



EXTERN MID-TERM EVALUATION FORM

*Gonzaga University School of Law
Externship Program*

Mid-Term Evaluation of Student’s Externship Performance

To be filled out by Student and Supervising Judge/Attorney – please attach additional pages if necessary

Extern: _____ Date: _____

Agency/Office/Court: _____

Supervising Attorney/Judge: _____

For this assignment, **please schedule a meeting** with your supervisor. At that meeting, you will discuss a recently completed assignment (this can be something you wrote, or a task you performed, such as a client interview) and complete an overall assessment of your performance. Use this form as a guide. While this process may be somewhat intimidating, the discussion should provide you with an honest assessment of your strengths and ways in which you can improve your future performance. Please make sure that you have this conversation with your supervisor—do not just give your supervisor this form and ask them to fill it out. Thoroughly record your supervisor’s responses to the questions and make sure that both you and your supervisor sign off on the form.

Check the activities, which you have had the opportunity to learn or to practice thus far during your externship.

- | | | |
|--|---|---|
| <input type="checkbox"/> Legal research | <input type="checkbox"/> Identification of issues | <input type="checkbox"/> Fact gathering |
| <input type="checkbox"/> Oral communication | <input type="checkbox"/> Negotiation | <input type="checkbox"/> Time/practice management |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Problem solving | <input type="checkbox"/> Resolving ethical dilemmas |
| <input type="checkbox"/> Articulating legal theory | <input type="checkbox"/> Interviewing/counseling | <input type="checkbox"/> Litigation processes |

Part 1: Evaluation of recently completed assignment:

1. Was the assignment substantively correct and complete?

2. Did it accomplish what was expected? Did it reflect a correct understanding of the assignment?

3. In what ways did I perform well on this assignment?

4. Please provide some examples of how I could have improved my performance on this assignment.

5. If you were in my position, how would you have performed this assignment?

Part 2: Overall assessment of extern's performance

1. In what area(s) have I performed well?

2. Please describe the area(s) and skills that need some improvement or additional emphasis for the remainder of the semester.

3. Goals for remainder of the semester:

- a. Supervising Judge/Attorney: Please describe your goals for the extern for the remainder of the semester. Discuss specific areas for the extern's improvement.

- b. Extern: Please describe your goals for the remainder of the externship and how you intend to accomplish them.

Signature of Supervising Judge/Attorney

Printed Name

Extern's Signature

Extern: turn this form in as stated in your class syllabus:

- local students during the designated class period; or
- distance students via mail, fax or email to:
Barb Anderson, Program Coordinator
Gonzaga Law School Externship Program
P.O. Box 3528
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Phone: (509) 313-3740
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