



EXTERNSHIP MID-TERM EVALUATION

Student Name: _____ Date of Evaluation : _____

Semester: Spring Summer Fall

Sponsoring Office: _____

Field Supervisor: _____

DIRECTIONS: Please complete this evaluation at the midpoint of the externship. PLEASE DISCUSS YOUR EVALUATION WITH THE STUDENT. It will be shared with the student during a conference with the faculty supervisor to assess performance to date and assist the student in identifying strengths and improving weaknesses.

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

Using the scale rate the student'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, 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; 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.

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

AREAS FOR IMPROVEMENT: Please identify areas where the student can improve and provide suggestions, within or outside your office, for improving those skills.

STUDENT STRENGTHS AND GENERAL COMMENTS: Please identify areas where the student has demonstrated strengths. What is your overall assessment of the student?

HOURS COMPLETED TO DATE: _____

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
rturner@johnmarshall.edu

Would you like a private conference with Prof. Turner? If yes, please indicate the best time to call.

**THANK YOU FOR HELPING OUR STUDENTS BRIDGE THE GAP BETWEEN LAW SCHOOL
AND PRACTICE**