

SYMPPLICITY INSTRUCTIONS FOR APPLYING TO CLINICS/PRACTICUMS

Log into Symplicity

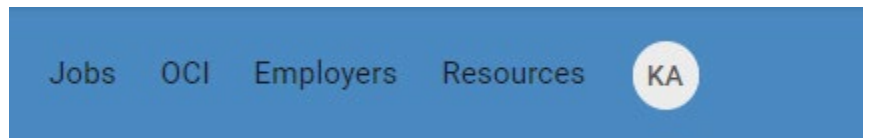
Upload the following documents:

Resume

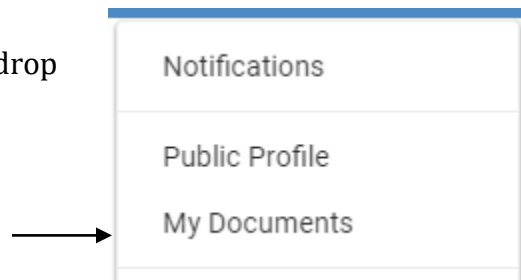
Unofficial Transcript

Completed Clinic application for **each** clinic to which you are applying.

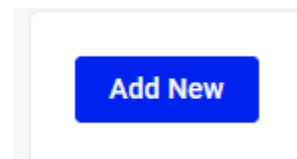
- Click on the ICON to the right of Resources



- Select My Documents from the drop down



- Click on the blue Add New Button

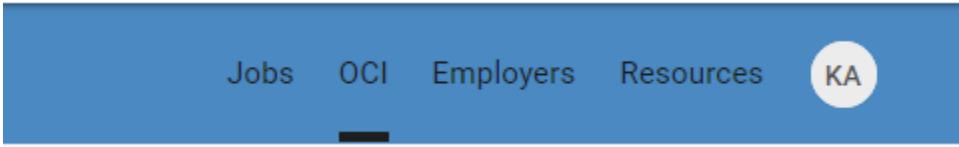


- Fill in the information on this screen, upload document and click submit.

When uploading your clinic application select other as the document type.

A form titled 'Student Document'. It has a 'Label *' field. Below it is a 'Document Type' section with a note: 'NOTE: If you want to upload an Unofficial Transcript, click here. This will replace your current transcript with the new one. You may only have one transcript uploaded at a time.' There are four radio button options: 'Resume' (selected), 'Cover Letter', 'Writing Sample', and 'Other Documents'. Below the options is the text 'Maximum file size: 4 MB'. At the bottom is a 'File *' section with the instruction 'Please select your document to upload.' and a 'Choose File' button next to the text 'No file chosen'. At the very bottom are 'Submit' and 'Cancel' buttons.

Now you apply and select interview times under OCI



- Under Employers/Bidding tab select the Session titled Clinic/Practicum Applications Due February 22, 2023 click on Search

Employers/Bidding
Scheduled Interviews

Important Dates

Bidding Jan 02, 12:00 AM to Jan 03, 11:59 PM	Open Sign-Up Feb 07, 12:02 AM to Feb 22, 11:5
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Keywords

Session

Clinic/Practicum Applications Due February 22, 2023

Search

Clear

More Filters

- You will see a list of Clinics and Practicums that you are eligible to apply to.

	Employer	Locations Interviewing For	Total Slots	Interview Dates
Review	i Criminal Defense Practicum (Springfield, MA)		18	Mar 2nd
Review	i Criminal Prosecution Practicum (Springfield, MA)		16	Mar 2nd
Review	i Family Defense Practicum		41	Feb 27th Feb 28th Mar 2nd
Review	i Family Law Mediation Clinic (Springfield, MA)		24	Feb 28th
Review	i Global Justice Clinic (Springfield, MA)		16	Feb 28th
Review	i Legal Aid Clinic (Springfield, MA)		14	Feb 28th Mar 1st

- Click on the Interview dates for the clinic/practicum you are applying to.



Family Defense Practicum

41

Feb 27th

Feb 28th

Mar 2nd

- On the next screen choose an interview time, select your required documents, and click Signup.

3:30 pm - 3:45 pm

Resume

Resume Updated

Transcript

Other Documents

- Application
- References
- Real Estate Practicum Application
- Legal Aid Clinic Application
- Diversity Essay
- Family Law Mediation Clinic Application
- International Human Rights Clinic Application



Signup

Cancel

- You can view all your clinic interviews under the Scheduled Interviews tab. Make sure you have the Session selected for *Clinic/Practicum Applications Due February 22, 2023*.

On-Campus Interviews

Employers/Bidding

Scheduled Interviews

Session:

Clinic/Practicum Applications Due February 22, 2023

- Click on interview date to see your interview time, location or zoom link.

Feb 27, 2023 **VIRTUAL**

Family Defense Practicum

3:45 PM - 4:00 PM

Zoom 1