Syracuse University College of Law
Externship Program Evaluation Form
Supervisor's Rating of Student Performance
Summer 2008

Name of Extern: _____ Name of Supervisor: _____

Name of Placement: _____

DESCRIPTION OF WORK ACTIVITIES:

Please describe (briefly) the type of activities in which the externship student was engaged in your office. If the student worked in a government office or public interest organization, please also note whether or not the student was able to utilize the Student Practice Order this semester.

In completing the following portion you may want to consider the following levels of achievement for Student Attorneys and use these if helpful in your narrative.

Serious difficulty:	***Did not see or respond to supervision appropriately, and did not perform task adequately***
Difficulty:	***Responsive to supervision, but still did not perform task adequately***
Fair progress:	***Performed task adequately with substantial supervision***
Good progress:	***Performed task well with substantial supervision; or performed task with some supervision***
Competence:	***Performed task well with some supervision; or performed task with minimal supervision***
High competence:	***Performed task very well with substantial supervision; or performed task well with Minimal Supervision***
Excellence:	***Performed task very well with some or minimal supervision***

Syracuse University College of Law - Office of Clinical Legal Education
FAX: (315) 443-3636
ATTENTION: Ann E. Pfeiffer, Esq.
aepfeiff@law.syr.edu

PROFESSIONALISM:

Please respond to the questions below with a brief description on the externship student's Professionalism for the Summer 2008 Semester.

1. **Reliability/Responsibility**: Please comment on the extern's level of reliability/responsibility, including the ability to meet deadlines, organize and plan tasks, and to keep a consistent work schedule.

2. **Responsiveness to Critique**: How did the extern respond to criticism? Did you observe that the extern utilized your feedback to improve performance moving forward? Please explain.

3. **Cooperativeness/ Effort/Enthusiasm**: Please describe the extern's overall attitude, effort and enthusiasm towards the externship position. For example, did the extern put in the time and energy necessary to produce the best work possible? Did the extern take pride in the work? Was the extern easy to work with? Please describe.

LAWYERING SKILLS:

Please respond to the questions below with a brief description on the externship student's Lawyering Skills for the Summer 2008 Semester.

1. **Research Skills**: Please provide your assessment of the extern's ability to conduct research accurately and efficiently.

2. **Legal Analysis**: Please comment on the extern's ability to understand the issues presented and to correctly apply legal principles to a situation. To what extent did the extern exhibit the ability to look at a problem in a different way and to suggest solutions that were either not presented by the supervisor or not readily apparent?

3. **Writing Skills**: Please describe the extern's writing skills. Was the writing clear, concise and effective? Was the student able to adapt the writing style to meet the requirements of the document being drafted?

4. **Oral Communication Skills:** Please describe the extern's oral communication skills. Was the extern able to articulate issues, questions and needs in an effective way? If the student had the opportunity to argue in court or represent a client at an administrative hearing, was the extern effective?

5. **Independence/Self Motivation:** Please describe the extent to which the extern has been a self-starter and independent worker. For example, has the student initially identified how to move forward with a project and determine areas that must be explained further? Was the student able to prioritize issues and place emphasis where appropriate?

6. **Professional Responsibility:** Was there a sound understanding of ethical issues that may apply to the office and clients you serve?

OVERALL ASSESSMENT & PASS/FAIL GRADE RECOMMENDATION:

Please provide an overall assessment of the extern's performance in this externship, including your recommendation for a "pass" or "fail" grade for the externship placement for the Summer 2008 semester. To the extent possible, please include examples of ways in which you think the extern has shown growth and development in professionalism and lawyering skills throughout the semester.

(Note: In signing below, the supervisor and the student are certifying that the student has worked the required 168 hours)

_____	_____
Supervisor Name (Printed)	**Student Name (Printed)**
_____	_____
Supervisor Signature	**Student Signature**
_____	
Date	

(Please return completed form to: Syracuse University College of Law, Office of Clinical Legal Education, P.O. Box 6543, Syracuse, NY 13217, Attention: Ann E. Pfeiffer , no later than July 16, 2008. Fax Number 315-443-3636……Thank you!)

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