospital?

Name of potential supervisor,

My name is X and I am the [your title], where I focus on creating externship placements for students. I am currently looking to find externship sites related to health law.

I came across your background working as Assistant General Counsel & Associate Compliance Officer at Sacred Heart Hospital and I know I would benefit tremendously from learning more about your hospital, your work, and discussing the possibility of Sacred Heart taking [your law school] students during the fall or spring semester for a 12 hour per week externship. Many [your law school] students are interested in pursuing health law and compliance careers and would be excited about the prospect of working as an extern in your hospital.

Are you free this Friday to meet and discuss your work at Sacred Heart Hospital? I could meet you at your office or the location that is most convenient to you.

Thank you.

Sincerely,

Your Name

B. Sample outreach email seeking to create a relationship with a new employer to build a new externship program

Name of potential supervisor,

My name is X and I am the [your title] at [Name of Law School.] I am excited to announce that [Name of Law School] is launching a corporate counsel externship program, where we will place students in a corporate counsel's office for 32 hours per week during the semester to get immersed in corporate practice.

I came across your company in a recent Milwaukee Journal Sentinel article describing the five best corporate counsel offices in Milwaukee and I know I would benefit tremendously from learning more about your company, your work, and discussing the possibility of your corporate counsel's office taking students during the fall or spring semester for a 32 hour per week externship. Many [your law school] students are interested in corporate careers and we are eager to create additional opportunities for them to learn more about corporate work. I am confident that our students would be excited about the prospect of externing with your office.

Are you free this Friday to meet and discuss your work at [Company name]? I could meet you at your office or the location that is most convenient to you.

Thank you.

Sincerely,

Your Name

C. Sample outreach email asking to conduct a site visit

Name of Supervisor,

Thank you for taking time to supervise [name of student] this semester in her externship with the [name of organization]. Externships are tremendously beneficial to our students' development as lawyers and we are excited to watch [name of student] grow and learn in your office.

To make sure [student's] externship is proceeding smoothly and that your office is getting as much out of the program as possible, I would like to check in with you, introduce myself and get to know you, and see how things are going. Are you free on Friday this week or Wednesday or Thursday of next week for me to meet you at your office?

Thank you.

Sincerely,

[Your Name]

D. Sample outreach email asking an employer who has already served as an externship site for your school if they are willing to continue to participate in your school's externship program

Name of Supervisor,

Thank you for hosting [your law school's name's] students in externships at the NLRB over the past couple of years. Our students are consistently interested in labor and employment law and we have had multiple conversations during this semester with students seeking labor and employment externship opportunities.

Although we have not placed an extern with the NLRB in the past couple of semesters, we are very interested in continuing to make the NLRB externship available to our students. With that in mind, do you have an updated externship job posting for us to post to our students? I have attached the current job posting we have for you with this email.

Our students will begin actively looking for externship placements in about a week so if we have the NLRB's posting active by then, that would be ideal for getting applications to you.

Thank you.

Sincerely,

Your Name

E. Sample Outreach Email used to invite an employer to join a Federal Work Study Program

Dear Name of Contact,

[Student Name] has requested to be paid with federal work study funds for her work at the Federal Defender's Office this summer. I would like to be able to pay her with federal work study money, but in order to pay her, your agency has to be approved as a federal work study placement by our compliance officer at Illinois Institute of Technology (our parent Institution), and we have to have a signed contract between Chicago-Kent College of Law/Illinois Institute of Technology and your agency.

[Student name] can not be paid for her work with you until the contract has been signed.

I've attached a letter about Chicago-Kent College of Law's Community-Based Federal Work Study Program. We began the program three years ago, and employers have really enjoyed the opportunity to pay students for their work through the program. I hope you will consider being a part of our program so that students who come and work with your office will have federal work study available to them as an option, as well as externship credit. We look forward to working with you.

This is the information I need for approval:

- 1) Name of the Organization:
- 2) Please describe how the work of your organization serves the community:
- 3) 100 Word Description of the Position:
- 4) Outcomes of what a student would learn and contribute in this role:
- 5) Hours required per week (typically 12-15 hours during the semester; up to 30 hours in the summer):
- 6) Days in which a student might work (include weekends if this is possible):
- 7) Name of the supervising individual (and contact information include title, email address, work phone):
- 8) Any other information you would like to include:
- 9) Please describe the transportation logistics to and from your organization:
- 10) Number of positions requested:

Please send your request to join the federal work study program to me at mvodenik@kentlaw.iit.edu. Once we receive your request, we send it to our federal compliance officer, who reviews it. Once approved, I will follow up with you regarding our federal work study contract. If denied, I will let you know.

Thank you for your interest in our students! Please let me know if you have any questions.

Sincerely,

Your name

II. Spreadsheets and Lists for Keeping Track of Externship Sites and Potential Sites

LISTS OF EXTERNSHIP PLACEMENT SITES AT NOTRE DAME AND FEDERAL WORK STUDY SITES AT CHICAGO-KENT

A. List of Agencies in Notre Dame's Law in Chicago Program

Business – Financial Regulation

- Financial Industry Regulatory Authority (FINRA)
- Commodity Futures Trading Commission (CFTC)

Business – Transactional

- City of Chicago Law Department

Business – Corporate Counsel

- AbbVie Pharmaceuticals
- Stephan Chemical
- Enlivant

Criminal

- Cook County State's Attorney
- Cook County Public Defender
- Illinois Attorney General
- United States Attorney

Environmental

- Environmental Law and Policy Center
- Natural Resources Defense Counsel
- Illinois Attorney General
- City of Chicago Law Department

Mediation

- Center for Conflict Resolution

Judicial

- Cook County Circuit Court
- Illinois Appellate Court
- Seventh Circuit
- US District Court
- US Bankruptcy Court

Tax

- Internal Revenue Service

Labor

- U.S. Department of Labor
- Equal Employment Opportunity Commission (EEOC)
- Illinois Attorney General
- City of Chicago Law Department

Civil Rights

- US Department of Education – Civil Rights division
- Equal Employment Opportunity Commission (EEOC)

- City of Chicago Law Department
- **Low Income Legal Services**
- Legal Assistance Foundation of Chicago
- Domestic Violence Legal Clinic
- Consumer Protection Division – Illinois Attorney General
- **Immigration**
- National Immigrant Justice Center
- Immigration and Customs Enforcement (ICE)
- **Health Care Regulation**
- Illinois Department of Public Health
- Illinois Attorney General – Health Care Fraud division
- AbbVie
- Rush University Medical Center
- Enlivant
- **Legislation**
- Illinois Lieutenant Governor
- Illinois Attorney General
- **Law Reform**
- Business & Professional People for the Public Interest (Housing, Education, Open Government)
- **Litigation with 711 License (Illinois student practice license)**
- Cook County State’s Attorney
- Cook County Public Defender
- Legal Assistance Foundation of Chicago
- Domestic Violence Legal Clinic
- Illinois Attorney General (Consumer Protection)
- City of Chicago Law Department (Torts, Civil Rights, Environmental)

B. List of Agencies in Notre Dame’s Lawyering Practice Externship Program

Criminal

- United States Attorney for the Northern District of Indiana
- St. Joseph County (Indiana) Prosecutor
- Cass County (Michigan) Prosecutor
- Marshall County (Indiana) Attorney
- Elkhart County (Indiana) Prosecutor
- Cook County (Illinois) State’s Attorney
- Marion County Prosecutor’s Office (Indianapolis)
- Cook County State’s Attorney (Chicago)

Low Income Legal Services

- Indiana Legal Services

Corporate Counsel

- Lake City Bank
- St. Joseph Regional Medical Center

- University of Notre Dame General Counsel
- Notre Dame Office of Gift Planning

Judicial

- U.S. District Court for the Northern District of Illinois
- Indiana Supreme Court (Justice David)
- St. Joseph Circuit Court
- St. Joseph Superior Court
- Marion Superior Court (Indianapolis)

Governmental

- City of South Bend Legal Department
- Indiana Attorney General (Tax and Consumer Protection divisions) (Indianapolis)
- U.S. Department of Civil Rights (Chicago)
- Financial Industry Regulatory Authority (Chicago)
- Securities and Exchange Commission (SEC) (Chicago)

C. List of Agencies In Chicago-Kent's Federal Work Study Program

- Cabrini Green Legal Aid
- Campaign for Better Health Care
- Center for Conflict Resolution
- Center for Disability & Elder Law (CDEL)
- Center for Economic Progress
- Chicago Alliance Against Sexual Exploitation (CAASE)
- Chicago Board of Education, Chicago Public Schools
- Chicago Lawyers' Committee for Civil Rights Under the Law
- Chicago Legal Clinic
- Chicago Park District
- Chicago Transit Authority (CTA)
- Chicago Volunteer Legal Services (CVLS)
- Citizen Advocacy Center
- Citizen Works
- City of Chicago, Department of Law
- City of Evanston Law Department
- Community Activism Law Alliance (CALA)
- CARPLS: Coordinated Advice and Referral Program for Legal Services
- Cook County Office of the Public Guardian
- Cook County Public Defender's Office
- Cook County State's Attorney's Office
- Council on American-Islamic Relations (CAIR)
- Domestic Violence Legal Clinic (DVLC)
- DuPage County Public Defender's Office
- DuPage County State's Attorney's Office
- Equip for Equality
- Farmworker and Landscaper Advocacy Project

- Federal Defender Program, Chicago
- Financial Industry Regulatory Authority (FINRA)
- First Defense Legal Aid
- Heartland Alliance for Human Needs & Human Rights
- Illinois Attorney General's Office
- Illinois Department of Children & Family Services (IDCFS)
- Illinois Department of Financial & Professional Regulation (IDFPF)
- Illinois Department of Healthcare & Family Service (IDHFS)
- Illinois Department of Human Services (IDHS)
- Illinois Department of Revenue (IDR)
- Illinois Legal Aid Online (ILAO)
- Illinois Office of Trade and Investment, Department of Commerce & Economic Opportunity
- Illinois Pollution Control Board
- Kane County State's Attorney's Office
- Kane County Public Defender's Office
- LAF Chicago (fka Legal Assistance Foundation of Metropolitan Chicago)
- Lake County State's Attorney's Office
- Latinos Progresando
- Lawyer's Committee for Better Housing (LCBH)
- Legal Aid Society (LAS)
- National Immigrant Justice Center (NIJC)
- National Labor Relations Board - Chicago
- Office of the Governor, State of Illinois
- Office of the State Appellate Defender, Illinois
- Preston Bradley Center
- US Attorney's Office - Milwaukee
- US Attorney's Office, Northern District of Illinois - Chicago
- US Commodity Futures Trading Commission - Chicago
- US Department of Homeland Security, Immigration & Customs Enforcement (ICE)
- US Department of Homeland Security, United States Citizenship & Immigration Services (USCIS)
- US Department of Housing and Urban Development: Office of Fair Housing and Equal Opportunity - Chicago
- US Department of Justice, Alcohol, Tobacco, Firearms and Explosives (ATF) - Chicago
- US Environmental Protection Agency, Region 5 - Chicago
- US Equal Employment Opportunity Commission - Chicago
- Will County Public Defender's Office
- World Relief Chicago

SPREADSHEETS FOR TRACKING SITE VISITS AND ASPIRATIONAL SITES

CHICAGO SPRING 2016

Student	Site(s)	Supervisor	Site Visit
1	U.S. District Court, N. District of IL	Gustavo Fring	26-Feb
2	City of Chicago, Department of Law	Marie Schrader	5-Feb
3	Metropolitan Pier Exposition Authority	Mike Ehrmantraut	4-Feb
4	The Law Project (**)	Skyler White	11-Feb
5	U.S. District Court, N. District of IL	Lydia Rodarte-Quayle, law clerk	25-Feb
6	National Immigrant Justice Center	Steven Gomez	16-Feb
7	Equip for Equality	Ignacio Varga	28-Jan
		Tuco Salamanca (direct supervisor), Betsy Kettleman (runs the EPA's entire externship program)	
8	U.S. EPA - Region 5		18-Feb
9	Illinois Dept. of Public Health	Todd Alquist	3-Feb
10	Cook County Public Guardian	Gretchen Schwartz	19-Feb
11	National Labor Relations Board	Brandon Mayhew	1-Mar
12	U.S. Commodity Futures Trading Commission		
13	Low Income Housing Trust Fund	Patrick Kuby	8-Feb
14	Dept. of Homeland Security	Daniel Wormald	16-Feb
15	The Law Project (*)	Lars Lindholm	18-Feb
		Moira Walley-Beckett	11-Feb

ASPIRATIONAL SITES 2016

	Site(s)	Supervisor	Planned Meeting Date
1	U.S. Navy, Great Lakes Naval Base	LT Adam Finley	
2	Chicago Police Department		
3	Illinois Department of Corrections	LaShonda A. Hunt	
4	Illinois State Board of Education	Stephanie Donovan	
5	Illinois Board of Elections	Ken Menzel	
6	Illinois Deaf and Hard of Hearing Comm.	Tonia Bogener	
7	Illinois Lottery	Nellie Ridsdale	
8	Illinois Labor Relations Board	Kathryn Nelson	
9	Illinois Liquor Control Commission	Tina Tsatsoulis	
10	Illinois Department of Revenue	Mark Dyckman	
11	Illinois Department of Transportation	William Barnes Jr.	
12	Illinois Workers' Compensation Comm.	Charlene Peiffer	
13	Illinois Office of the State Treasurer	Keith Horton	
14	Illinois Property Tax Appeal Board		

