



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.

Legal research	Identification of issues	Fact gathering
Oral communication	Negotiation	Time/practice management
Writing	Problem solving	Resolving ethical dilemmas
Articulating legal theory	Interviewing/counseling	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

- Research Ability** – Knows research tools and how to use them
E G F P N/A
- Legal Analysis** - Integrates legal concepts and theory with facts in a logical progression
E G F P N/A
- Writing Skill** – Drafts well-organized written assignments, cites accurately and properly
E G F P N/A
- Oral Expression** – Able to discuss issues clearly, communicates effectively
E G F P N/A
- Judgment** – Is mature, knows how and when to ask questions or seek additional consultation
E G F P N/A
- Time Management** – Ability to prioritize tasks, meets deadlines and manages time well
E G F P N/A
- Work Ethic** - Takes initiative, works independently and efficiently without sacrificing quality
E G F P N/A
- Client Relations** - Sensitive and responsive to client needs
E G F P N/A

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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:

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:

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