



# CAREER PLANNING CENTER FIELD SUPERVISOR EVALUATION

## FIELD SUPERVISOR EVALUATION OF STUDENT EXTERN // MID-SEMESTER PROGRESS REPORT

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

Placement: \_\_\_\_\_ Field Supervisor: \_\_\_\_\_

Check the activities which the extern had the opportunity to learn or to practice.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Legal research            | <input type="checkbox"/> Identification of issues | <input type="checkbox"/> Fact gathering             |
| <input type="checkbox"/> Oral communication        | <input type="checkbox"/> Negotiation              | <input type="checkbox"/> Time/practice management   |
| <input type="checkbox"/> Writing                   | <input type="checkbox"/> Problem solving          | <input type="checkbox"/> Resolving ethical dilemmas |
| <input type="checkbox"/> Articulating legal theory | <input type="checkbox"/> Interviewing/counseling  | <input type="checkbox"/> Litigation processes       |

Skill Evaluation Checklist – Rate the extern on the following skills (using criteria below)

- E Excellent** – consistently exceeded expectations  
**G Good** – always met expectations and sometime exceeded them  
**F Fair** – met expectation but rarely or never exceeded them  
**P Poor** – fell short of expectations more often than met them  
**N/A** - not applicable to this placement

1) **Research Ability** – Knows research tools and how to use them

E    G    F    P    N/A

2) **Legal Analysis** - Integrates legal concepts and theory with facts in a logical progression

E    G    F    P    N/A

3) **Writing Skill** – Drafts well-organized written assignments, cites accurately and properly

E    G    F    P    N/A

4) **Oral Expression** – Able to discuss issues clearly, communicates effectively

E    G    F    P    N/A

5) **Judgment** – Is mature, knows how and when to ask questions or seek additional consultation

E    G    F    P    N/A

6) **Time Management** – Ability to prioritize tasks, meets deadlines and manages time well

E    G    F    P    N/A

7) **Work Ethic** - Takes initiative, works independently and efficiently without sacrificing quality

E    G    F    P    N/A

8) **Client Relations** - Sensitive and responsive to client needs

E    G    F    P    N/A

### CAREER PLANNING CENTER

656 S. GREENWICH ST. | WESEMANN HALL, ROOM 125 | VALPARAISO, IN 46383  
TEL. (219) 465-7814 | FAX (219) 465-7914 | CAREERPLANNING.LAW@VALPO.EDU



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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 especially 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

*This information will be shared with the student extern to encourage competence.*

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Contact Info:

**Lisa Cannon**

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Valparaiso, IN 46383

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