

**WILLIAM & MARY LAW SCHOOL  
FIELD SUPERVISOR'S ASSESSMENT OF EXTERN  
2022-2023 ACADEMIC YEAR**

*Thank you for serving as an extern field supervisor. Please submit this assessment to [lawexternships@wm.edu](mailto:lawexternships@wm.edu). Put "Extern Assessment Student's First and Last Names, Semester Year" in the subject line (e.g., Extern Assessment Fiona Livingston Fall 2022). If you have questions, please contact Kate Ainslie at [keainslie@wm.edu](mailto:keainslie@wm.edu) or 757-221-4870.*

**Date this assessment was submitted:**

**Student's Name:**

**Semester of externship:**      Summer 2022                      Fall 2022                      Spring 2023

**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 assessment 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 assess the student’s performance in the following areas.** Narrative comments are important for the student’s education and professional development. We highly encourage including them for all categories and require them for areas marked as Needs Improvement or Unsatisfactory.

<b>Please use these definitions when completing this assessment:</b>	
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:**

