



## EXTERNSHIP FINAL EVALUATION

Student Name: \_\_\_\_\_ Date of Evaluation : \_\_\_\_\_

Semester:  Spring 20\_\_\_\_\_  Summer 20\_\_\_\_\_  Fall 20\_\_\_\_\_

Sponsoring Office: \_\_\_\_\_

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

**DIRECTIONS:** Please complete this evaluation and return to the Externship Director at the end of the semester. PLEASE DISCUSS YOUR EVALUATION WITH THE STUDENT. It will be shared with the student to identify strengths and weaknesses. This evaluation will become part of the student's externship file and will be relied upon in determining whether the student will earn credit for the externship. Because the evaluation informs the student how practicing attorneys view the extern's skills, abilities, and work ethic, misleading the student by inflating the grade harms the student.

**SCALE:** A (Superior) B (Good) C (Adequate) D (Poor) F (Fail)

**Using the scale rate the student extern's performance in the following areas:**

\_\_\_\_\_ **WORK HABITS:** punctuality, dependability, efficiency, thoroughness, initiative, collegiality, resourcefulness, knows how and when to ask for help

\_\_\_\_\_ **QUALITY OF WRITTEN WORK:** Including legal memorandum, motions, letters, reports and memos to attorneys or the files, etc.; organization, thoroughness, style; use of standard English and grammar; clarity of thought and expression

\_\_\_\_\_ **QUALITY OF LEGAL RESEARCH:** Including non-computer assisted legal research; WESTLAW or LEXIS research; reliability and thoroughness of research and recognition of legal issues and sound legal analysis.

\_\_\_\_\_ **ALL OTHER TASKS:** Including fact investigation, client or witness interviewing, telephone duties, non-legal research, organizing files, assisting attorneys in hearings, preparing trial notebooks, etc.; efficiency, thoroughness, professionalism, reliability, usefulness of work done, interpersonal skills as impeding or enhancing tasks

\_\_\_\_\_ **ETHICS AND PROFESSIONALISM:** Conducted him/herself in a professional manner. Used sound judgment when facing ethical issues.

**DID THE STUDENT IMPROVE SINCE THE MID-TERM EVALUATION?** Please describe observations of growth and improvement during the semester and identify areas where improvement is still needed.

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**WHAT CAN THE LAW SCHOOL DO TO BETTER PREPARE STUDENTS FOR EXTERNSHIPS IN YOUR OFFICE?**

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**WHAT CAN THE LAW SCHOOL DO TO BETTER SUPPORT YOU AS A SUPERVISING ATTORNEY?**

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**TOTAL HOURS COMPLETED:** \_\_\_\_\_ **OVERALL RATING:** \_\_\_\_\_

SIGNED:

\_\_\_\_\_  
Field Supervisor

\_\_\_\_\_  
Date

Please return to: Professor Renata D. Turner  
Externship Program Director  
John Marshall Law School  
1422 W. Peachtree Street, N.W.  
Atlanta, Georgia 30309  
(404) 872-3593, Extension 251  
(404) 873-3802 Fax