Maurice A. Deane School of Law

HOFSTRA LAW

Student Guide

law.hofstra.edu/HLDC
• The Hofstra Law in D.C. (HLDC) Externship Program is a full-time, semester-long externship program for third-year law students during the fall semester. HLDC students have the opportunity to work as unpaid legal externs at an approved congressional office or committee, federal government agency, nonprofit organization or public interest group. (10 non-classroom credit hours)

• At their placements, HLDC students conduct research and provide advice and assistance on a wide range of legislative, legal, policy and regulatory matters under the direct supervision and guidance of an experienced attorney. They also gain exposure to the legislative process, rule-making, review and analysis of government statutes or rules, or law reform efforts.

• HLDC students must also enroll in a companion weekly seminar that explores constitutional, statutory and regulatory issues from multiple perspectives. The seminar is taught by HLDC Program Director Scott J. Glick ’81 and also includes guest speakers. (3 credit hours)

• In lieu of a final examination, HLDC students complete an in-depth legal research paper of 15 to 20 pages.
The Maurice A. Deane School of Law’s Hofstra Law in D.C. (HLDC) Externship Program provides students with an unparalleled educational opportunity by allowing them to have a total immersion and hands-on experience working in a legal setting in the nation’s capital. During the semester, students conduct research and provide advice and assistance on a wide range of legislative, legal, policy and regulatory matters under the direct supervision and guidance of an experienced attorney. Students also gain valuable experience and contacts, which enhance their qualifications for long-term career opportunities in public interest.

HLDC’s overarching goal is to enable students to blend their substantive doctrinal training with the development of practical skills and professional identity.
Program Requirements

In their field placements, HLDC students are required to work a minimum of 40 hours a week for 14 weeks, for which they earn 10 credits (pass/fail), and each student is expected to produce 15 to 20 pages of significant legal writing that requires in-depth legal research and analysis, for which the student receives feedback from the field placement supervisor. Each student is also expected to engage in at least one assignment that provides exposure to legislative process, rule-making, review and analysis of governmental statutes and/or other rules, or law reform efforts. Students engage in critical reflection about their work in the field placement through weekly journal submissions and discussions with the HLDC program director. Students may not receive any compensation for work at their placements.

HLDC students are also required to enroll in a weekly evening seminar on law and policymaking in D.C., and to attend an orientation session that is held at Hofstra Law before the semester begins.

Field Placements
(10 non-classroom credit hours)

HLDC students have the opportunity to work as unpaid legal externs at an approved congressional office or committee, federal government agency, nonprofit organization or public interest group. Although HLDC students are responsible for securing their own field placements, the HLDC program director works closely with each student to help the student identify appropriate placements based on the student’s professional interests and experience. HLDC maintains a list of preapproved field placements to choose from, but students may also identify new field placements to explore. Some organizations and government agencies have well-established programs for law students, and others do not. Students are encouraged to fully investigate all possible placements.

Before a student accepts any placement offer, the placement and the placement supervisor must be approved by the HLDC program director or Assistant Dean for Experiential Programs Franca Sachs. To be approved, the placement must involve direct supervision by a licensed attorney, provide opportunities for the student to gain exposure to governmental law or policy — legislative, executive, regulatory or advocacy — and include a commitment by the placement supervisor to ensure that the student receives an educational experience consistent with HLDC’s goals and objectives. Only congressional, governmental, and nonprofit or public interest organizations will be approved as field placements. All field placement supervisors are required to certify that they understand and will abide by the requirements of HLDC.

For more information on field placement opportunities and requirements, visit law.hofstra.edu/HLDC.
Seminar on Law and Policymaking in Washington, D.C.
(3 credit hours)

Students enroll in a 3-credit weekly evening seminar that is taught by the HLDC program director in Washington, D.C., during the semester. The seminar provides substantive grounding in law and policymaking and complements and enhances students' externship experiences by allowing them to explore constitutional, statutory and regulatory issues from multiple perspectives. The seminar also includes regular “rounds” discussions in accordance with the confidentiality requirements of students’ respective placements. Assigned readings and classroom discussions may include “hot topics” and are supplemented by guest speakers. Students learn how law, policy, politics, ideology, process, personality, ethics and professional responsibility intersect and affect the role of the lawyer in law and policymaking in the nation’s capital.

Seminar Requirements

HLDC students are expected to actively participate in classroom discussions and are required to complete a paper of 15 to 20 pages on their field placement or the classroom discussions. The paper requires in-depth legal research and analysis. Students must obtain topic approval and must also submit an outline and a draft in advance of the final product.

This seminar satisfies the Writing I Requirement for graduation. Students are given a letter grade for the seminar based upon the timely submission of their journal entries, the paper and their classroom participation.

Travel and Housing

Students are expected to live in the Washington, D.C., area during the 14 weeks they are enrolled in HLDC. Travel and living expenses — including housing, utilities, public transportation, meals and other expenses — are the responsibility of each student. While the HLDC program director and Assistant Dean for Experiential Programs Franca Sachs will provide housing resources, students may prefer to make their own housing arrangements. Students receiving financial aid should also inquire about the possibility of supplemental assistance to enable them to participate in HLDC.
“HLDC provides students with an unparalleled educational opportunity to learn how law, policy, politics, ideology, process, personality, ethics and professional responsibility intersect and affect the role of the lawyer in law and policymaking in the nation’s capital.” — Scott J. Glick ’81, Director of the Hofstra Law in D.C. Externship Program
Application Process

Enrollment in HLDC is by application only and is limited to 10 students who are entering their third year of law school in the fall semester during which they would be in the HLDC program. Students must demonstrate that they have satisfied most or all of their graduation requirements, including completing and passing Lawyers’ Ethics or its equivalent. In addition, students must not be at risk of exceeding the limit of 23 credits of non-classroom hours. Students should consider whether participation in HLDC will preclude or restrict their ability to participate in certain campus activities, and if so, be prepared to make the appropriate or alternative arrangements.

To apply to HLDC, eligible students must submit the following materials between mid-October and the end of January of their second year to participate during the fall semester of their third year:

1. a completed application,
2. a current resume,
3. a writing sample of no more than 10 pages and
4. an academic transcript.

Applications should be submitted to Franca Sachs in person in Room 203B or via email to Franca.Sachs@hofstra.edu.

Contact Information

For further information about HLDC, students are encouraged to contact:

Scott J. Glick ’81, Director of the Hofstra Law in D.C. Externship Program
Scott.Glick@hofstra.edu

Franca D. Sachs, Assistant Dean for Experiential Programs
Franca.Sachs@hofstra.edu | 516-463-0386

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