

**BACE** Bay Area Consortium on Externships  
**FINAL EVALUATION OF LAW STUDENT EXTERN**

Extern: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Supervisor(s): \_\_\_\_\_

Placement: \_\_\_\_\_

Thank you for your support, supervision, and mentoring of a law student. Your candid evaluation of this student is much appreciated. Please provide specific examples and enough detail to inform the student and instructor of the student's progress in the specific areas noted in the following final evaluation. If an area is not applicable, please explain the reason in the comments box.

*Please discuss the content of this evaluation with the student before, or promptly after, forwarding it to the law school.*

**Scope of Responsibilities: Has the extern's range of tasks and responsibilities changed significantly since the mid-term evaluation? Comments:**

**INSTRUCTIONS: Please score the extern using the following scale (use one whole number per area; do not use decimals or variations of #s such as "3.5" or "4-5" as ratings):**

- |                       |   |
|-----------------------|---|
| 1 = Unacceptable      | Performance consistently fails to meet minimum expectations.  |
| 2 = Needs Improvement | Performance occasionally falls short of minimum expectations.                                       |
| 3 = Satisfactory      | Performance meets minimum requirements; no evidence of particular strength or serious deficiency.   |
| 4 = Good              | Performance meets expectations, competent.  |
| 5 = Excellent         | Performance effective and strong, frequently beyond expectations.                                   |
| 6 = Outstanding       | Performance consistently and significantly above expectations, on par with an entry level attorney. |

**Research and Analytical Skills** SCORE = \_\_\_\_\_

Is the student able to bring his or her knowledge of legal principles to bear in analyzing cases? Is s/he able to recognize and properly identify legal issues in case fact patterns? Has s/he shown creativity in turning facts to legal advantage? Is s/he able to distinguish relevant from tangential issues? Is the student skilled with utilizing both computer and print resources?

**Writing Skills** SCORE= \_\_\_\_\_

Does the student use proper grammar, spelling, syntax, and citation format? Does the student appreciate the differences in style among the different forms of legal writing (e.g. analytical for memoranda, argumentative/advocative for motions/pleadings)? Is the student's work well organized, concise, and clear?

**Legal Knowledge** SCORE= \_\_\_\_\_

Has the student demonstrated adequate familiarity with basic concepts of applicable law and procedure? Is the student adept at grasping legal problems and at fashioning solutions to them independently? Have you seen progress in these areas? Please discuss specific examples.

**Oral/Advocacy Skills** SCORE= \_\_\_\_\_

Is the student able to communicate clearly concerning legal matters? Is the student able to "think on his or her feet" and respond to extemporaneous questions? Is the student able to communicate in a manner appropriate to the particular audience (e.g., clients, supervising attorneys, staff, judges, etc.) If the student has appeared in court, how would you describe his or her demeanor and efficacy in communicating in the courtroom?

**Ethical Concerns** SCORE= \_\_\_\_\_

Does the student recognize ethical problems as they arise, and deal with them appropriately? Does s/he seem properly reflective concerning the ethics of judicial decision making or practice? Has s/he properly conformed with confidentiality protocols? If applicable: Is s/he able to advocate zealously on a client's behalf while operating within ethical norms?

**Professionalism** SCORE= \_\_\_\_\_

Has the student demonstrated maturity, good judgment and sensitivity in interactions with other staff, attorneys, judges, clients, etc.?

**Attitudes and Work Habits** SCORE= \_\_\_\_\_

Does this student seem eager to learn? Does s/he accept constructive criticism? Is s/he diligent? Have the student's attendance, punctuality, industriousness, and attention to detail been satisfactory?

**Is there any reason that this student should not receive credit for the externship? If yes, please explain.**

**What advice do you have for this student regarding his/her future professional development?**

\_\_\_\_\_  
Supervising Attorney/Law Clerk or Judge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extern

\_\_\_\_\_  
Date