

EXTERNSHIP EVALUATION OF STUDENTS
Academic Semester

	1	2	3	4	5	N/A
PROFESSIONALISM						
Dress appropriately			1	5	41	
Student professionalism			1	7	39	
Respect for clients				4	30	13
Respect for other members of the bar				2	35	10
Confidentiality			1	5	37	
Meet deadlines and time management			5	7	34	1
Arrive punctually and consistently present			1	9	37	
Work habits and work product professional			3	8	36	
Respond well to constructive criticism			1	7	38	1
CASE MANAGEMENT / WORK HABITS						
Students keep supervisor apprised of development			2	7	37	1
Met internal and external deadlines			2	8	36	1
Give appropriate notice if assignment is late			29	5		13

	1	2	3	4	5	N/A
Student sought assistance when needed			4	3	39	1
Student kept client advised of status				3	15	28
Student's files maintained in appropriate manner				6	27	13
QUALITY OF WORK						
Did student show initiative			1	8	36	1
Student regularly consult with the supervising attorney			2	5	37	1
Student ability to work independently as appropriate			2	8	35	1
RESEARCH						
Quality student's legal research (sufficient)			5	23	35	
Length of time to complete tasks appropriate given level in school			2	20	40	
Student understanding of nature of assignment/request for clarification				19	40	
Did student follow up with additional questions or seek clarification after starting			5	15	40	
Was student able to synthesize case law and statutes with facts of the case			5	25	40	

WRITING						
	1	2	3	4	5	N/A
Student's work demonstrate an understanding of the facts of the case			5	15	40	
Did pleadings conform to applicable rules of court				10	40	
Were pleadings or other documents drafted sufficiently in advance to allow for revision			8	15	40	
Properly editing without typographical errors and clearly written			10	40	20	
Overall quality of the student's writing skills			5	40	20	
APPEARANCES BEFORE COURTS, HEARING OFFICERS OR ADMINISTRATIVE AGENCIES						
Did student confer prior to discuss strategy or technique				10	40	
Did student observe other court				10	20	

appearances prior to actually appearing						
Did student appropriately interview and prep witnesses				10	20	
Was student fully prepped				30	40	
Evaluate student's performance during court appearance				10	10	
GENERAL						
Rate student's general attitude and interest in placement				5	35	
Student compliance with established procedures in office				5	35	
Did student make an effort to become a part of the office			5	10	19	
Rate student's interaction with other office professionals and staff			5	10	40	
Rate student's overall performance				10	40	
Any other comments?						