

# FORM 106

## Charleston School of Law Externship Program

### Site Supervisor Final Evaluation of Student Extern

Student: \_\_\_\_\_

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

Semester Worked: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Please evaluate your student extern in each of the following areas on a scale of 1 to 4.  
(4= excellent, 3= good, 2= satisfactory, 1= unsatisfactory, N/A- Not Applicable)

#### 1. Research Ability

\_\_\_\_\_ knows the basic, non-computer library research tools and how to use them

\_\_\_\_\_ is familiar with computerized legal research resources

\_\_\_\_\_ does thorough, careful and accurate work

\_\_\_\_\_ produces practical and useful results

**Comments:**

#### 2. Legal Analysis

\_\_\_\_\_ integrates legal concepts and theory with facts in a coherent and logical progression

\_\_\_\_\_ is able to identify relevant issues and distinguish a local hierarchy among them

**Comments:**

### **3. Intellectual Capacity**

\_\_\_ displays intellectual curiosity

\_\_\_ thinks creatively and imaginatively

\_\_\_ develops alternative avenues of argument

\_\_\_ pursues analogous extensions in areas where the law is unclear

\_\_\_ exposes subsidiary and related issues uncovered by research to develop innovative legal theory

**Comments:**

### **4. Writing Skills**

\_\_\_ writes clearly, precisely and persuasively

\_\_\_ drafts well-organized written assignments

\_\_\_ cites accurately and properly

**Comments:**

### **5. Clarity of Oral Expression**

\_\_\_ speaks well and is easily understood

\_\_\_ is able to discuss issues clearly

\_\_\_ communicates effectively in various advocacy proceedings

**Comments:**

## **6. Judgment**

- \_\_\_ is mature and exercises good common sense
- \_\_\_ knows how and when to ask questions or seek additional consultation
- \_\_\_ sets appropriate priorities in handling assigned work

### **Comments:**

## **7. Responsibility**

- \_\_\_ is trustworthy and acts ethically
- \_\_\_ takes initiative
- \_\_\_ is dependable and conscientious about work
- \_\_\_ meets deadlines and manages time well
- \_\_\_ accepts criticism and constructively modifies work habits

### **Comments:**

## **8. Client Relations**

- \_\_\_ develops effective working relationships with clients
- \_\_\_ is sensitive and responsive to client needs
- \_\_\_ knows how to be diplomatically persistent

### **Comments:**

**9. “Plus” Traits**

- \_\_\_ shows an interest in the employer’s work
- \_\_\_ is cooperative and accommodating to the needs of the office
- \_\_\_ remains unruffled in emergency situations
- \_\_\_ is courteous and respectful to all staff
- \_\_\_ demonstrates sensitivity to office human relations dynamics
- \_\_\_ appears self-confident and enthusiastic
- \_\_\_ maintains a professional demeanor

**Comments:**

**10. General Effectiveness:**

\_\_\_ **Please rate the student’s effectiveness overall**

11. Please comment on any changes in the student’s work over the course of the semester. Did the work of the student improve during the semester?

12. We would greatly appreciate any comments or suggestions that you might have regarding the Externship Program.

*Thank you. We appreciate your time and efforts to make this a worthwhile program!*

---

**Name and Title**                      **Signature**                      **Date**                      \*\*

**\*\* PLEASE RETURN DIRECTLY TO THE EXTERN’S FACULTY SPONSOR AT P.O. BOX 535, CHARLESTON, SOUTH CAROLINA, 29402**