

FIELD PLACEMENT SUPERVISOR REVIEW FORM

Supervisor Name: _____

Organization: _____

Student Name: _____

Review Date: _____

1. BACKGROUND INFORMATION

In completing this form, please carefully evaluate the student's performance based on (1) the goals and expectations set forth in the Field Supervisor Guidelines, and (2) any additional goals and expectations set by you during the externship. Please read the evaluating factors and definitions carefully, place a check mark next to the description, and make the necessary comments that most accurately reflect and support your evaluation. Use an attachment if more space is needed. If you feel a section is unnecessary and/or redundant, please feel free to skip that section. **We do not provide students with a copy of your completed review form, but you are encouraged to sit down with the student at the end of his/her externship and provide the student with an assessment of his/her work. If you discussed the student's goals and your expectations at the beginning of the semester, please try to review those during your exit interview with the student.**

2. EVALUATION OF STUDENT.

2.1 Quality Assurance

- Work consistently fails to meet quality requirements. Improvement necessary
- Work is occasionally below normal quality requirements
- Maintains quality to acceptable levels. Careful worker
- Standard of quality is usually exceeded. Consistently willing to make commitments toward improving quality performance.
- All work and assignments are completed well above expected quality standards.

COMMENT:

2.2 Research Ability

- Research ability consistently fails to meet minimum standards.
- Research ability is occasionally below standard.
- Research ability reasonably meets standards.
- Above expected research ability is demonstrated
- Research ability is always well above standard.

COMMENT:

2.3 Writing Ability

- Writing ability consistently fails to meet minimum standards.
- Writing ability is occasionally below standard.
- Writing ability reasonably meets standards.
- Above expected writing ability is demonstrated.
- Writing ability is always well above standard.

COMMENT:

2.4 Legal Judgment and Decision

- Exercises poor legal judgment. Makes rash decisions or unwilling to make decisions.
- Judgements are often inclined to be impulsive and poorly reasoned.
- Exercises good judgment. Decisions reasonably prompt and accurate.
- Exercises excellent judgment. Decisions in the main prompt and accurate.
- Judgment outstanding. Decisions prompt and accurate.

COMMENT:

2.5 Acceptance or Responsibility

- Unwilling to be held accountable.
- Often avoids responsibilities. Reluctant to be committed or to be held accountable.
- Accepts responsibilities to a satisfactory degree. Willing to accept risk of authority and to be held accountable.
- Willing to make commitments and to assume full responsibility for all activities under direct control.
- Makes commitments and assumes full responsibility including activities not under direct control.

COMMENT:

2.6 Initiative

- Lacks initiative; often needs urging.
- Somewhat lacking initiative; occasionally needs urging.
- Exercises satisfactory initiative required for the job.
- A “self-starter;” anticipates needs and meets them.
- Exceptionally resourceful; originates and develops ideas.

COMMENT:

2.7 Dependability

- Erratic and unreliable; must be supervised closely and constantly.
- Sometimes unreliable; requires more than normal supervision.
- Satisfactory dependability.
- Very dependable and reliable.
- Justifies utmost confidence; requires minimum supervision.

COMMENT:

2.8 Goal Setting

- Fails to set goals.
- Sets goals when directed.
- Sets readily attainable goals.
- Sets aggressive but attainable goals.
- Sets highly challenging but realistic goals.

COMMENT:

2.9 Planning Skills/Use of Time

- Work frequently shows lack of proper planning. Doesn't seek work to fill slack time.
- Seems to understand value of planning but needs assistance with routine work. Easily sidetracked.
- Plans routine work satisfactorily. Uses time well.
- Plans work in an excellent manner and can meet most emergency situations promptly.
- Outstanding. Competent in organizing and directing complicated procedures and operations. Maximizes efficiency by exceptional use of time.

COMMENT:

2.10 Ability to Improve Methods

- Complacent. Does things as they have always been done. Not adaptable to changing needs of job.
- Has difficulty adapting to changes in job routine.
- Improves methods when need is apparent.
- Resourceful. Reacts to change with little or no disruption in quantity and quality of output. Constantly improving ways to do things.
- Highly innovative. Outstanding in adapting to change and improving methods regardless of obstacles.

COMMENT:

2.11 Ability to Cooperate and Communicate with Others/Clients

- Obstructionist. Difficult to work with. Poor communication skills.
- Difficult to secure cooperation. At times causes friction.
- Will cooperate when the need is great. Normally maintains satisfactory working relationships with others. Communication satisfactory.
- Cooperative. Willing to help out with other activities. Promotes teamwork. Communicates well.
- Exceptionally cooperative. Ability and willingness to work for others. Effective communication skills.

COMMENT:

2.12 The student acted with the competence and diligence expected of a law school graduate:

<input type="checkbox"/> Not Assessed	<input type="checkbox"/> Critical Deficiencies	<input type="checkbox"/> Developing	<input type="checkbox"/> Often	<input type="checkbox"/> Always / Almost Always
---------------------------------------	--	-------------------------------------	--------------------------------	---

2.13 The student protected confidential information as would be expected of a law school graduate:

<input type="checkbox"/> Not Assessed	<input type="checkbox"/> Critical Deficiencies	<input type="checkbox"/> Developing	<input type="checkbox"/> Often	<input type="checkbox"/> Always / Almost Always
---------------------------------------	--	-------------------------------------	--------------------------------	---

2.14 The student identified and resolved conflicts of interest as would be expected of a law school graduate:

<input type="checkbox"/> Not Assessed	<input type="checkbox"/> Critical Deficiencies	<input type="checkbox"/> Developing	<input type="checkbox"/> Often	<input type="checkbox"/> Always / Almost Always
---------------------------------------	--	-------------------------------------	--------------------------------	---

2.15 The student demonstrated understanding of client fee agreements and the need to protect client funds and property.

<input type="checkbox"/> Not Assessed	<input type="checkbox"/> Critical Deficiencies	<input type="checkbox"/> Developing	<input type="checkbox"/> Often	<input type="checkbox"/> Always / Almost Always
---------------------------------------	--	-------------------------------------	--------------------------------	---

2.16 The student acted with the proficiency of a new law school graduate in accepting and terminating representation:

<input type="checkbox"/> Not Assessed	<input type="checkbox"/> Critical Deficiencies	<input type="checkbox"/> Developing	<input type="checkbox"/> Often	<input type="checkbox"/> Always / Almost Always
---------------------------------------	--	-------------------------------------	--------------------------------	---

2.17 The student demonstrated candor toward the tribunal and fairness toward opposing parties with the proficiency of a new law school graduate.

<input type="checkbox"/> Not Assessed	<input type="checkbox"/> Critical Deficiencies	<input type="checkbox"/> Developing	<input type="checkbox"/> Often	<input type="checkbox"/> Always / Almost Always
---------------------------------------	--	-------------------------------------	--------------------------------	---

2.18 The student acted with the proficiency of a new law school graduate in communicating truthfully to non-client and unrepresented parties.

<input type="checkbox"/> Not Assessed	<input type="checkbox"/> Critical Deficiencies	<input type="checkbox"/> Developing	<input type="checkbox"/> Often	<input type="checkbox"/> Always / Almost Always
---------------------------------------	--	-------------------------------------	--------------------------------	---

2.19 The student demonstrated the knowledge of the roles of lawyers in a law firm or association, the importance of the professional independence of a lawyer, and the unauthorized practice of law that would be expected of a new law school graduate.

<input type="checkbox"/> Not Assessed	<input type="checkbox"/> Critical Deficiencies	<input type="checkbox"/> Developing	<input type="checkbox"/> Often	<input type="checkbox"/> Always / Almost Always
---------------------------------------	--	-------------------------------------	--------------------------------	---

2.20 The student recognized the importance of pro bono public service, and the importance of avoiding client conflicts during pro bono and lobbying activities.

<input type="checkbox"/> Not Assessed	<input type="checkbox"/> Critical Deficiencies	<input type="checkbox"/> Developing	<input type="checkbox"/> Often	<input type="checkbox"/> Always / Almost Always
---------------------------------------	--	-------------------------------------	--------------------------------	---

2.21 The student recognized the limitations on solicitation of clients and advertising services.

<input type="checkbox"/> Not Assessed	<input type="checkbox"/> Critical Deficiencies	<input type="checkbox"/> Developing	<input type="checkbox"/> Often	<input type="checkbox"/> Always / Almost Always
---------------------------------------	--	-------------------------------------	--------------------------------	---

2.22 The student recognized the importance of maintaining the integrity of the profession, by avoiding false statements and reporting professional misconduct.

<input type="checkbox"/> Not Assessed	<input type="checkbox"/> Critical Deficiencies	<input type="checkbox"/> Developing	<input type="checkbox"/> Often	<input type="checkbox"/> Always / Almost Always
---------------------------------------	--	-------------------------------------	--------------------------------	---

2.23 Overall Rating: Mark appropriate evaluation.

<input type="checkbox"/> Inadequate	<input type="checkbox"/> Below Standard	<input type="checkbox"/> Standard	<input type="checkbox"/> Above Standard	<input type="checkbox"/> Exceptional
-------------------------------------	--	-----------------------------------	--	--------------------------------------

2.24 Supervisor's Comments on Overall Rating and Recommendations:

3. PRO BONO WORK & CERTIFICATION OF HOURS

3.1 The College of Law requires each student to complete 40 hours of pro bono work during his/her course of study at law school. Many students fulfill this requirement by adding extra days/hours to their externships. If the student externing for you extended his/her externship and performed pro bono hours for your organization, please state the number of **pro bono hours** the student satisfactorily completed under your supervision. _____ If you are uncertain about the exact number of hours, the student should have timesheets documenting his/her pro bono hours separately from his/her externship hours. **PLEASE STATE HERE THE NUMBER OF HOURS THE STUDENT WORKED IN HIS/HER EXTERNSHIP (OMIT THE NUMBER OF PRO BONO HOURS LISTED ABOVE).** _____

3.2 Would you be interested in supervising another law student directly through the Pro Bono Program or would you prefer to supervise students' pro bono work only as part of an externship placement?

3.3 Other comments about the Pro Bono Program or the student's pro bono work?

4. PROGRAM RECOMMENDATIONS

4.1 Please indicate whether there are any ideas or changes that you believe the Law School should implement to make the externship function better for you or the student:

4.2 If you supervised a student in a part-time (Monday, Wednesday, Friday) externship or a shortened-term externship (fewer than 15 weeks), please comment on whether the schedule worked for your organization and whether you thought it worked well for the student. If you would prefer not to take on a student in a part-time externship in the future, please indicate that in your comments.

5. REQUIRED SIGNATURE

DATED: _____

**SUPERVISOR SIGNATURE*

****Please return complete form to law-externships@uidaho.edu. Electronic signature may be affixed by adding “/s/” to the Supervisor Signature line.****