

Atlanta's John Marshall Law School

12Twenty – The Advocate

Student Handbook

Office of Career Development



19

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For Students...

How to access your student account

To access your new 12Twenty account, please click the link below:

<https://law-ajmls.12twenty.com/SignUp/Student>

Once the webpage loads, you will need to complete the following:

1. Enter your school email address (@johnmarshall.edu or @savannahlawschool.org)
2. Create a password
3. Review and agree to AJMLS's Student Professionalism Agreement
4. Review and agree to 12Twenty Terms of Service and Privacy Policy

When done, click **Student/Alumni Sign Up**

Join the THE ADVOCATE Platform

Email Address*:

Create a Password*:

- Minimum 10 characters
- An uppercase letter
- A lowercase letter
- A special character (!, @, #, \$, %, ^, &, *)
- A number
- Example: ThisSchool10\$

Confirm Password*:

☐


I agree to the Atlanta's John Marshall Law School Student Professionalism Agreement, and to the 12Twenty Terms of Service and Privacy Policy.


Student/Alumni Sign Up

Already a member? [Student/Alumni Log In](#)

When you click **Student/Alumni Sign Up**, you will be taken to the student information page. At a minimum, please fill out/complete the required fields (indicated by an *). Once done, click **Continue**.

****Telephone and address must be current****

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Please tell us a little bit about yourself...

(*) indicates a required field.

General

Bar exam location(s)
Florida
Georgia
Guam
Hawaii

Date of Birth*
MM/DD/YYYY
Reset (MM/DD/YYYY)

Gender Identity*
Male

Work Authorization Status*
US Citizen or Permanent Resident

Years Experience*
-- Please select a value --

Address *
Address

Do you have a disability?*

Telephone 1
Telephone 2

Veteran Status
-- Please select a value --

Are you a transfer student?*

What is your post-graduation desired job city?*

What is your post-graduation desired job country?*

Alternate/Preferred Email Address*
Enter Email Address


Undergrad Major*
-- Please select a value --

Undergrad School*
Undergrad School

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Continue

Contact Atlanta's John Marshall School of Law
Phone: (678) 916-2611
Email: ojones@johnmarshall.edu
[Career Development Office Website](#)


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[Terms of Use](#) [Contact Us](#) [Feedback](#)

After clicking **Continue**, you will be taken to your profile page. Please spend some time familiarizing yourself with the system. If you need help, there is a built-in help tool (**12Twenty Guide**) located at the bottom left that will help you with basic functions.

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Profile

Demo Student 3

JD - Full-time - Summer 2022, 16
peakeelson@jshs.edu

Jobs and Job Offers | Application Materials | Background

Post JD

Please tell us about your post graduation plans
[Report Status](#)

Summer job

Please tell us about your experience
[Report Experience](#)

During JD job

Please tell us about your work experience while attending school
[Report Experience](#)

Pre JD

Please tell us what you were doing before starting school
[Report Job](#)

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Contact Atlanta's John Marshall School of Law

Phone: (404) 644-2611
Email: spencer@jshs.edu
Career Development Office Website

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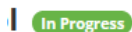
Pro Bono/Community Service

Overall Process

1. Create and submit pro bono/community service experience
2. Add hours

Create your pro bono/community service hour record

1. Log into your student account
2. Click **Experiential Learning** in the menu on the left
3. Click **New Experience** at the top right
4. Under the **Basics** section, select **Experiential Learning Type**, and then click **Pro Bono**
5. Under the **Basics** section, select **Pro Bono/Community Service Organization (*Not for Experiential Learning)**, and then click on the desired organization type in which the pro bono/community service will take place
 - a. *You must select a type other than **N/A** in order for the form to populate
6. Once you select the desired organization type, the form will populate additional questions. Continue to fill out/complete the required information
7. Under the **When** section, select **Service Type** and you will be able to select the desired service: Pro Bono, Community Service, Public Interest
8. When all information has been entered, click **Save**. This action will take you to a preview of your pro bono/community service experience before final submission
9. If you need to make edits to your record before submission, select **Action** at the top right and click **Edit**
10. If you do not need to make edits to your pro bono/community service experience, click **Submit** at the top right
11. Once you have submitted your pro bono/community service experience, your status will change to **In Progress** at the top of the page



Add hours to your pro bono/community service hour record

1. Once you have created your pro bono/community service experience, you can add hours by clicking on the **Hour Log** tab
2. Under the **Hour Log** tab, click **Add Hours** at the top right and a new window will appear called **Create New Hour Log Entry**
3. Under **Create New Hour Log Entry**, enter the date, hours, and the description of your service
4. Once complete, click **Save** and the hours will be added to your pro bono/community service experience

Jobs

How to apply for a job

After logging in to your student account:

1. Click **OCI and Job Listings** on the left side of your screen
2. Click on the job you would like to apply to
3. Click on the blue **Apply** button at the top right of the screen
4. Follow the prompts to complete your application.
 - a. If you are applying through email, a prompt will include the email address to which you will apply and the application documents to be included.
 - b. If you are applying for the position directly through 12Twenty, you will need to upload the application materials to your profile for approval.

Application Materials

To upload into application materials, navigate to the “Profile” tab in the menu on the left side of the screen, select the “Application Materials” tab and upload the documents you need to apply for the position. Once approved, you can then select the documents with which you will apply and then submit your application. Follow the prompts for applications through external websites or through a physical mailing address.

Help

Use the help tool (12Twenty Guide) located in the menu on the left at the bottom for guidance if needed.

OCI

Contact the Career Development Office for further details

Documents

How to add your resume, cover letter, and more

1. Log into your student account
2. On your profile page, select the **Application Materials** tab. Once the tab has loaded, you can select the desired document you wish to upload

Jobs and Job Offers

Application Materials

Background

i Please upload all application documents in PDF format. If needed, please see instructions for converting word files to PDF.

Resumes

+Add New Resume

You currently have no resumes in the system.

Cover Letters

+Add New Cover Letter

You currently have no cover letters in the system.

Transcripts

+Add New Transcript

You currently have no transcripts in the system.

Recommendation Letters

+Add New Rec Letter

You currently have no recommendation letters in the system.

Writing Samples

+Add Writing Sample

You currently have no writing samples in the system.

Other Documents

+Add Other Document

You currently have no other documents in the system.

Appointments

Contact the Career Development Office for further details

Events

Contact the Career Development Office for further details

Tasks

Contact the Career Development Office for further details

Experiential Learning

Overall Process

1. Create and submit new student experiential learning experience (Externship Registration – Secured Placement Application)
2. Approval process (1st-Office of Experiential Learning, 2nd-Externship Supervisor, 3rd-Registrar)
3. Add hours
4. Evaluations
 - a. Midterm (Student Self Evaluation, Employer Midterm Evaluation)
 - b. Midterm Conference (1st time externs only)
 - c. End of Semester (Student Program Evaluation, Employer Final Evaluation)
5. Completion

Externship Registration (Secured Placement Application)

From your student profile page, select **Experiential Learning** in the menu to the left.

The screenshot displays the 'THE ADVOCATE' student profile interface. On the left, a dark sidebar menu contains the following items: Profile, Target Employers, Employers, Contacts, Tasks, DO and Job Listings, Appointments, Events, and Experiential Learning. A blue arrow points to the 'Experiential Learning' option. The main content area is for 'Demo Student 3', showing a profile card with a placeholder photo, name, ID number (JD - Full-time - Summer 2012), and email (paul@sonny@yahoo.com). Below the profile card are three tabs: 'Jobs and Job Offers' (selected), 'Application Materials', and 'Background'. The 'Jobs and Job Offers' tab contains four reporting sections: 'Post JD' (Please tell us about your post graduation plans), 'Summer job' (Please tell us about your experience), 'During JD job' (Please tell us about your work experience while attending school), and 'Pre JD' (Please tell us what you were doing before starting school). Each section has a blue '+ Report Status' button. At the bottom, there is a footer with contact information for Atlanta's John Marshall School of Law, a 12TWENTY logo, and copyright text: 'All text and design copyright 2006-2014 12Twenty, Inc. All rights reserved. Privacy Policy Terms of Service'.

Then click **New Experience** at the top right



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Profile
Target Employers
Employers
Contacts
Tools
OC and Job Listings
Appointments
Events
Experiential Learning

Experiential Learning + New Experience
Results Found: 0

<input type="checkbox"/> Employer	Type	Academic Term	Status	Hours
No experiences found.				

Contact Atlanta's John Marshall School of Law
Phone: 9708 816.2611
Email: cdavenport@johnmarshall.edu
Career Development Office Website

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Once you click **New Experience**, you will be taken to **Create New Experience**. Please make sure you read the notice at the top of the page. When done, fill out/complete the remainder of the registration.

Create New Experience Cancel Save

*****You must attend an experiential learning orientation in order to participate in an externship. If you do not attend an orientation or meet with Dean Ortega prior to registering for an externship, your externship will not be approved.*****

*****STUDENT AGREEMENT SIGNATURE*****
By signing this form, I commit to fulfilling my responsibility to complete my externship at the above field placement based on the number of credit hours listed above. I understand that I cannot withdraw from this placement unless circumstances beyond my control prevent the completion of the externship. I further understand that I cannot withdraw from the externship without expressed permission from Dean Morris and Asst. Dean Ortega as provided under Section 502 (d) of the Student Handbook. I understand that I am not entitled to wages for the time spent in the externship, I am not entitled to a job at the conclusion of the externship, and that the externship does not create an employment relationship with the above placement.

I acknowledge that in order for my registration to be processed, that I have satisfied the appropriate prerequisites for courses in which I wish to enroll; that I am responsible for meeting my financial obligations to John Marshall resulting from registration; that I have read and understand the content of this term's Registration requirements; that I have read, understand, and will abide by the JMLS Code of Student Responsibility; and that I will be responsible for late fees or other negative consequences emanating from my failure to comply with these procedural requirements. I further acknowledge that if I am a full-time student, I cannot be employed for more than 20 hours per week during any term in which I am enrolled full time at JMLS. I ACKNOWLEDGE THAT BY SELECTING 1098T BELOW THAT I CONSENT TO RECEIVE MY 1098T INFORMATION ELECTRONICALLY. If you prefer to receive it in hard copy, please contact Ms. Cynthia Davenport via email at: cdavenport@johnmarshall.edu.

Basics

Employer*

Experiential Learning Type*

Pro Bono/Community Service Organization (*Not for Experiential Learning)

Address

Country*

Under the **Basics** section, select **Experiential Learning Type**, and then click **Externship**. Continue to fill out the required information.

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Create New Experience [Cancel] [Save]

Basics

Employer* Specify employer name

Experiential Learning Type* -- Experiential Learning Type --

Pro Bono Type -- Pro Bono Type --

Address

Country* -- Country --

City* Select an municipality

Today's Date* MM/DD/YYYY

Supervisor

Contact* --

When

Start Date* MM/DD/YYYY
Format: MM/DD/YYYY

End Date* MM/DD/YYYY
Format: MM/DD/YYYY

Academic Term* -- Academic Term --

What year was this?* -- What year was this? --

Other

[Cancel] [Save]

Under the **Other** section, you will need to click **Yes** for “Did you attend the Mandatory Externship Orientation Meeting? If not, DO NOT CONTINUE!” in order to complete the registration. Once you click **Yes**, you will be able to fill out/complete the remainder of the form and submit your registration for approval. When done, click **Save**.

****If you did not attend the Mandatory Externship Orientation Meeting or meet with Dean Ortega, you may not continue in the externship registration process****

Academic Term* -- Academic Term --

What year was this?* -- What year was this? --

Other

Did you attend the Mandatory Externship Orientation Meeting? If not, DO NOT CONTINUE! *

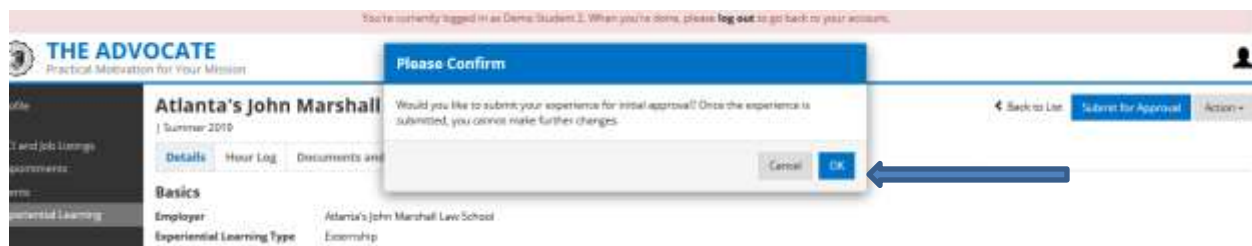
☒ Yes ☐ No

[Cancel] [Save]

When you click **Save**, it will take you to a preview of your registration. This is the last time you can make any edits before you submit your registration for approval. If all the information is correct, click **Submit for Approval** at the top right. If not, click **Action** at the top right and select **Edit** or **Delete**.

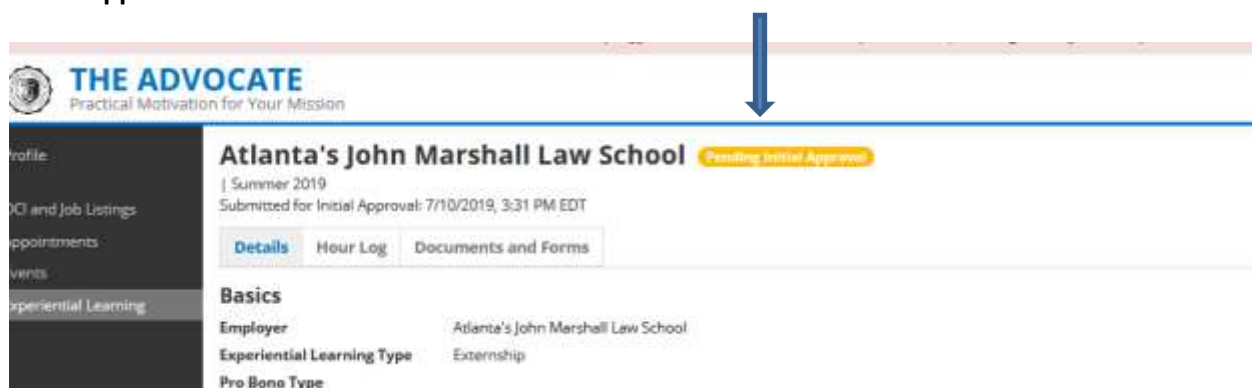


Once you click **Submit for Approval**, a box will appear asking you to confirm.



If you click **Cancel**, it will take you back to where you can make changes.

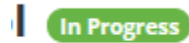
If you click **OK**, your registration will be submitted for approval and your status will be noted as **Pending Initial Approval**.



Externship Registration (Secured Placement Application) Approval Process

1. 1st Approver- Bridgett Ortega/Paul Wilson
2. 2nd - Externship Supervisor
3. 3rd Approver- C. Ferebee

Once each Approver has approved the registration, your student status will be changed to **In Progress**



Add hours to your externship

1. Once you have created your externship, you can add hours by clicking on the **Hour Log** tab
2. Under the **Hour Log** tab, click **Add Hours** at the top right and a new window will appear called **Create New Hour Log Entry**
3. Under **Create New Hour Log Entry**, enter the date, hours, and the description of your service
4. Once complete, click **Save** and the hours will be added to your externship

12Twenty tracks hours by day. If you wish to enter your hours by the week, please enter the last day the hours completed and then enter the week start date and end date in the description box along with the work performed.

Evaluations (Student, Employer)

Student

1. Log in to your account
2. Go to **Experiential Learning**, select your externship
3. Click the **Documents and Forms** tab
| Spring 2022

Details	Hour Log	Documents and Forms
---------	----------	---------------------

Document	Date Uploaded
----------	---------------

4. Find the appropriate student evaluation and click the ellipsis to the right
 - a. Student Self Evaluation (midterm)
 - b. Student Program Evaluation (end of the semester)
5. Click **Complete Form**

Details	Hour Log	Documents and Forms
---------	----------	---------------------

Document	Date Uploaded
----------	---------------

There are no document templates.

Form	Status
Employer Midterm Evaluation	Not Completed
Employer Final Evaluation	Not Completed
Student Self Evaluation	Not Completed
Student Program Evaluation	Not Completed

Complete Form

6. Once you click **Complete Form**, fill out all of the required fields and click **Save** when done
7. When you click **Save**, the status of your selected evaluation will be changed to **Completed**

Employer

Employer evaluation links will be sent out by the Office of Experiential Learning. Once this occurs, students are more than welcome to share the employer evaluation link with their supervisor by selecting the appropriate evaluation, clicking on the ellipsis to the right, and then clicking **Share**. Once you click **Share**, a window will appear asking if you want to share the form with the supervisor at the specified email address. If information is correct, click **Send**. When you click **Send**, an automated email will be sent to your supervisor with a link to your evaluation.

Completion

Upon completion of your externship (all requirements must be met)

1. Log in to your account
2. Go to your **Experiential Learning**, select your externship and click **Submit**. This will change your externship status to **Complete**

Tips



1. The next to each question will provide additional information for that question

Troubleshoot

Please use the help tool (**12Twenty Guide**) located in the menu on the left at the bottom for assistance with basic profile information, applying to jobs, documents, etc.* If additional assistance is required or you encounter an issue not covered, please submit a ticket to: