FALL 2009

Externship Supervisor
Student Evaluation Form – PLEASE PRINT

Name of Student	
Name of Supervisor	
Supervisor Phone and Email	

Assessment Categories		
Exemplary (Practice Ready)	Competent	Developing
Excellent work for a law student –on a job, the student could perform well with minimal supervision.	Proficient work for a law student – on a job, the student would need some input from a supervising attorney before the student was ready to represent clients.	Work needs additional content or skills to be competent – on a job, the work would not be helpful and a supervising attorney would need to start over or fix mistakes.

Name of Student	

Research and Analysis	N/A	Exemplary	Competent	Developing
Legal Research Skills: found correct sources; stated relevant law from appropriate authorities				
Legal Analytical Ability: correctly identified and analyzed legal issues based upon relevant law and policy; made appropriate comparisons and distinctions to the case at hand based upon the applicable law and policy				
Problem Solving Skills: identified the relevant facts and issues and explored all potentially viable options given the facts, issues, and law				
Transactional Drafting: drafted agreements carefully, used proper word choice, and edited to ensure that agreements accurately reflected the parties' understandings				
Factual Research Skills: identified and used the appropriate factual research skills				
Organization of Written Work: clearly and logically organized and easy to follow				
Writing Style: used clear, concise, active language and had few if any grammatical errors or typos				

Name of Student	

Professionalism and Ethics	N/A	Exemplary	Competent	Developing
Ethical Knowledge and Behavior: identified and analyzed ethical issues and informed supervisor of such; observed client confidentiality and other ethical rules				
Office Demeanor: followed office procedures; kept regular and dependable hours; was punctual; acted in a professional manner while at the externship site				
Time Management: met deadlines; managed time effectively				
Interaction with Others: interacted effectively and respectfully with lawyers, clients, staff, adversaries, and others				
Learning from experience: asked appropriate questions; learned from feedback, critique, observations, and experience; reflected critically and honestly about own performance				

Name of Student	

Oral Presentation	N/A	Exemplary	Competent	Developing
Use of Law and Facts: used the relevant facts and law and made reasonable inferences and, where applicable, clearly explained the law and how it applied to the problem/case				
Organization: examination or presentation was structured logically, easy to follow, and had clear transitions				
Wording: used the active voice and persuasive language; avoided legalese; when examining witnesses, had appropriate use of leading and non-leading questions				
Handling of questions: answered questions with ease; elaborated and explained when answering all questions				
Delivery: tone, pacing, physical gestures, and voice modulation contributed to the presentation				

Name of Student:

For any area in which you marked "developing" as your assessment, please briefly explain:

Did the student produce any work that you felt was particularly superior or inferior? Please briefly explain

What do you consider to be this student's strengths:

What do you consider to be something this student should be working to improve?