



CAREER PLANNING CENTER STUDENT EXTERNSHIP EVALUATION FORM

FIELD SUPERVISOR EVALUATION OF STUDENT EXTERN // FINAL PROGRESS REPORT

Student: _____ Date: _____

Placement: _____ 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

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STUDENT EXTERNSHIP EVALUATION FORM

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

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

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

4. General comments:

Please evaluate the overall quality of the student's work to date: (circle) Poor Fair Good Excellent

I **DO** _____ **DO NOT** _____ authorize release of this evaluation to the student.

Supervisor's Signature

Date

Please return this form By FAX to: **219-465-7914 Attn: Lisa Cannon**

Other Contact Info:

Lisa Cannon

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Valparaiso, IN 46383

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