NIU LAW DOCKET

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**THIS WEEK**

**Dean's Picnic.** The SBA’s annual Dean’s Picnic for students, faculty and staff will take place from 4:00 to 6:00 p.m. at Glidden Park (the old Oderkirk property just north of IHOP on Annie Glidden Road) **on Thursday, August 27.** Stop by for free food, drinks, and beer. Volleyball and bag games will be set up and music played. Spend some time with your classmates and meet other members of the NIU Law community!

**Student Organization Fair.** **Attention all 1Ls:** Stop by the Marshall Gallery between 10:00 a.m. and 2:00 p.m. on **Tuesday, August 25** to see all that NIU Law’s student organizations have to offer. This is your chance to meet leaders and ask any questions you may have. To facilitate future planning and obtain information about student events, be sure to check the NIU Law **events calendar** on the law school’s web site on a regular basis.

**VISITING FRENCH LAW STUDENTS**

If you think you have been hearing French in the halls, it is because 28 French law students from the University of Bordeaux arrived last weekend to spend three weeks with us for an Introduction to the American Legal System. While here, they are having a series of classes with various members of the NIU Law faculty, visiting state and federal courts in Chicago, and exploring Springfield. Next weekend they will enjoy a free weekend in Chicago. If you see them in the halls, please introduce yourself and say hello. They will also be at the Deans’ Picnic this Thursday. All are eager to meet and get to know American law students, so please take advantage of the opportunity.
EXTERNALS AND RESEARCH OPENINGS

Federal Public Defender Office Externship. This full-year externship is available for the 2015-2016 academic year in Rockford, Illinois. It will require a twelve-hour-per-week commitment for three hours of pass/fail credit each semester. A 711 license is not required. Under the supervision on-site by Federal Public Defender Paul Gaziano, the extern will research and write memoranda, motions and briefs for pre-trial and post-conviction issues and sentencing hearings. In addition, he or she will attend and observe various court proceedings. Clinical Professor Paul Cain will be the faculty supervisor with whom the extern will meet on a regular basis to discuss the externship experience.

In order to apply for this externship, please submit an externship application available on the experiential learning website and the following documents to Paul Cain at pcain@niu.edu by Friday, August 28. Please include the following four items as email attachments in Word or PDF format:

- a cover letter explaining your interest in this position
- an unofficial transcript
- a resume, and
- a writing sample (maximum length 10 pages)

After reviewing the submitted documents, Professor Cain will screen the applicants to select the final three candidates. He will then send their names and contact information to Federal Public Defender Gaziano, whose office will contact the three candidates to arrange for an interview and make the final selection. If you have any questions about this process or the externship itself, please do not hesitate to contact Professor Cain at pcain@niu.edu or 815-962-9980.

Research Assistant Needed. Wendy Vaughn, Clinical Associate Professor, seeks a full-time Research Assistant for 2015-2016. The Research Assistant will receive a full-tuition waiver for academic year 2015-2016. The Research Assistant will not be required to come to the clinic in Rockford. Meetings regarding research assignments will be arranged with Professor Vaughn on Mondays on campus, or at other agreed upon times.

To apply, please send the following materials to Professor Vaughn at wvaughn@niu.edu, or fax to 815-962-9984:

- a cover letter,
- a resume, and
- an unofficial transcript

In order to expedite the application process and the tuition waiver, please apply as soon as possible. A decision will be made on a rolling basis as applications are received.
OFFICE OF BUDGET AND RECORDS:

Office Locations:
- Christina L. Raguse, Director Office Budget & Records
  Room: SP281A2 (in Student Affairs Suite)
  Email: craguse@niu.edu
  Phone: 815-753-6580
- Julie Mahoney-Krzyzek, Office Manager
  Room: SP285 (across hall from elevator)
  Email: jmahoney@niu.edu
  Phone: 815-753-1620

Lockers:
- If you currently have a locker, that locker will be yours the entire time you are enrolled as a student here in the College of Law. No locker exchanges will be made without verification of medical necessity.
- If you do not have a locker and would like one, you must email your request to Julie Mahoney-Krzyzek jmahoney@niu.edu. A locker will be assigned to you.
- If a locker that is not registered with our office is found to have a lock on it, the lock will be cut off and contents removed. Replacing any locks that have to be cut off for this purpose will be your responsibility.

Mailboxes:
- New mailboxes have been created for all students. These are found inside the front entrance of the Law Library.
- These mail folders are for correspondence only. Do not put books, DVDs, clothing, etc. in them. There simply is not enough room for extra items, and it is very hard on the hanging files.
- Please check your mailbox regularly and do not let items accumulate.

Email:
- The NIU Z-email address is the official email for all students. You are responsible for all notices and other communications sent to that address regardless of whether or not you opened and read them. Please check your Z-email frequently to ensure receipt of all official notices, especially if you have forwarded the Z-email to another address. Communications do not always forward as expected and can be lost, dumped into trash or blocked.

Reimbursement Process:
- Purchases: For purchases on behalf of NIU College of Law events, expenses must be approved by Office of Budget & Records before purchase is made. NIU Accounting reimbursement procedures change occasionally, so to ensure your reimbursement will be able to
be processed, please contact us even if you have prior permission of faculty or staff member

- **Travel:** For reimbursement for travel on behalf of NIU College of Law, you will **need the approval of the Dean before the travel** occurs. You must also see Julie (SP285) or Christina (SP280A2) **before** travel occurs to ensure that your reimbursement will be processed with appropriate required documentation.

**OFFICE OF ADMISSIONS AND FINANCIAL AID:**

*Hello and welcome to NIU Law Class of 2018!* I wanted to introduce myself. My name is John McWard, and I am a 2L and the Graduate Assistant for the Office of Admissions and Financial Aid for the College of Law. Originally from Springfield, Illinois, I ventured to the Chicago suburbs to play soccer at North Central College and graduated from there in 2014. If you ever want to talk or have any questions about the first year of law school, please come by the Office of Admissions or stop me in the hallway between classes!

Further, I wanted to extend another welcome. Each year, NIU Law brings in a group of talented individuals from all walks of life to diversify and strengthen our NIU Law student body. I am very glad you are a part of the Class of 2018.

With that being said, I am looking for motivated and passionate first-year students who are interested in becoming student ambassadors for NIU Law. As a Student Ambassador, you will be a representative of NIU Law.

Your first goal as a Student Ambassador is to share your story with us. We will ask you a series of questions (three) during a personal one-on-one interview, and you will have your photograph taken. Further, both your story and photograph will be published on NIU Law’s website under Class of 2018 Profiles.

Please see our [Class of 2017 Profiles](#) on the NIU Law website for examples and respond by either coming into the Office of Admissions or by emailing me at jmeward1@niu.edu **by no later than September 1st, 2015** if this is something of interest to you!

Sincerely,

John H. McWard
Graduate Assistant for the Office of Admissions and Financial Aid
Welcome new students!! Welcome back returning students! This year’s Graduate Assistants in the Career Opportunities & Professional Development Office are Rikki Lee Moser, 3L and Christine Beaderstadt, 2L. They will be available to help you with your resumes and cover letters. Stop in to see them if you want to learn more about the benefits of being involved in PILS. Need to meet with the GAs or with Greg? Visit Becky Leneau, the Office Manager in Room 280 to set that appointment up for you.

Attention all 1Ls! You will be assigned a mandatory orientation time, based on your class schedule, to familiarize you with our resources and services. We look forward to meeting each one of you! Keep a lookout for that information in your mailbox.

This office also publishes "Career Corner," a weekly newsletter that lists jobs, internships, career advice, upcoming seminars, and other networking opportunities. The newsletter arrives through your e-mail, usually on Mondays (on Tuesdays on a few occasions). Be sure to read it as there is a plethora of information and links at your fingertips — all to assist you in your educational and career goals (and hopefully to make your life a little less stressful). Be sure to adhere to the deadlines listed in this newsletter to avoid missing out on that opportunity!

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The Docket is published every Monday by Associate Dean Kathleen Coles

See You at the Dean’s Picnic!

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