

Detroit Mercy School of Law Externship Course
Site Supervisor Evaluation Form of Extern

Student Name: _____

Supervisor: _____

Semester: Fall Spring Summer

Site: _____

Please rate the extern's performance in each of the following categories by marking the appropriate response. Please leave blank a category that does not apply.

Legal Research – Knows research tools and how to use them

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

Legal Analysis – Integrates legal concepts and theory with facts in a coherent and logical progression

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

Writing Skills – Well-organized document; persuasive; accurate and proper citation

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

Time Management & Work Ethic – Able to prioritize; meet deadlines; manage time; good work habits

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

Oral Communication – Able to communicate clearly and effectively

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

Judgment – Mature; knows when to consult supervisor; has common sense and good decision-making

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

Supervision & Criticism – Able to work without supervision; handles direction and criticism well

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

Initiative and Creativity – Takes initiative; offers good ideas and solutions

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

Professional Ethics – Recognizes ethical issues; engages in ethical practice and conduct

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

Relationship with Clients and Others – Develops effective working relationships

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

Overall Performance

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

Additional Comments (if any):

PLEASE LIST PRIMARY WORK/ACTIVITIES OF STUDENT: [e.g. research, writing, client interviews, investigation, etc.]

EXTERN’S STRENGTHS:

ROOM FOR IMPROVEMENT:

GENERAL EXTERNSHIP PROGRAM COMMENTS (suggestions for improvement of program):

STUDENT FEEDBACK: While not required, we encourage supervisors to review evaluations with students as part of the exit interview. Please check here ____ if you have done so or will do so shortly.

I certify that the student has performed 120 working hours (3 credit course) Yes ____ No ____

Supervisor Signature: _____ Date: _____

Supervisor Email Address: _____

Please return this form to:

University of Detroit Mercy School of Law

651 E. Jefferson Ave.

Detroit, MI 48226-4386

Attn: Rebecca Nowak, Clinical Program Coordinator

or email to: simkinrg@udmercy.edu