ADDENDUM D: REGISTERING FOR RESEARCH & WRITING CREDITS AND FOR INDEPENDENT INTERNSHIPS

Online pre-registration/registration is not available for research and writing credits. Register for any of the following between now and the end of the Law School’s Spring 2017 Change of Program (“ADD/DROP”) period on January 24.

JD RESEARCH AND WRITING CREDITS: To be registered for any of the following, you must complete the JD Research & Writing Registration Form, have your supervising instructor(s) sign the form, and submit it to Registration Services. You cannot be registered for these listings without the signature approval of your supervising instructor (exception for Minor Writing Credit in some cases, see below). The form is available at http://web.law.columbia.edu/registration/forms and in the Office of Registration Services. Completed forms will be accepted anytime between now and the end of the Law School’s Spring 2017 Add/Drop period on January 24.

(L6675) Major Writing Credit - must be registered by the last day of the Add/Drop period of your fifth semester, and must be initiated by the beginning of your fifth semester. For students graduating in May or October 2017, the first draft is due by no later than February 1, 2017 if the paper is related to a course or research registered in Fall 2016. If your Major Writing paper is related to a course or research registered in the 2015-16 academic year, the first draft was due by the October 15, 2016 deadline for all work from the prior academic year. The final draft of the Major Writing paper is due by no later than April 1, 2017. Once you have satisfied the Major Writing requirement, your supervising instructor will enter CR (for credit) in LAWNET to confirm completion.

(L6672) Minor Writing Credit - may be completed at any time before graduation, but must be registered with Registration Services by no later than the last day of the Add/Drop period of your final term at the Law School. If you plan on fulfilling this requirement by taking a course or seminar that indicates in the online course description that Minor Writing Credit is granted automatically, you do not need the instructor’s signature to complete your registration. However, you still must register your Minor Writing Credit with Registration Services - simply list the course number, name, and instructor on the form JD Research & Writing Registration Form. Once a course grade is recorded for you, your instructor also will enter CR for your Minor Writing registration to confirm completion. For courses/research that do not indicate that Minor Writing Credit is awarded automatically, the instructor’s signature is required on the registration form, and the instructor will need to record your Minor Writing completion once you have satisfied this requirement (s/he will enter CR for credit in LAWNET to confirm completion).

(L6822) Teaching Fellow* - 1 to 4 pts, but not more than the number of credits of the course for which you are serving as a Teaching Fellow. Use this category if you are a Teaching Fellow for a Columbia Law School lecture course only. Special permission must be obtained to serve as a Teaching Fellow for a Law seminar (check with Registration Services).  *NOTE: Points earned as a Teaching Fellow are in the category of non-course/seminar work, and count against the maximum of 19 such points allowed toward the 83 points required for the JD degree. Graded Credit/Fail.  LIMITS: Cannot earn JD point credit for Teaching Fellow service more than once in the same course, or for more than two (2) courses during your JD studies.

(L6683) Supervised Research Paper** - up to 3 pts in a term, but not more than 4 pts in an academic year. **NOTE: Points earned for a Supervised Research Paper are in the category of non-course/seminar work, and count against the maximum of 19 such points allowed toward the 83 points required for the JD degree (see Rule 1.5). Letter grade or Credit/Fail option available, upon consultation with the supervising instructor; grading option must be indicated at the time of registration. To earn credit for any research registration, a significant written product on a legal topic and substantial oversight from the faculty supervisor is required.

(L6689) Supervised Research Paper: Course Related - Use this category to register additional credits associated with a course or seminar (i.e., earning one additional point for writing a longer paper for a seminar). For LLM’s the paper must be graded on the A-B-C-F scale; Credit (Pass)/Fail or other non-evaluative grades are not permitted.

(L6685) Service as Unpaid Faculty Research Assistant*** - J.D. candidates may earn 1 or 2 pts per term, but not more than 2 pts in an academic year for service as an unpaid faculty research assistant (CLS faculty only).
***NOTE: Points earned for Service as an Unpaid Faculty Research Assistant are in the category of non-course/seminar work, and count against the maximum of 19 such points allowed toward the 83 points required for the JD degree. Letter grade or Credit/Fail option available, upon consultation with the supervising instructor; grading option must be indicated at the time of registration.

INDEPENDENT INTERNSHIPS**** - If you plan on undertaking an independent internship (i.e., not listed as an official Columbia Law School offering), you now have two options available to earn academic credit. JD students may earn up to 3 pts in a term, but not more than 4 pts in academic year (see Rule 1.5).

****NOTE: Points earned for Supervised Research Paper or Supervised JD Experiential Project are in the category of non-course/seminar work, and count against the maximum of 19 such points allowed toward the 83 points required for the JD degree, Graded Credit/Fail by default. Letter grade available upon consultation with the supervising instructor; grading option must be indicated at the time of registration.

(L6683) Supervised Research Paper – You may earn some academic credit in conjunction with your independent internship by registering for a Supervised Research Paper (usually for one or two points) under the direction of a Columbia Law School faculty member. You cannot receive academic credit otherwise for the internship itself, or for writing a paper about your internship experience. Your paper must be a scholarly work on a topic approved by the faculty supervisor and related to legal issues encountered in the work you will be undertaking during your internship. Also, the paper must consist entirely of original work not submitted to the employer. To earn credit for any research registration, a significant written product on a legal topic and substantial oversight from the faculty supervisor is required.

NEW OFFERING (L6695/L6696) Supervised JD Experiential Project

LIMITS: Work undertaken under this course number may not be used to satisfy more than one of the JD Major or Minor Writing requirements.

REQUIREMENTS: Students must undertake a substantial project that requires the exercise of professional skills, and that provides: (a) direct supervision of the student’s performance by the supervising faculty member; (b) opportunities for performance, feedback from the instructor, and self-evaluation; (c) a classroom instructional component, regularly scheduled tutorials, or other means of ongoing, contemporaneous, and faculty-guided reflection.

The project may consist of either fieldwork or a set of simulation exercises; in either case, the project must be reasonably similar to the experience of advising or representing a client or engaging in other lawyering tasks. If the project consists of simulation exercises, it must be undertaken in conjunction with a classroom offering listed in the bulletin of the Law School.

A project that is undertaken in conjunction with a course or seminar should normally require work over and above that ordinarily required for the course or seminar. As a rule of thumb, students should be expected to undertake approximately five hours per week over the course of a semester for each point of credit earned under this offering.

LLM RESEARCH and WRITING CREDITS: RESEARCH: If you intend to register for any type of supervised research for the LL.M., Registration Services will complete your registration once you submit a completed LL.M. Supervised Research Registration Form that includes the signature of the professor who has agreed to supervise your work and the signature approval of Dean Polo, Ms. Jill Casal or Ms. Marissa Zalk. The form is available at http://web.law.columbia.edu/registration/forms and in the Office of Registration Services. Completed forms will be accepted anytime between now and the end of the Law School’s Spring 2017 Add/Drop period on January 24.

Detailed information on LLM supervised research can be found online at www.law.columbia.edu/current_student/GLS/llm and in the "Master of Laws (LLM) Degree Requirements" section of the Graduate Legal Studies New Student Handbook.

(L6694) LL.M WRITING PROJECT REGISTRATION: LLM candidates must register for the “LL.M Writing Project” by completing the LLM Writing Project Registration Form by September 30 for writing projects to be completed during the Fall term and February 1 for writing projects to be completed during the Spring term. The signature of the professor and either Dean Polo, Ms. Jill Casal or Ms. Marissa Zalk is required on the form.

(L6691) Supervised Research [Register under “Research for the LLM Degree]: Students can earn LLM
Writing Project credit by writing a research paper independently of any course with a professor who agrees to supervise the work and to read and grade the paper. The final research paper must be based on the student’s original legal research and must be worth at least 2 points of academic credit in order to yield Writing Project credit. The paper must be graded on the A-B-C-F scale; Credit (Pass)/Fail or other non-evaluative grades are not permitted.

(L6689) Supervised Research Paper: Course Related: Use this category to register additional credits associated with a course or seminar (i.e., earning one additional point for writing a longer paper for a seminar). For LLM’s the paper must be graded on the A-B-C-F scale; Credit (Pass)/Fail or other non-evaluative grades are not permitted.

(L6692) LLM Essay: An LLM candidate may, but need not, earn the required Writing Project credit by writing a satisfactory Master’s Essay. The number of academic points to be granted for a Master’s Essay depends upon the scope and nature of the topic and is determined, in advance of registration, by the appropriate faculty advisor. Up to eight (8) points of academic credit can be granted for the research and writing involved. The LLM Essay must be placed before the faculty supervisor well in advance of the final due date so that it can be reviewed and revised before the final version is submitted. A copy of the final Essay is deposited in the Law School Library, and its title appears on the final student transcript. The Master’s Essay must be graded on the A-B-C-F scale; Credit (Pass)/Fail or other non-evaluative grades are not permitted.

(L6685 – Section 3) LLM Service as Unpaid Faculty Research Assistant - LLM candidates are allowed to earn one (1) credit toward the degree for service as an Unpaid Faculty Research Assistant (CLS faculty only). This credit is graded on a Pass/Fail basis (i.e., Credit/Fail).

INDEPENDENT INTERNSHIPS: If you plan on undertaking an independent internship (i.e., not listed as an official Columbia Law School offering) and wish to earn academic credit for it, you will register for Supervised LL.M. Experiential Project (L6697/6698) under the direction of a Columbia Law School faculty member. This credit will be graded on a Pass/Fail basis (i.e., Credit/Fail). You will need to meet with Dean Polo to discuss this option no later than the end of Add/Drop – January 24, 2017 – if you have secured an independent internship by that date. The latest you may register an independent internship for credit for the Spring 2017 term is January 31, 2017 – one week after the end of Add/Drop.