

## EXTERNSHIP FIELD SUPERVISOR'S EVALUATION FORM<sup>1</sup>

Externship Placement: \_\_\_\_\_

Supervisor(s): \_\_\_\_\_

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

*Unless otherwise requested, this evaluation may be shared with your student.*

<b>LAWYERING SKILLS</b>	Not Applicable	Poor	Fair	Good	Excellent
Legal Knowledge					
Research					
Writing					
Analysis					
Oral Communication					
Interviewing					
Client Counseling					
Investigation					
Negotiation					
Other Skills _____					
<b>PROFESSIONALISM/ WORK HABITS</b>	Not Applicable	Poor	Fair	Good	Excellent
Client Relations					
Office and Staff Relations					
Professional Ethics					
Initiative					
Judgment					
Thoroughness and Attention to Detail					
Dependability					
Attitude toward Supervision, Criticism					
Productivity and Time Management					

**STRENGTHS:** Please describe the extern's contributions to your chambers or office, such as the type of projects completed or areas in which the extern showed particular strength or skill:

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<sup>1</sup> This evaluation form was developed by the Greater Los Angeles Consortium on Externships ("GLACE"), made up of member schools Loyola, USC, Pepperdine, UCLA, Southwestern, Whittier and Chapman.

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**NEEDS IMPROVEMENT:** For each category in which you rated the extern “Poor” or “Fair,” please provide examples or otherwise describe the reason for the rating:

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**EXTERNSHIP PROGRAM:** Do you have any suggestions for improving our externship program in general, or ways we might assist you better in the future?

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**STUDENT FEEDBACK:** Although not required, we encourage supervisors to review evaluations with students as part of an exit interview. Please check here \_\_\_\_\_ if you have done so. Thank you.

Date\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF JUDGE OR ATTORNEY SUPERVISOR

\_\_\_\_\_  
PRINT OR TYPE NAME

\_\_\_\_\_  
TITLE