

EXTERNSHIP EVALUATION FORM

FIELD SUPERVISOR EVALUATION OF STUDENT EXTERN // FINAL PROGRESS REPORT

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Externship: \_\_\_\_\_ Field Supervisor: \_\_\_\_\_

SKILL EVALUATION CHECKLIST

*Field Supervisor: Please complete this checklist using the following scale.*

1 = all of the time 2 = most of the time 3 = sometimes 4 = almost never N/A = not applicable to this placement

1) **Research Ability**

- a. knows the basic, non-computer library research tools and how to use them
- b. is familiar with computerized legal research resources
- c. does thorough, careful and accurate work
- d. produces practical and useful results

2) **Legal Analysis**

- a. integrates legal concepts and theory with facts in a coherent and logical progression
- b. able to identify relevant issues and distinguish a logical hierarchy among them

3) **Intellectual Capacity**

- a. grasps substantive issues of assigned tasks
- b. displays intellectual curiosity
- c. thinks creatively and imaginatively
- d. develops alternative avenues of argument
- e. pursues analogous extensions in areas where the law is nebulous
- f. explores subsidiary and related issues uncovered by research to develop innovative legal theory

4) **Writing Skill**

- a. writes clearly, precisely and persuasively
- b. drafts well-organized written assignments
- c. cites accurately and properly

5) **Clarity of Oral Expression**

- a. speaks well and is easily understood
- b. able to discuss issues clearly
- c. communicates effectively in various advocacy proceedings

6) **Judgment**

- a. is mature
- b. exercises good common sense
- c. knows how and when to ask questions or seek additional consultation
- d. sets appropriate priorities in handling assigned work

7) **Responsibility**

- a. is trustworthy and acts ethically
- b. takes initiative
- c. keeps commitments and is conscientious about work
- d. meets deadlines and manages time well
- e. works independently and efficiently without sacrificing quality
- f. accepts criticism and constructively modifies work habits
- g. follows instructions

8) **Client Relations**

- a. develops effective working relationships with clients
- b. is sensitive and responsive to client needs
- c. knows how to be diplomatically persistent

9) **“Plus” Traits**

- a. shows an interest in the employer’s work
- b. has a sense of humor
- c. is cooperative and accommodating to the needs of the office
- d. is even-tempered
- e. remains unruffled in emergency situations
- f. is courteous and respectful to all staff
- g. demonstrates sensitivity to office human relations dynamics
- h. appears self-confident and enthusiastic
- i. maintains a professional demeanor

STUDENT EXTERNSHIP EVALUATION FORM

1. Please describe the nature and frequency of your contact with the student so far this semester.

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2. In what areas does the student perform well? (you may refer to the skill evaluation checklist)

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3. Please describe the area(s) and student skills which may need improvement or additional emphasis in the future. (you may refer to the skill evaluation checklist)

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4. General comments:

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**Please evaluate the overall quality of the student's work to date:**

**Poor Fair Good Excellent**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Please return this form to student extern to be submitted with all reports.

Contact Info:

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