

A photograph of three students walking through a modern, brightly lit hallway. On the left, a large white pillar has the word "OSGOODE" written vertically in red. The students are smiling and looking towards the right. The hallway has a high ceiling with a grid of lights and large windows on the right side. The image is framed by a red circular border.

OSGOODE

FOR OSGOODE STUDENTS EXPERIENCE YORK CLINICAL APPLICATION GUIDE

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INTRODUCTION

For many students, participating in one of Osgoode's Clinical Programs is a high point of their legal education. As a result, there is a lot of demand for these programs. Read carefully through the steps below to ensure that you have the information you need before applying, accepting or declining an offer.

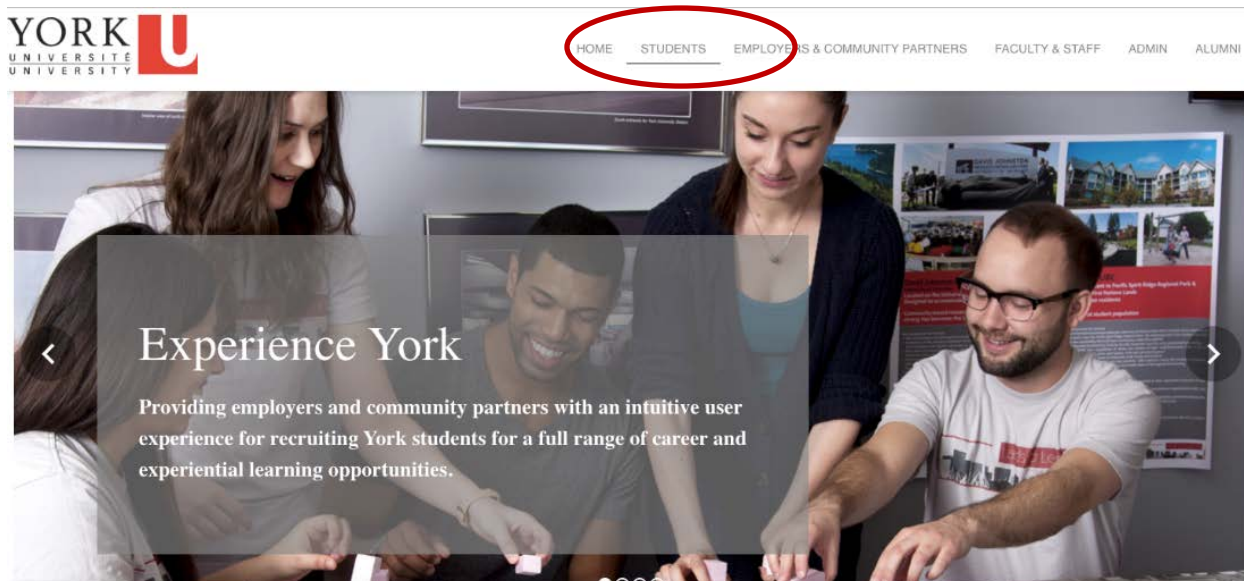
ITEMS TO NOTE: This is our first year using the Experience York program and as such this guide will be updated periodically as we go through the clinical recruitment cycle.

Being a university-wide system, there are areas within the program where titles or descriptions might refer to placements as "jobs" or other titles. We are working with the program developers to revise the terminology where we can, however since some terms are system-wide, this will not be possible in all instances.


STEP 1 – Accessing Experience York

LOGGING IN

1. Go to Experience York website: <https://experience.yorku.ca>.
2. Click on the **Students** tab on the top menu.



3. You will be taken to the **Passport York login** page and you will enter your Passport York credentials and click the “Login” button.



Passport York Login

Passport YORK

Passport York authenticates you as a member of the York community and gives you access to a wide range of computing resources and services.

Username:

Password:

Login

☐ Click this box before logging in to change your Passport York password.


New to Passport York?

- [New Student Sign Up](#)
- [Employee Sign Up](#)
- [Faculty and Staff](#)
- [Alumni](#)

Forgot your Password or Username?

- [Students](#)
- [Faculty and Staff](#)
- [Alumni](#)

4. Your **Experience York dashboard** will appear once you are logged in.



Dashboard

Career Centre

About Becoming YU

Experiential Learning

Osgoode Hall Law School

T.A.S.T.E. Mentoring Program

Welcome |

Upload a Document

Create Application Package

Search Postings

Book an Appointment

Register for an Event

Submit A Form

Dashboard

Co-op & Internship

Documents

Postings / Applications

Interviews

Appointments

Event Registration

Experiential Record

Campus Connect

Home

My Account

My Forms

Your Competency Development

You've recently built up the following competencies through your experiences

1. Critical Thinking and Problem-Solving
2. Knowledge Acquisition and Application
3. Social Responsibility and Community Engagement
4. Personal Success
5. Interpersonal Connections

Your Upcoming Schedule

No upcoming schedules.

Upcoming Events / Workshops

Tuesday, November 26, 2019

10:00 AM - 12:00 PM

Career Centre Events & Workshops

Ways to Make Money While Studying (webinar)

Registration Required

View

<http://connect.yulearn.yorku.ca/waysmakemoneywhilestudying-dail/>

Wednesday, November 27, 2019

01:00 PM - 04:00 PM

Career Centre Events & Workshops

Who Am I? Self Assessment Game (Group Activity)

Registration Required

View

103 McLaughlin College

Thursday, November 28, 2019

02:00 PM - 04:00 PM

Career Centre Events & Workshops

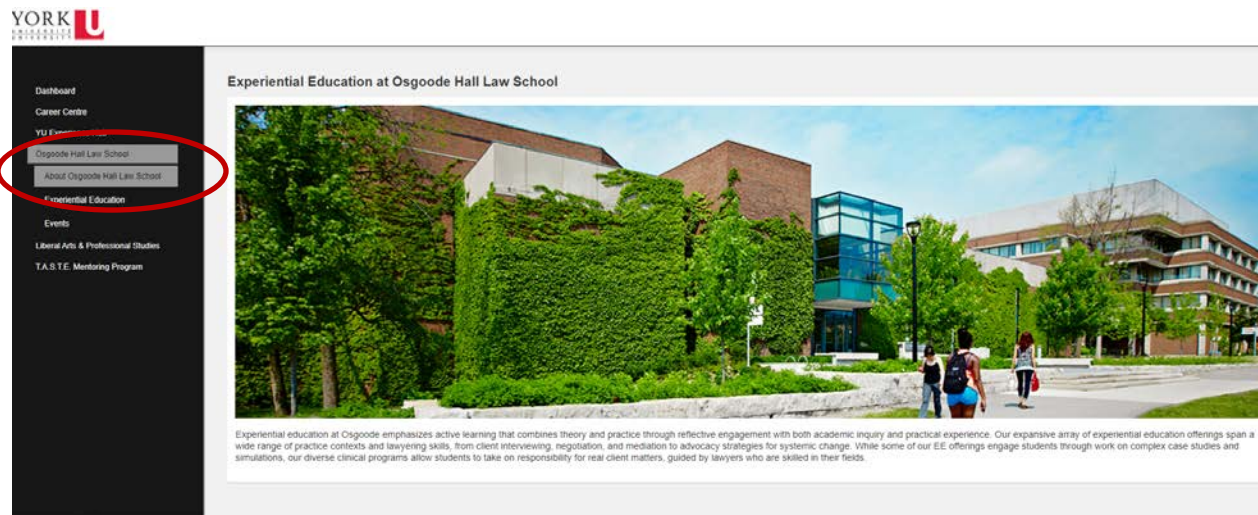
FOR INTERNATIONAL STUDENTS- Resumé & Cover Letter Writing Group Activity Session

Registration Required

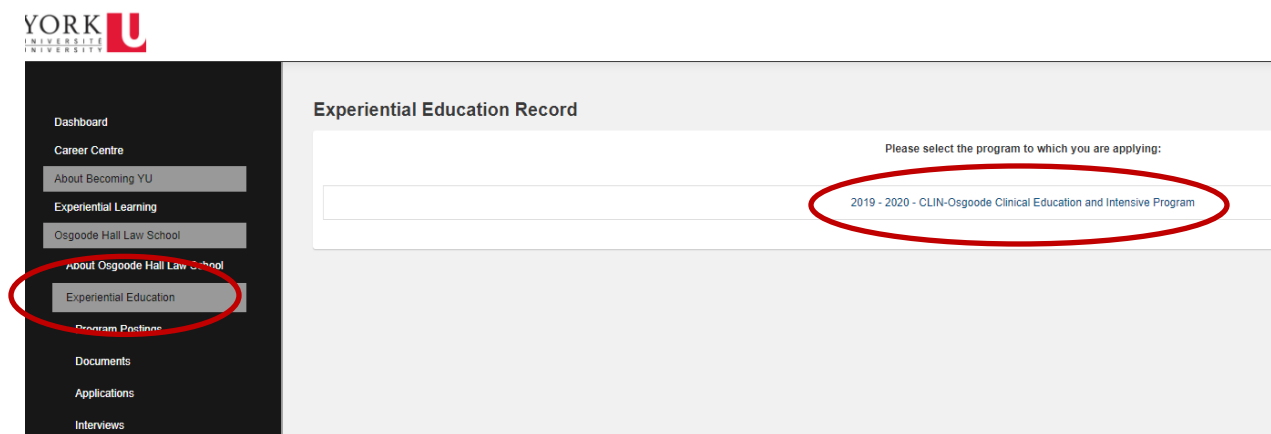
View

STEP 2 – Accessing Osgoode’s Application Module

1. Select **Osgoode Hall Law School** on the left menu bar. This will take you to the Osgoode landing page.



2. Select **Experiential Education** on the left menu bar. This will display a link to the Clinical program applications and any other experiential education programs that are open for application.
3. Click on the button for *Osgoode Clinical Education and Intensive Program*.



STEP 3 – Pre-Application Checklist

1. Once you've selected **Osgoode Clinical Education and Intensive Program**, you will be asked to complete a pre-application checklist. The pre-application checklist is required for you to be able to view and apply to any clinical program.

Complete the form and select the **Submit Application** button at the bottom of the page.



Application for CLIN-Osgoode Clinical Education and Intensive Program

* I agree that I will only apply to programs for which I have completed the pre-requisites

* I would like to have my application considered for other programs, if I am not accepted into my top choices ☐ Yes ☒ No

* I authorize Osgoode to contact references, if applicable ☐ Yes ☒ No

Have you previously applied to a joint-degree program? ☐ Yes ☒ No

Will you be applying to the Mooting & Lawyering Program? ☐ Yes ☒ No

* Most Clinical Education & Intensive Programs are eligible for OPIR (Osgoode Public Interest Requirement) credit. Please indicate your intention to use your successful application for OPIR credit. ☐ Yes ☒ No

To complete your application to CLIN-Osgoode Clinical Education and Intensive Program please click on "Submit Application" below. If you would like to apply to a different program [click here](#).

Submit Application

2. Once your checklist has been reviewed and approved by the Office of Experiential Education, you will receive a notification and will be able to view and apply to any clinical program.

Your application status for CLIN- Osgoode Clinical Education and Intensive Program: **Action required by you:**

Application Submitted **None**

Your application has been submitted. You will receive an email when it has been approved

* I agree that I will only apply to programs for which I have completed the pre-requisites

* I would like to have my application considered for other programs, if I am not accepted into my top

STEP 4 – Reviewing Program Requirements

1. Once your pre-application checklist has been approved, the **Program Postings** menu option will now be visible.
2. To view all the Clinical programs that are open for application **select View all available postings.**

Osgoode Program Postings

Overview

View all available postings Search Postings

SEARCHES:

0	For My Program
0	Applied To
3	Viewed
0	New Posting Since Last Login

MY SAVED SEARCHES

You have no saved searches

SEARCH POSTING

Enter the job ID you are searching for

Search

3. You will now be able to view and apply to all available clinical programs

Osgoode Program Postings

QUICK FILTERS:

New Search

Hide Side Nav

TOTAL RESULTS: 17 DISPLAYING: 1 17

	App Status	Job Title
Apply		Environmental Justice and Sustainability Clinical Program
Apply		Innocence Project
Apply		Intellectual Property Law And Technology Intensive Program
Apply		Intensive Program in Criminal Law
Apply		Intensive Program in Immigration And Refugee Law
Apply		Investor Protection Clinic
Apply		International and Transnational Law Intensive Program
Apply		Osgoode Mediation Clinical Program
Apply		Osgoode Business Clinic
Apply		Community And Legal Aid Services Program (CLASP)
Apply		Anti-Discrimination Intensive Program
Apply		Advanced Business Law Workshop II: Mergers & Acquisitions
Apply		Advanced Business Law Workshop I: Corporate Finance
Apply		Disability Law Intensive
Apply		Intensive Program in Indigenous Lands, Resources And Governments
Apply		Feminist Advocacy: Ending Violence Against Women Clinical Program
Apply		Intensive Program in Poverty Law At Parkdale Community Legal Services

STEP 5 – Applying to a Clinical Program

1. Select **Apply** on the program postings page to view the detailed description and requirements for that program. You will also have the option to *Apply* or *Print* the information listed.

The screenshot shows the York University Osgoode Hall Law School website. On the left is a dark sidebar with a menu including Dashboard, Career Centre, About Becoming YU, Experiential Learning, Kinesiology, Osgoode Hall Law School, About Osgoode Hall Law School, Experiential Education, Program Postings, Documents, Applications, Interviews, Appointments, Events, and T.A.S.T.E. Mentoring Program. The main content area displays 'Job ID: 11412 Environmental Justice and Sustainability Clinical Program' and 'York University - Osgoode Hall Law School'. Below this, the 'Job Posting Status' is 'Approved'. Two buttons, 'APPLY' (green) and 'Print' (red), are circled in red. Below the buttons are tabs for 'Posting Detail' and 'Overview'. The 'Posting Detail' tab is active, showing 'Job Posting Information' with fields for 'Term Posted' (2020 - 2021), 'Program Title' (Environmental Justice and Sustainability Clinical Program), and 'Program Description' (The Program). The description text states: 'The Environmental Justice and Sustainability (EJS) Clinic is a public interest legal clinic and experiential education initiative housed at Osgoode Hall Law School. We work to advance environmental justice and sustainability in Canada by carrying out a variety of legal work on a pro bono basis.'

2. If you select the green **Apply** button within the program description you will be taken to the *Application Requirements* page, which outlines the list of documents to be submitted with your application.

The screenshot shows the 'APPLICATION REQUIREMENTS' page. It states: 'Your application package must contain the following documents :'. Below this is a list of required documents: Pre-screen Questions, Resume/CV, Transcript, and Statement of Interest. A red box labeled 'MISSING DOCUMENTS' contains the text: '***ATTENTION*** You are missing the following document types:'. Below this text is a list of missing documents: Statement of Interest. At the bottom, there are two buttons: 'Upload Document' (red) and 'Cancel' (grey). The 'Upload Document' button is circled in red.

NOTE: If you are applying to multiple programs, you can also upload all your common documents through the Documents menu option, so you do not have to upload these individually for each program, but rather select them from a list of available documents.

My Osgoode Documents

Upload Document Create Application Package

Documents Created In: last 30 days

Cover Letter	0	View
Pre-screen Questions	1	View
References	0	View
Resume/CV	0	View
Statement of Interest	2	View
Transcript	0	View
Writing or Blog Sample	0	View
Application Packages	0	View

- Once you've selected **Apply**, you will be asked to match the document type to the list of documents required for that program. Please note that if your **document type** does not match the list of required documents, the system will still show the document as missing.

NOTE: All programs require a Pre-screen Question form be completed and these can be found within the program description for each program. Please download and complete the form for the program you are applying to and upload it as indicated below.

Upload a Document

Name

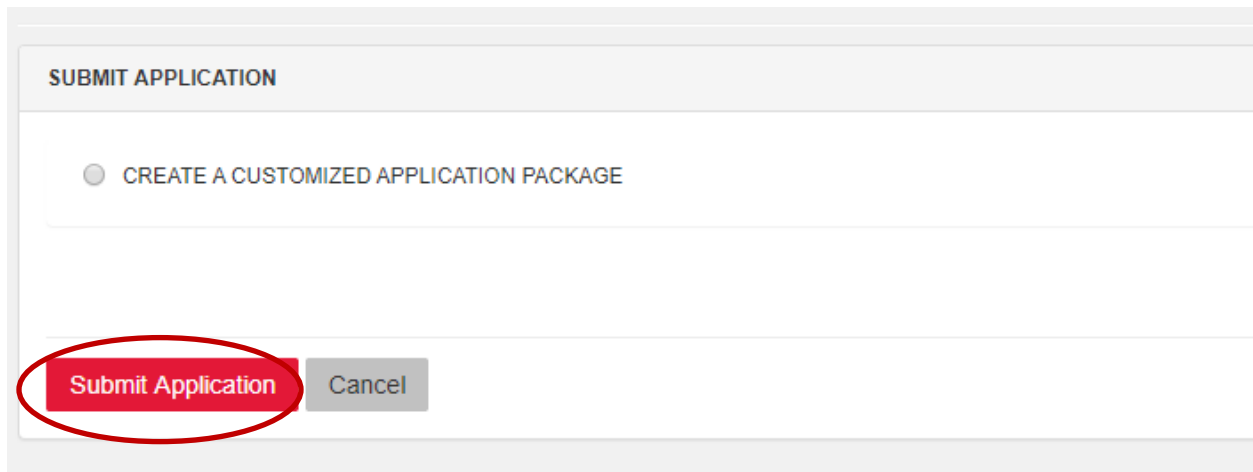
Type -- Select -- This field is required.

Document

[Upload Document](#) [Cancel](#)

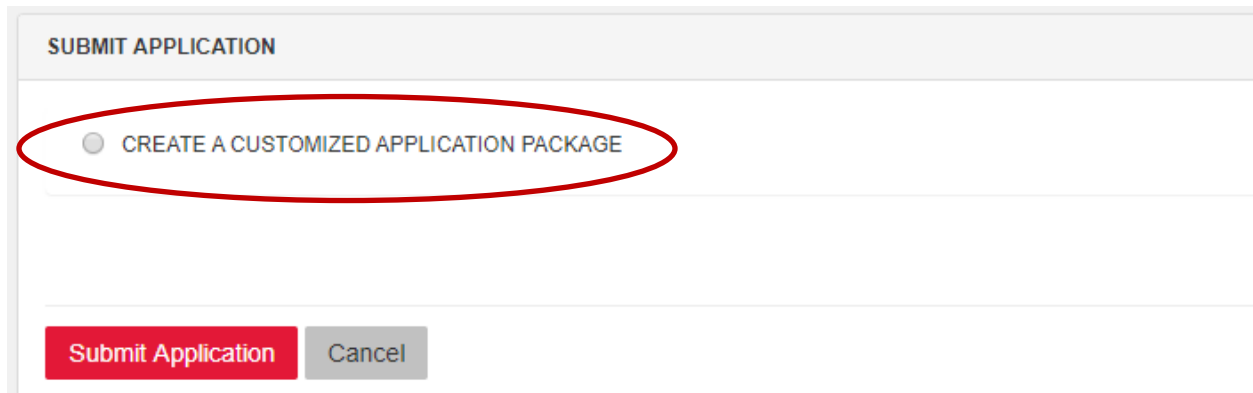
- Select --
- Pre-screen Questions - .pdf
- Resume/CV - .pdf, .doc or .docx
- Cover Letter - .pdf, .doc or .docx
- Transcript - .pdf, .doc or .docx
- Writing or Blog Sample - .pdf, .doc or .docx
- Statement of Interest - .pdf, .doc or .docx
- References - .pdf, .doc or .docx

4. Once your application is complete you will be taken to the submission page. Select **Submit Application** to complete your application to the program.



The screenshot shows a web interface titled "SUBMIT APPLICATION". Below the title, there is a radio button labeled "CREATE A CUSTOMIZED APPLICATION PACKAGE". At the bottom of the form, there are two buttons: "Submit Application" (highlighted with a red circle) and "Cancel".

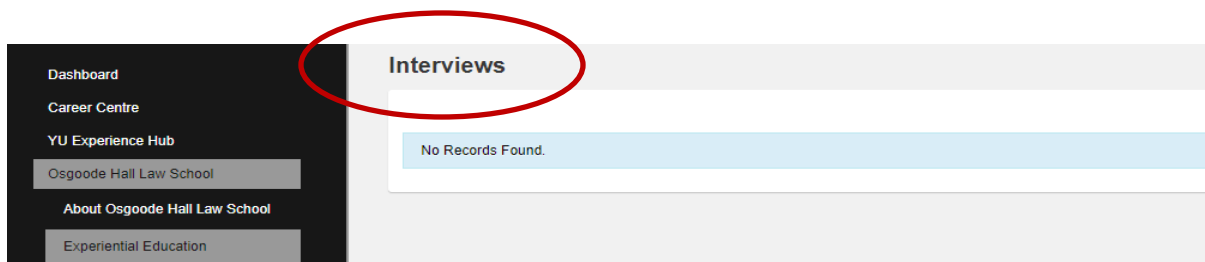
5. If you had previously uploaded documents through the *Documents* page, you will also now be able to **create a customized application package** from the documents loaded.



The screenshot shows the same "SUBMIT APPLICATION" page. In this view, the radio button labeled "CREATE A CUSTOMIZED APPLICATION PACKAGE" is circled in red. The "Submit Application" and "Cancel" buttons are still visible at the bottom.

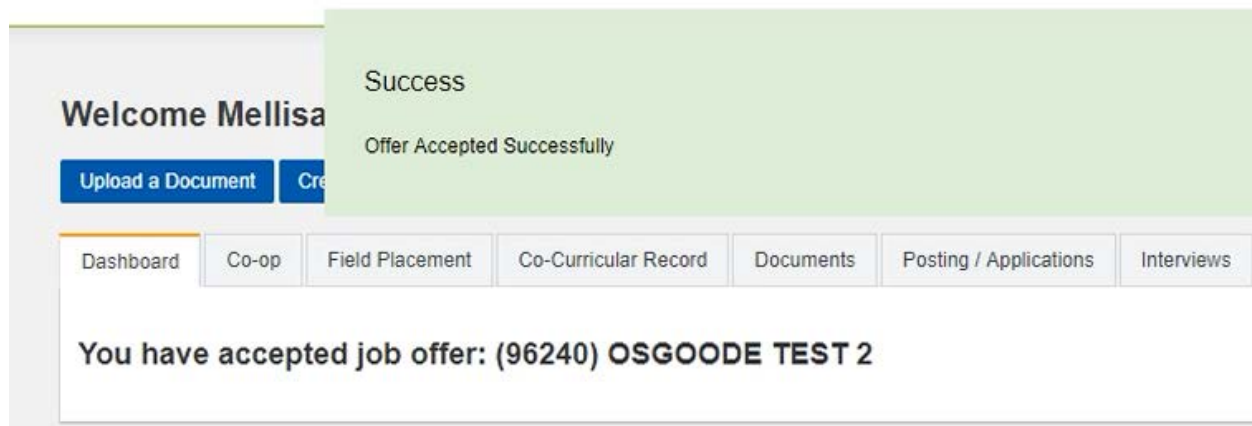
STEP 6 – Interviewing for a Program

1. Once your application has been reviewed, some programs will request an interview with applicants. If you've been selected for an interview you will be notified by email and your interview invitation will also be visible on the **Interview menu option**.



The screenshot shows a navigation menu on the left with items: Dashboard, Career Centre, YU Experience Hub, Osgoode Hall Law School, About Osgoode Hall Law School, and Experiential Education. The main content area is titled "Interviews" and contains a message: "No Records Found." The "Interviews" title is circled in red.

3. You will then be taken to a confirmation page with a notification bar for your information.



STEP 8 – Waitlist Offers

Experience York is based on a rolling offer process. If another student declines an offer, that offer will be automatically sent to the next person on the program's waitlist.

Withdrawing from a Program

Osgoode's academic rules provide that once you have accepted an offer to participate in a clinical program, you will only be permitted to withdraw with the consent of the Assistant Dean, Students or the Associate Dean (Students) on the basis of reasons which are deemed to have substantial merit, and upon consultation with the Program Director or the Director of Clinical Education as appropriate. Withdrawal after the commencement of an orientation period or a Program itself will be permitted by the Associate Dean (Students) only in the most compelling of circumstances. In either case, an applicant's withdrawal from a Program after having accepted may be taken into consideration in respect of any future applications to any Clinical Program.

Pre and Co-requisites, Enrollment & Class Attendance

Pre- and co-requisite courses must be given priority in the course selection process through *LawSelect* in June. You will be automatically enrolled in your Clinical program or Workshop courses once you have accepted your final selection.

Attendance at all scheduled Clinical program Workshop classes is mandatory.

Accommodation Information for Clinical Programs

We recognize that clinical settings are different from the classroom environment and as such, the necessary accommodations may differ from those you may have in place for classroom learning. If you are a student with a disability, we will work with you to determine and implement the accommodations that may be necessary in the setting of your clinical program. Our goal is to facilitate a collaborative effort to pre-plan accommodation needs and strategies with attention to the unique context of the specific placement.

We urge you to discuss your potential accommodation needs as soon as possible, and for those of you in programs where you will shortly be matched with a particular organization/firm, to do so prior to the match being made. Our past experience strongly suggests that early conversations about potential accommodation needs increase the likelihood of success in clinical programs. We encourage you to initiate this conversation by contacting your accessibility counsellor, Assistant Dean Mya Rimón, and/or your program director, each of whom is pleased to assist in identifying needs and developing an accommodation plan. If you have not already registered with Student Accessibility Services (SAS), this will be a necessary first step. (Note, however, that SAS is unable to communicate with Osgoode unless you give your consent.)

It will be your decision as to who you wish to bring into the planning discussion. However, in some instances, effective planning will point to the importance of including a person with detailed knowledge of the workplace where you will be undertaking your clinical placement (this could be the program director, a supervising lawyer, or another person). And indeed, in some instances, it will only be possible to implement the accommodation with the involvement and agreement of the host organization. Assistant Dean Rimón is available to help facilitate these collaborative discussions and to monitor accommodation implementation.

We also appreciate that the need for a disability accommodation may arise during the clinical placement itself, and that the nature of the accommodations needed may change over time. In these circumstances, we urge you to be in touch with your accessibility counsellor, Assistant Dean Mya Rimón, or your program director, as soon as possible. In instances involving an immediate and short-term need for accommodation that might arise during the placement (for example, a broken arm) registration with SAS may not be necessary. If this might be your situation, please be in touch with Assistant Dean Mya Rimón.

INFORMATION AND EQUIPMENT

At every stage, information will be shared only on an “as needed” basis. In no instance will this require the sharing of a medical diagnosis or assessment. Consistent with SAS policy and practices, this precludes program directors and clinical instructors from requesting further personal information from you or from SAS (e.g. medical/psychological documentation).

Where an accommodation requires the purchase of adaptive equipment or technology, students will be required to make reasonable efforts to apply for bursaries for which they may be eligible. In the event that no other source of funding is available, it will be the responsibility of Osgoode Hall Law School to work together with the placement organization to ensure that the equipment or technology necessary to ensure reasonable accommodations is in place. For further clarification, in cases where additional expenses are required, the costs will (i) be borne by Osgoode; except (ii) in those cases where purchases will provide ongoing benefits to the placement organization, in which case the costs will be shared proportionately between Osgoode and the organization (as an example, where purchase of equipment is

required that has a lifespan beyond the immediate need of the current student and which is likely to be used in the future).

RESOLVING ISSUES

In the unlikely event that no agreement can be reached between you, Osgoode Hall Law School, and the placement organization regarding the reasonable accommodations to be provided, the Associate Dean (Students) shall be consulted. Where disagreement remains unresolved after consultation with the Associate Dean (Students), a mediative process will be implemented by the Dean. In the event that reasonable accommodations cannot be implemented at the placement organization, the Law School – in consultation with you – will make its best efforts to locate a suitable alternative placement.

SUMMARY

The following is a quick summary of what you can do to facilitate accommodation in an intensive or clinical program:

1. Be in touch, as early as possible, with your accessibility counsellor, Assistant Dean Mya Rimon, and/or the director of your program to determine the nature of any accommodation needs and to develop an accommodation plan.
2. To help determine whether accommodation might be required and if so, of what sort, arrange to spend some time at the placement setting, observing the workflow and processes. This can be arranged through the director of your program or Assistant Dean Mya Rimon, and without disclosing any disability or accommodation need.
3. In the course of discerning the arrangements for accommodation, it is recognized that you are the best source of information about your individual disability. The program director and/or staff at the placement setting will be able to provide important information about work processes (in addition to insights you will glean from a site visit to observe). Through a collaborative process that brings these important sources of knowledge together, a plan for reasonable accommodation will be developed.
4. At any point during the term of the placement, don't hesitate to be in touch with your program director, Assistant Dean Mya Rimon or your accessibility counsellor to review the accommodation plan, to promptly raise any concerns regarding how the accommodation plan is working, and/or to discuss adaptations necessary to meet changing needs or requirements.

STEP 9 – Questions & Support

This will be our first year using the Experience York system, so we encourage you to please reach out to our office if you have any questions. Our Experiential Education Coordinator will be on hand to answer your questions and provide any necessary support. The Experiential Education Office can be reached at ee@osgoode.yorku.ca or (416) 736-5973.