



Duquesne University
The Law School

**CLINIC & EXTERNSHIP
APPLICATIONS**

and

INFORMATION

2009 - 2010

CLINIC & EXTERNSHIP REGISTRATION ACADEMIC YEAR 2009 - 2010

WHAT CLINICS ARE OFFERED

Center for the Bill of Rights, Civil Rights Litigation Clinic
Civil and Family Justice Law Clinic
Community Enterprise Clinic
Criminal Advocacy Clinic
Electronic Discovery Simulation Clinic
Unemployment Compensation Clinic
Urban Development Clinic

WHAT EXTERNSHIPS ARE OFFERED

Please visit the Clinic Office, 632 Fisher Hall for a review of the complete listing of available externship sites for the summer, fall and spring semesters.

HOW DO I GET MORE INFORMATION

Monday March 16, 2009 3:30 – 6:00 pm in Clinic Offices (Room 632 Fisher Hall)
Open House with current/former Clinic and Externship students, Professors and Supervising Attorneys

At least two students from each of the clinics offered will be available for questions.

Light Refreshments Will be Served

Follow up questions:

If you have questions about a particular clinic, please speak with or e-mail the faculty member in charge of that clinic, before or after the presentation.

If you have questions about procedures, please call 412-396-4704, or e-mail lawclinic@duq.edu

CLINIC APPLICATION PROCEDURE AND DEADLINES

Although students must register for clinics and externships through the general law school registration process, there are important additional registration procedures that apply for these courses. Students should carefully review the following information to assure that they comply with all requirements and to ensure that they have the best chance of obtaining a space in the clinics or externships of their choice.

Important Dates for 2009-2010 Clinic Applications

DATE	ACTION ITEM
March 16, 2009	Clinic Open House 3:30 – 6:00 pm Room 636 Fisher Hall
March 16-20, 2009	Clinic Pre-Registration
March 23, 2009	Clinic Early Acceptance <ul style="list-style-type: none"> • <u>General Law School Rolling Registration</u> <ul style="list-style-type: none"> ○ for rising 3D, 4E, 4P – March 23 – March 29, 2009 ○ for rising 2D, 3E, 3P – March 30 - April 5, 2009 ○ rising 2E, 2P – April 6 - April 12, 2009
March 23, 2009 – April 12, 2009	<u>General Law School Rolling Registration</u> <ul style="list-style-type: none"> • for rising 3D, 4E, 4P – March 23 – March 29, 2009 • for rising 2D, 3E, 3P – March 30 – April 5, 2009 • for rising 2E, 2P – April 6 – April 12, 2009
April 15, 2009	Clinic Acceptance and Commitment Deadline

The Clinical Legal Education Program strives to ensure that all students have the opportunity to take a clinic or externship at some time during their law school careers.

- a. Students who apply during the Clinic’s pre-registration period will have the best chance of obtaining a place in a clinic. Within the pool of early applicants who meet the pre- or co-requisites for a particular clinic, preference will be given to 3Ds, 4Es, and 4Ps, followed by 2Ds, 3Es, and 3Ps, followed by 2Es and 2Ps.

Within those groups, preference will be given to students who have not previously taken a clinic.

- b. Following the clinic pre-registration period, remaining places will be filled according the above-stated preferences.

c. If there are more applications than spaces in any clinic, selection will be by lottery.

d. Wait lists will be maintained. No student may be on more than one clinic wait list.

No student may register for more than one clinic or externship in a term.

Please complete the attached application form (Appendix A). Students are strongly encouraged to complete the application process as soon as possible within the parameters of the law school's rolling admission schedule.

APPLICATIONS MUST BE E-MAILED OR RETURNED IN PERSON TO LAW CLINIC NO LATER THAN APRIL 8, 2009 at NOON TO lawclinic@duq.edu or TO ROOM 636 FISHER HALL.

ACCEPTANCE AND COMMITMENT POLICY

Early Acceptance: Students will be notified on **March 23, 2009** of early acceptance to clinics. Other students will be notified at the end of the general law school registration period.

WEDNESDAY APRIL 15, 2009 – 3:00 p.m. - Students will receive final notice via e-mail if they have been accepted into a clinic. All students not selected in the first round will be put into a lottery for consideration in the event that someone selected in the first round is unable to accept.

Students should not register for a clinic unless they are certain that they can honor that commitment. Due to the unique nature of clinical courses and due to the need to be able to plan to meet the on-going needs of the Clinic's client population, students who register for a clinic must make a commitment to the chosen clinic.

All students who are accepted must complete and sign the Clinic Acceptance and Commitment Agreement (see Appendix C) and must submit this Agreement by email (lawclinic@duq.edu) or hard copy to the Clinic no later than April 16, 2009.

Add / Drop: Students who are compelled by unforeseen circumstances to drop a Fall 2009 clinic may do so no later than June 30, 2009. After June 30, 2009, drops will be permitted only on account of extraordinary circumstances and only with the permission of the Clinic Director and the Associate Dean.

Clinic Policies

- Students may not take more than one clinical offering (clinic or externship) in any semester.
- Students may not take any clinic or any particular externship more than once, *except that* students who have taken the one semester of the Civil Rights Litigation Clinic may take a second semester.
- Students who fail to complete a year-long clinic will receive no credit. Students who fail to complete a semester-long clinic will receive no credit.
- Students should consult the Academic Bulletin for other applicable rules.

EXTERNSHIP APPLICATION PROCEDURE AND DEADLINES

Important Dates for 2009-2010 Externship Applications

DATE	ACTION ITEM
March 16, 2009	Clinic Open House 3:30 – 6:00 pm Room 636 Fisher Hall
March 16-20, 2009	Externship Pre-Registration
Ongoing	Externship Acceptance and Commitment Deadline

Steps for Externship Applications

STEP	ACTION ITEM
1.	Review the list of available externships in the Clinic Office and the Externship Requirements (See Appendix D) <ul style="list-style-type: none">• Please note that some externships have special requirements and deadlines.
2.	Complete an Externship Registration Form (See Appendix E) <ul style="list-style-type: none">• Forms are available from Clinic Administrative Assistant Phyllis Karczewski
3.	Submit completed Externship Registration Form along with a copy of your current résumé and a writing sample (5 pgs or less)
4.	Application packet will be forwarded by the Clinic Administrative Assistant to the selected externship site.
5.	You may be contacted by the externship site for an interview.
6.	Clinic receives notification of the acceptance of student from externship site and in turn notifies student.
7.	Student signs Externship Acceptance and Commitment Agreement (See Appendix F)
8.	Clinic Administrative Assistant will forward Externship Acceptance and Commitment Agreement to the Registrar to complete the externship registration process.

1. Students who wish to register for externships must make application through the Law Clinic during the general law school registration periods.
2. Students should consult the list of available externships. This list is maintained in the Clinic office in 632 Fisher Hall. All externships are one-semester pass/fail courses carrying 3 non-traditional credits.

3. Some externships have special requirements and deadlines. Students should review the externship descriptions and speak with the Clinic administrative assistant, Assistant Director, or Director to determine whether any such requirements apply.
4. Students should complete the application materials and submit them to the Clinic administrative assistant. Application materials include an Externship Application (see Appendix E), a résumé, and a short writing sample (5 pages or less).
5. Application packets are forwarded by the Clinic administrative assistant to the externship site, where the supervising attorney or other sponsoring party reviews the materials and selects applicants for interview. *After the clinic submits your application packet to an externship site, you may not withdraw from the interview process except in the presence of extraordinary circumstances and with the permission of the Clinic Director and the Associate Dean.*
6. Following the interview period, selection for an externship is solely by permission of supervising personnel at the externship sites. The Clinic receives notification of the acceptance of a student and in turn notifies the student.
7. Due to the demands placed on judges, agency attorneys, public officials and others who serve as sponsors and supervisors of externships, students are expected to evidence professional responsibility by making a firm commitment to externships for which they are selected. For this reason, within one week from notification of acceptance, the student must complete an Externship Acceptance and Commitment Agreement (see Appendix F) and to submit it to the Clinic. A copy of the executed form will be forwarded to the externship site. Failure to honor a commitment may result in a student being prohibited from further participation in the externship or clinical program.
8. Following completion of the Externship Acceptance and Commitment Agreement, the Clinic staff will forward required information to the Registrar to complete the registration process.
9. Once a student has accepted an externship, drops will not be permitted later than June 3, 2009, for Fall 2009 externships, or later than November 30, 2009, for Spring 2010, except on account of extraordinary circumstances and with the permission of the Clinic Director and the Associate Dean.
10. Students may not take more than one clinical offering (clinic or externship) in any semester.

11. Students may not take any clinic or any particular externship more than once, except that students who have taken the one-semester Civil Rights Litigation Clinic may take a second semester.
12. Students who fail to complete an externship will receive no credit.
13. Students should consult the Academic Bulletin for other applicable rules.

APPENDIX A

CLINIC COURSE DESCRIPTIONS

CENTER FOR THE BILL OF RIGHTS LITIGATION CLINIC

*David J. Millstein, Esq. Adjunct Professor and Director Center for the Bill of Rights
Supervising Attorney Tracey McCants Lewis*

Semester Course

Credits: (1 ACADEMIC CREDIT, 2 NON-TRADITIONAL CREDITS), 3 crs.

Prerequisite: Constitutional Law

Enrollment: 10 Students

Clinic Hours to Be Completed: 140 Hours (Minimum 10 Hours per Week)

Class Meeting Time: Wednesday 4:00 pm – 5:40 pm

Class Location: Room 636 Fisher Hall

The Center for the Bill of Rights (CBR) will operate as a semester-long in-house clinic that engages in civil rights litigation and advocacy. Students will participate in weekly training sessions addressing the applicable substantive and procedural law.

Beyond the classroom, students will be trained in case intake and interviewing, client counseling, fact investigation, case analysis, negotiation, research, and drafting of motions and other pleadings and documents.

Qualified students may be certified and may have the opportunity to argue motions and appear at hearings.

CIVIL AND FAMILY JUSTICE LAW CLINIC

Professor Vanessa Browne-Barbour

Supervising Attorney William Congelio

Supervising Attorney Anne Peterson

Year Long Course

Credits: (3 ACADEMIC CREDITS, 3 NON-TRADITIONAL CREDITS), 6 crs.

Enrollment: 20 students

Clinic Hours to Be Completed: 280 Hours (Minimum of 10 Hours per Week)

Prerequisite: Family Law

Class Meeting Time: Thursday 4:00 pm – 5:40 pm

Class Location: Room 636 Fisher Hall

Students in the Civil and Family Justice Clinic represent clients involved in general civil and family law matters through placements at the offices of Neighborhood Legal Services, KidsVoice, the Allegheny County Bar Foundation's Parent Advocates Project, and the Allegheny County law Department.

Some clinic students participate in the representation of clients through the Allegheny County court of Common Pleas Pro Se Motions Project. Through this project clinic, students and volunteer attorneys assist indigent pro se litigants in Family Court. Assistance is provided in matters involving visitation, custody, paternity, and Protection from Abuse Orders (PFAs).

At Neighborhood Legal Services, students also represent clients in general civil matters, including landlord/tenant disputes.

COMMUNITY ENTERPRISE CLINIC

Supervising Attorney Norma Caquatto

Year Long Course

Credits: (3 ACADEMIC CREDITS, 3 NON-TRADITIONAL CREDITS), 6 crs.

Enrollment: 10 Students

Clinic Hours to Be Completed: 280 Hours (Minimum of 10 Hours per Week)

Class Meeting Time: Tuesday 4:00 p.m. – 5:40 p.m.

Class Location: Room 706 Fisher Hall

The Community Enterprise Clinic is a transactional clinic that provides legal counseling and representation to non-profit groups and organizations that are committed to effecting change through economic and community development in distressed communities in the Greater Pittsburgh area.

The Community Enterprise Clinic assists nearly 75 non-profit initiatives in their efforts to provide charitable, educational, recreational, religious, youth-oriented, and community-benefit activities. While providing pro bono legal assistance to neighborhood and regional community development organizations, clinic students acquire and sharpen a particularly valuable set of skills.

In the clinic, student attorneys provide a broad range of transactional services, including preparation of incorporation documents and bylaws; applications for recognition of 501(c) tax-exempt status; real estate instruments and documents relating to property closings and title searches.

CRIMINAL ADVOCACY CLINIC

Professor Bruce Antkowiak

Supervising Attorney Richard Narvin

Year Long Course

Credits: (3 ACADEMIC CREDITS, 3 NON-TRADITIONAL CREDITS), 6 crs.

Enrollment: 8 Students

Clinic Hours to Be Completed: 280 Hours (Minimum of 10 Hours per Week)

Prerequisite: Evidence

Class Meeting Time: Wednesday 4:00 p.m. – 5:40 p.m.

Class Location: Room 203 Law School

This clinic provides a live-client criminal defense experience with the Allegheny County Office of Conflicts Counsel. Students in this clinic have the opportunity to assist in the representation of criminal defendants in active cases being handled by the Office of Conflicts Counsel.

Typical assignments include client interviews, jail visits, case planning, preparation of pleadings, and representation of clients at preliminary hearings.

ELECTRONIC DISCOVERY SIMULATION CLINIC

Supervising Attorney Anne Peterson

Semester Long Course

Credits: (1 ACADEMIC CREDIT, 2 NON-TRADITIONAL CREDITS), 3 crs.

Enrollment: 10 Students

Clinic Hours to Be Completed: 140 Hours (Minimum of 10 Hours per Week)

Prerequisites: Evidence and Federal Civil Procedure

Class Meeting Time: Monday 4:00 p.m. – 5:40 p.m.

Class Location: Room 636 Fisher Hall

The E-discovery Simulation Clinic is an intensive, one-semester, practical introduction to electronic discovery. The class will use the case study approach allowing students "hands on" experience in developing a litigation strategy based on simulated facts and electronic data.

The clinic will provide a foundation in the relevant Federal Rules of Civil Procedure and case law. In addition, the clinic will introduce best practices guidelines and experienced guest speakers. With this knowledge base, students will (1) prepare and respond to requests for electronically stored information; (2) serve and respond to interrogatories; (3) take and defend a deposition; and (4) argue and brief relevant pre-trial motions.

The clinic is intended to be a facsimile of real litigation. Ultimately, the student becomes a practitioner by doing. The goal of the clinic is student proficiency in pre-trial e-discovery. The focus is pretrial strategy as discovery is the heart of civil litigation and most cases are resolved at this phase.

UNEMPLOYMENT COMPENSATION CLINIC

Supervising Attorney Michael Simon

Year Long Course

Credits: (2 ACADEMIC CREDITS, 2 NON-TRADITIONAL CREDITS), 4 crs.

Enrollment: 10 Students

Clinic Hours to Be Completed: 224 Hours (Minimum of 8 Hours per Week)

Class Meeting Time: Monday 4:00 p.m. – 5:15 p.m.

Class Location: Room 637 Fisher Hall

The Unemployment Compensation Clinic focuses on unemployment compensation matters for low-income clients. Students receive valuable training in litigation skills for direct application in their representation of unemployment compensation clients.

Each unemployment compensation case gives students experience in client interviewing, case preparation, direct and cross-examination, application of the rules of evidence, and oral presentation before a referee. All students represent multiple clients over the course of the clinic and therefore have the opportunity to develop and hone their trial advocacy skills.

URBAN DEVELOPMENT CLINIC

Clinical Associate Professor of Law Joseph Sabino Mistick

Year Long Course

Credits: (3 ACADEMIC CREDITS, 3 NON-TRADITIONAL CREDITS), 6 crs.

Enrollment: 10 Students

Clinic Hours to Be Completed: 280 Hours (Minimum of 10 Hours per Week)

Class Meeting Time: Tuesday 4:00 p.m. – 5:40 pm

Class Location: Room 636 Fisher Hall

The Urban Development Clinic provides a broad range of legal services associated with the real estate development occurring in several of the distressed communities in Greater Pittsburgh.

Services provided by law students include general real estate matters, title searches, negotiation and drafting of development agreements, preparation of land use cases, zoning issues, mortgage foreclosure matters, appellate land use practice, and attending and participating in public meetings. While providing pro bono legal assistance to neighborhood and regional urban renewal organizations, law students will be acquiring and sharpening fundamental lawyering skills that will help them meet the demands of both society and the profession.

APPENDIX B
CLINIC APPLICATION



**DUQUESNE UNIVERSITY SCHOOL OF LAW
DEPARTMENT OF CLINICAL LEGAL EDUCATION**

REGISTRATION FORM ~ IN-HOUSE CLINICS ~ 2009 - 2010

Student name _____

Student year/division in **Fall 2009** (1D or E, 2 D or E, etc.) _____

Address _____

Telephone _____ Duq. Email _____

Other Email _____

In-House Clinics	Check two; please provide your order of preference (e.g., 1, 2)
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Center for the Bill of Rights – Semester-Long

3 credits (1 traditional; 2 non-traditional)
10 student limit
Wednesday 4:00 – 5:40 p.m. (636 Fisher Hall) _____

Fall 2009

3 credits (1 traditional; 2 non-traditional)
Wednesday 4:00 – 5:40 p.m. (636 Fisher Hall)
10 student limit _____

Spring 2010

Civil and Family Justice Law Clinic- Year-Long

6 credits (3 traditional; 3 non-traditional)
20 student limit
Thursday 4:00 – 5:40 p.m. (636 Fisher Hall) _____

Community Enterprise Clinic- Year-Long

6 credits (3 traditional; 3 non-traditional)
10 student limit
Tuesday 4:00 – 5:00 p.m. (706 Fisher Hall) _____

Criminal Advocacy– Year- Long

6 credits (3 traditional; 3 non-traditional)
8 student limit
Pre-requisites: Evidence
Wednesday 4:00 – 5:40 p.m. (203 Law School) _____

E-Discovery Simulation Clinic – Semester-Long

3 credits (1 traditional; 2 non-traditional)
10 student limit
Monday 4:00 – 5:40 p.m. (636 Fisher Hall) _____

Fall 2009

3 credits (1 traditional; 2 non-traditional)
10 student limit
Wednesday 4:00 – 5:40 p.m. (636 Fisher Hall) _____

Spring 2010



**DUQUESNE UNIVERSITY SCHOOL OF LAW
DEPARTMENT OF CLINICAL LEGAL EDUCATION**

Unemployment Compensation Clinic– Year Long

4 credits (2 traditional; 2 non-traditional)

10 student limit

Monday 4:00 – 5:15 p.m. (637 Fisher Hall)

Urban Development Clinic– Year Long

6 credits (3 traditional; 3 non-traditional)

10 student limit

Tuesday 4:00 – 5:40 p.m. (636 Fisher Hall)

In submitting this application, I understand that it does not guarantee admission to the Clinic.

Student Signature

Date



**DUQUESNE UNIVERSITY SCHOOL OF LAW
DEPARTMENT OF CLINICAL LEGAL EDUCATION**

APPENDIX C

CLINIC ACCEPTANCE AND COMMITMENT AGREEMENT



**DUQUESNE UNIVERSITY SCHOOL OF LAW
DEPARTMENT OF CLINICAL LEGAL EDUCATION**

Clinic Acceptance and Commitment Agreement

Student name _____

Student year & division in **Fall 2009** (3D or 4E, 2D, 3E, or 3 PTD etc.) _____

Address _____

Telephone _____ Duq. Email _____

Other Email _____

Clinic _____

PLEASE READ AND SIGN

I recognize registration in the Clinic demands a serious time commitment (students are expected to complete a minimum of 8 to 10 hours per week depending upon the credit load for the clinic) and involves live legal work on actual cases for which I will be responsible. I recognize that this Clinic will be a major commitment during my enrollment. I understand that I may not be engaged in work or extracurricular activities that interfere with my obligations to the Clinic, my client, and colleagues. I further recognize that the number of students enrolled in the Clinic is limited and fixed. Enrollment in the Clinic cannot be increased or decreased once the semester begins.

I agree that upon my acceptance of the offer of admission to the above named clinic course, I will not thereafter elect to drop the course except for compelling reasons and with the permission of the Clinic Director and the Associate Dean.

I also agree to attend the mandatory clinic orientation during the first week of classes.

Student Signature

Date



**DUQUESNE UNIVERSITY SCHOOL OF LAW
DEPARTMENT OF CLINICAL LEGAL EDUCATION**

APPENDIX D

EXTERNSHIP REQUIREMENTS



DUQUESNE UNIVERSITY SCHOOL OF LAW DEPARTMENT OF CLINICAL LEGAL EDUCATION

GENERAL REQUIREMENTS FOR EXTERNSHIPS

Requirements for participation in the externship program include, but are not limited to, the following:

- Eligibility begins after a student has completed his or her first year, provided the student is in good academic standing. First year day and evening students are not eligible for participation in externships. However, a first-year student may register for second-year externship, prior to the issuance of final first year grades. The Law School retains the discretion to tentatively approve such registration on the condition of a subsequent good standing determination.
- Each externship is approved for three (3) credits hours, requiring 140 hours of service - that is, approximately 10 hours per week for 14 weeks. Externships are available when classes are in session, including during the law school summer session, but externships approved for the summer months (June - August) are generally accelerated and require the student to complete the required hours in a shorter time period .
- Credits earned in externships (and some clinic credits) are classified as non-traditional credits. A student may complete a total of nine (9) non-traditional credits during his or her law school tenure. Any credit hours a student receives as a member of the Law Review or Moot Court Boards count toward the nine-hour total. If a student identifies an externship opportunity not approved by the faculty, the student must direct his or her request for approval of the placement site to Professor Krasik. Approval may take up to two months.

EXTERNSHIP PLACEMENTS

The Law School has established the following immutable criteria regarding externships:

- Governmental agencies, the judiciary, and 501 (c)(3) organizations (non-profit organizations) are generally eligible for participation in the program.
- No externship shall be approved for profit-making entities.
- The placement organization must agree that the student work will be overseen by a supervising attorney.
- All externships are subject to review by the faculty at any time.
- The Law School faculty will review and approve all new externships at its monthly faculty meetings.



DUQUESNE UNIVERSITY SCHOOL OF LAW DEPARTMENT OF CLINICAL LEGAL EDUCATION

REPORTING REQUIREMENTS

The Law School, the American Bar Association, and the American Association of Law Schools have reporting requirements which must be followed in order for a student to receive academic credit. These include the following:

- The student must certify that the program does not conflict with his/her class schedule.
- The student must keep a weekly time sheet / log of his/her work hours and work product (if applicable) on the Blackboard system.
- The student must keep a weekly journal on the Blackboard system.
- The student must submit a writing sample or similar work product as attachments on the Blackboard system or via hardcopy to the Clinic office.
- Upon the student's completion of the program, the provider/supervising attorney must certify the student's hours and submit a final report to Professor Krasik.
- Within one week of completion of the externship, the student must submit a completed evaluation form on the Blackboard system.

Externships taken during the summer session constitute enrollment in a 3-credit elective course. Students must pay summer session tuition at the established per-credit rate.

Inquiries about externships or about the Law School's Clinical Legal Education Program should be directed to Professor Margaret K. Krasik at (412) 396-6286.



**DUQUESNE UNIVERSITY SCHOOL OF LAW
DEPARTMENT OF CLINICAL LEGAL EDUCATION**

APPENDIX E

EXTERNSHIP REGISTRATION FORM



**DUQUESNE UNIVERSITY SCHOOL OF LAW
DEPARTMENT OF CLINICAL LEGAL EDUCATION**

EXTERNSHIP REGISTRATION FORM

Consult the Clinic's list of approved externship sites to determine your preferred externship placement.

All externships are 3-credit, semester long, Pass/Fail courses requiring 140 hours of work over the course of a 14-week semester.

Submit this form along with a résumé and short writing sample (5 pages or less) to the Clinic office in 632 Fisher Hall.

Student name _____

Student year & division in **Fall 2009** (2D, 3E, 3D, 4E, 4PTD etc.) _____

Address _____

Telephone: _____ Duq. Email _____

Requested Externship _____

Semester/Year of Externship: Fall / Spring / Summer _____

PLEASE NOTE: ENROLLMENT IN AN EXTERNSHIP IS BINDING. STUDENTS ENROLLED WILL BE REQUIRED TO EXECUTE A COMMITMENT LETTER.

Student Signature

Date



**DUQUESNE UNIVERSITY SCHOOL OF LAW
DEPARTMENT OF CLINICAL LEGAL EDUCATION**

APPENDIX F

EXTERNSHIP ACCEPTANCE AND COMMITMENT AGREEMENT



**DUQUESNE UNIVERSITY SCHOOL OF LAW
DEPARTMENT OF CLINICAL LEGAL EDUCATION**

Externship Acceptance and Commitment Agreement

Student name _____

Student year & division in **Fall 2009** (3D or 4E, 2D, 3E, or 3 PTD etc.) _____

Address _____

Telephone _____ Duq. Email _____

Other Email _____

Externship Site _____

PLEASE READ AND SIGN

I recognize the demands placed on judges, agency attorneys, public officials and others who serve as sponsors and supervisors of externships. I agree to evidence professional responsibility by making a firm commitment to my externship assignment. I also agree to adhere to the terms outlined in the General Requirements and Reporting Requirements provided to me and my externship site. I understand that my failure to honor this commitment may result in my being prohibited from further participation in the externship or clinical program.

Once a student has accepted an externship, drops will not be permitted later than June 3, 2009, for Fall 2009 externships, or later than November 30, 2009, for Spring 2010, except on account of extraordinary circumstances and with the permission of the Clinic Director and the Associate Dean.

I also agree to attend the mandatory clinic orientation during the first week of classes.

Student Signature

Date



**DUQUESNE UNIVERSITY SCHOOL OF LAW
DEPARTMENT OF CLINICAL LEGAL EDUCATION**

APPENDIX G

CLINIC CHART – CONTACT INFORMATION



DUQUESNE UNIVERSITY SCHOOL OF LAW DEPARTMENT OF CLINICAL LEGAL EDUCATION

The following is the contact information for the clinic offices and the clinics offered in the 2009 – 2010 academic year. Unless otherwise noted, all staff and faculty are located in the clinic offices, 632 Fisher Hall, Duquesne University.

Clinic	Faculty Supervising Attorney	Contact Information
Center for the Bill of Rights	David Millstein	sponte@aol.com
	Tracey McCants Lewis	412-396-1686 lewist1@duq.edu
Civil and Family Justice Law Clinic	Prof. Vanessa Browne-Barbour	412-396-5222
	William Congelio	412-396-1685 congli868@duq.edu
	Anne Peterson	412-396-1685 peterona1@duq.edu
Community Enterprise Clinic	Norma Caquatto	412-396-1688 caquatton@duq.edu
Criminal Advocacy	Bruce Antkowiak 227 Murray Pavilion	412-396-5846 antkowiak@duq.edu
	Richard Narvin	
Electronic Discovery Simulation Clinic	Anne Peterson	412-396-1685 peterona1@duq.edu
Unemployment Law Clinic	Michael Simon	412-396-1687 simon@duq.edu
Urban Development Clinic	Prof. Joseph Sabino Mistick	412-396-5694