**Final Evaluation of Duke Law Student Externs**

Thank you for supervising and mentoring a Duke Law student extern this semester, and for taking the time to fill out this evaluation of the student’s performance. Your candid evaluation of this student is much appreciated. Please provide constructive feedback that may be used by the student to make improvements where needed, with specific examples where appropriate.

You are encouraged to share and discuss this evaluation with your student extern. The Externship Director at Duke may draw from the feedback you offer here in an end-of-semester interview with the student about the externship experience.

**Extern Name**: Click here to enter text.

**Semester/Year**: Click here to enter text.

**Supervisor Name(s)**: Click here to enter text.

**Placement (Office/Organization’s Name)**: Click here to enter text.

**Please score the extern’s performance using the following scale, and use the space below to share comments (using specific examples, where possible):**

1 = *Unacceptable*: consistently fails to meet minimum expectations.

2 = *Improvement Needed*: occasionally falls short of minimum expectations.

3 = *Satisfactory*: meets minimum requirements; no evidence of particular strength or serious deficiency.

4 = *Good*: meets expectations, competent.

5 = *Excellent*: effective and strong, frequently beyond expectations.

6 = *Outstanding*: consistently and significantly above expectations, on par with an entry level attorney.

N/A = skill not practiced in this externship setting.

**Research and Analytical Skills Score**: Choose an item.

Is the student able to bring his or her knowledge of legal principles to bear in analyzing cases? Is s/he able to recognize and properly identify legal issues in case fact patterns? Has s/he shown creativity in turning facts to legal advantage? Is s/he able to distinguish relevant from tangential issues? Is the student skilled with utilizing both computer and print resources?

Click here to enter text.

**Writing Skills Score**: Choose an item.

Does the student use proper grammar, spelling, and citation format? Does the student appreciate the differences in style among the different forms of legal writing (e.g., legal analysis for memos vs. argument / advocacy for motions or pleadings)? Is the student’s work well-organized, concise and clear?

Click here to enter text.

**Legal Knowledge Score**: Choose an item.

Has the student demonstrated adequate familiarity with basic concepts of applicable law and procedure? Is the student adept at grasping legal problems and at fashioning solutions to them independently? Have you seen progress in these areas? Please discuss specific examples.

Click here to enter text.

**Oral/Advocacy Skills Score**: Choose an item.

Is the student able to communicate clearly concerning legal matters? Is the student able to “think on his or her feet” and respond to extemporaneous questions? Is the student able to communicate in a manner appropriate to the particular audience (e.g., clients, supervising attorneys, staff, judges, etc.)? If the student has appeared in court, how would you describe his or her demeanor and efficacy in communicating in the courtroom?

Click here to enter text.

**Ethics and Professional Responsibility Score**: Choose an item.

Does the student recognize ethical problems as they arise, and deal with them appropriately? Does s/he seem properly reflective concerning the ethics of professional practice and/or judicial decision making? Has s/he properly conformed to confidentiality protocols? Is s/he able to advocate zealously on a client's behalf while operating within ethical norms?

Click here to enter text.

**Professionalism Score**: Choose an item.

Has the student demonstrated maturity, good judgment and sensitivity in interactions with other staff, attorneys, judges, clients, and the like?

Click here to enter text.

**Attitudes and Work Habits Score**: Choose an item.

Does this student seem eager to learn? Does s/he accept constructive criticism? Is s/he diligent? Have the student's attendance, punctuality, industriousness, and attention to detail been satisfactory?

Click here to enter text.

Is there any reason that this student should not receive credit for the externship with your office?

If yes, please explain.

Click here to enter text.

What advice can you offer to this student regarding his/her future professional development?

Click here to enter text.

Supervising Attorney Name/Electronic Signature: Click here to enter text.

Date: Click here to enter a date.