

SOUTHWESTERN LAW SCHOOL
3050 Wilshire Blvd., Los Angeles, CA 90010
SPRING / SUMMER / FALL _____ SEMESTER

EXTERNSHIP SUPERVISOR'S EVALUATION FORM¹

Externship Placement: _____

Supervisor(s) & Contact Information: _____

Student Extern: _____

LAWYERING SKILLS	Not Applicable	Poor	Fair	Good	Excellent
Legal Knowledge					
Research					
Writing					
Analysis					
Oral Communication					
Interviewing					
Client Counseling					
Investigation					
Negotiation					
Other Skills _____					
PROFESSIONALISM/ WORK HABITS	Not Applicable	Poor	Fair	Good	Excellent
Client Relations					
Office and Staff Relations					
Professional Ethics					
Initiative					
Judgment					
Thoroughness and Attention to Detail					
Dependability					
Attitude toward Supervision, Criticism					
Productivity and Time Management					

¹ This evaluation form was developed by the Greater Los Angeles Consortium on Externships ("GLACE"), made up of member schools Loyola, USC, Pepperdine, UCLA, Southwestern, Whittier and Chapman.

STRENGTHS: Please describe the extern's contributions to your chambers or office, such as the type of projects completed or areas in which the extern showed particular strength or skill:

NEEDED IMPROVEMENT: For each category in which you rated the extern "Poor" or "Fair," please provide examples or otherwise describe the reason for the rating:

EXTERNSHIP PROGRAM: Do you have any suggestions for improving our externship program in general, or ways we might assist you better in the future?

STUDENT FEEDBACK: Although not required, we encourage supervisors to review evaluations with students as part of an exit interview. Please check below if you have done so:

_____ I have reviewed this evaluation with the student.

Date: _____

SIGNATURE OF JUDGE OR SUPERVISOR

PRINT OR TYPE NAME

TITLE

Thank you for participating in Southwestern Law School's Externship Program.

Please return the completed form to:

**Southwestern Law School
Attn: Externship Office
3050 Wilshire Blvd., Room W231
Los Angeles, CA 90010**