

Externship Program Final Evaluation of Extern Student

Supervisor: _____ Extern: _____

Please review this evaluation with the student, sign, and return the original to the student at the end of the externship. The student is responsible for submitting the original to the Extern Director. If you prefer to submit a copy directly to the Extern Director, please return by e-mail to cbecker@law.tamu.edu, or mail to 1515 Commerce St., Ft. Worth, TX 76102.

For each category, please evaluate the student as follows:

E = Excellent	Performance effective and strong, consistently beyond expectations
G = Good	Performance competent, occasionally beyond expectations
S = Satisfactory	Performance meets minimum requirements, no evidence of particular strength or serious deficiency
N = Needs Improvement	Performance occasionally falls short of minimum expectations
P = Poor	Performance consistently falls short of minimum expectations
NA = Not applicable	

Lawyering Competencies

Rating:

Analysis: Demonstrates the ability to combine law and facts in each situation to assess the relative merits of alternative legal positions	
Critical Thinking: Demonstrates the ability to question, analyze, synthesize, and evaluate information to inform judgment and decisions.	
Problem Solving: Effectively identifies problems and uses legal analysis, judgment and common sense, creativity & other information to develop strategies for resolution.	
Legal Research: Efficiently & effectively uses appropriate sources & strategies of legal research.	
Written Skills: Shown ability to write clearly for intended audience to accomplish objective.	
Oral Skills: Demonstrates ability to communicate verbally & non-verbally with an audience to accomplish the objective.	
Interviewing: ability to effectively obtain information	
Advising/Counseling	
Advocating/Negotiating	
Recognition of Ethical Issues: Demonstrates understanding of potential ethical issues and impact.	

Interpersonal Skills/Work Habits**Rating**

Developing Relationships: Respectful and at-ease in interactions with attorneys, staff, clients and others.	
Judgment: Exhibits good judgment/maturity in interaction with others, managing work, and exhibits general workplace awareness.	
Self-Development/Initiative: Shows diligence to achieving goals and completing tasks, seeks assignments, demonstrates interest/engagement in learning, anticipates issues and solutions and receptive to and incorporates feedback.	
Detail-Oriented/Thoroughness: Exhibits thoroughness and attention to detail in receiving and completing assignments.	
Reliability: Demonstrates punctuality in attendance, follow-through on commitments, timeliness in work product, keeps supervisors informed on status.	

Please answer the following questions. Use additional pages if needed.

Strengths: Please describe the student's contributions to your office, such as the types of projects completed or areas in which the extern demonstrated particular skill strength:

Areas for Improvement: Please share advice on areas where the student can continue to develop their skills. For each category rated as "satisfactory," "needs improvement," or "poor," please provide examples or otherwise explain the rating.

Advice: Do you have any additional advice regarding the student's future professional development?

Suggestions: Do you have any suggestions for ways we can improve the program for you or the student?

Supervisor's Signature

Date: