

**WILLIAM & MARY LAW SCHOOL
FIELD SUPERVISOR'S EVALUATION OF EXTERN
2018-2019 ACADEMIC YEAR**

Thank you for serving as an extern field supervisor.

Please submit this evaluation to lawexternships@wm.edu.

If you have questions, please contact Caitlin Bailey cmbailey01@wm.edu or 757-221-4870.

Date this evaluation was submitted:

Student's Name:

Semester of externship: Summer 2018 Fall 2018 12-credit Washington, DC
Semester Externship, Fall 2018 Spring 2019

Field Supervisor's Name:

Field Supervisor's Title:

Field Supervisor's Email:

Field Supervisor's Phone Number:

Organization's Name:

Dates you conducted at least two evaluation meetings with the student – one midway through the externship and one at the conclusion:

Please summarize the assignments and projects with which the student assisted:

Please evaluate the student’s performance in the following areas. We welcome narrative comments supporting your evaluation and require them if you evaluate the extern as Needs Improvement or Unsatisfactory in any category.

Please use these definitions when completing this evaluation:	
Outstanding	Consistently and significantly exceeds expectations
Excellent	Frequently exceeds expectations
Good	Consistently meets expectations; sometimes exceeds expectations
Satisfactory	Consistently meets expectations
Needs Improvement	Occasionally does not meet minimum expectations
Unsatisfactory	Consistently does not meet minimum expectations

▪ **Attitude** (eagerness to learn; enthusiasm; ability to accept constructive feedback; collegiality):

Outstanding Excellent Good Satisfactory Needs Improvement Unsatisfactory

Comments:

▪ **Initiative** (willingness to pitch in; ability to complete projects independently)

Outstanding Excellent Good Satisfactory Needs Improvement Unsatisfactory

Comments:

▪ **Professionalism** (compliance with scheduled hours; ethics; comfort in collaborative environment; appropriate professional behavior)

Outstanding Excellent Good Satisfactory Needs Improvement Unsatisfactory

Comments:

▪ **Research Skills** (thoroughness; accuracy; efficiency)

Outstanding Excellent Good Satisfactory Needs Improvement Unsatisfactory

Comments:

▪ **Writing and Analytical Skills** (clarity; conciseness; accuracy; logic)

Outstanding Excellent Good Satisfactory Needs Improvement Unsatisfactory

Comments:

▪ **Oral Communication Skills** (clarity; conciseness; accuracy; logic)

Outstanding Excellent Good Satisfactory Needs Improvement Unsatisfactory

Comments:

▪ **Overall Performance** (A passing grade requires a rating of "Satisfactory" or above for overall performance.)

Outstanding Excellent Good Satisfactory Needs Improvement Unsatisfactory

Comments:

In what areas did the student perform well? Please provide examples:

What suggestions do you have for the student's development? Please provide examples:

Please check here to confirm you have provided a copy of this evaluation to the student:

Would you like to have a William & Mary Law extern in the future? Yes No

If yes, please provide information for the person to whom students should apply, if other than the above-named field supervisor:

Name:

Title:

Phone:

Email: