

Externship Program Mid-term Review & Feedback

Supervisor: _____ Extern: _____

Thank you for serving as a mentor and supervisor to your student! Feedback is an important tool for your student's growth, therefore please meet with your student for a mid-term review, completing this form and providing feedback on their performance to date. Return the form to your student or, if you prefer, email it directly to the Extern Director at cbecker@law.tamu.edu. If you have questions or would like to discuss this review, please contact Prof. Becker by email or at 817.212.4058.

For each category, please assess 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 /Additional Competencies**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.	

1. Please briefly describe the student's contributions to your office, such as the types of projects completed or areas in which the student is demonstrating particular skill strength:
2. If you rated a category as satisfactory, needs improvement or poor, were you able to discuss examples and otherwise explain the rating and provide guidance on how they can improve?
Yes ___ Not yet ___
3. Is there one thing the student is or is not doing that may be keeping them from performing to their potential, or meeting professional expectations?
4. Have you discussed this review with the student? Yes ___ Not yet ___

Supervisor's Signature

Date: