

WILLIAM & MARY LAW SCHOOL
FIELD SUPERVISOR'S EVALUATION OF EXTERN
2021-2022 ACADEMIC YEAR

Thank you for serving as an extern field supervisor. Please submit this evaluation to lawexternships@wm.edu. Put "Extern Evaluation Student's First and Last Names, Semester Year" in the subject line (e.g., Extern Evaluation Fiona Livingston Fall 2021). If you have questions, please contact Kate Ainslie at keainslie@wm.edu or 757-221-4870.

Date this evaluation was submitted:

Student's Name:

Semester of externship:	Summer 2021	Fall 2021	Spring 2022
12-, 13, or 14-credit Washington, DC Semester Externship:		Fall 2021	Spring 2022

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. 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.

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
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Comments:

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

Outstanding	Excellent	Good	Satisfactory	Needs Improvement	Unsatisfactory
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Comments:

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

Outstanding	Excellent	Good	Satisfactory	Needs Improvement	Unsatisfactory
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Comments:

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

Outstanding	Excellent	Good	Satisfactory	Needs Improvement	Unsatisfactory
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Comments:

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

Which 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 field supervisor named on page 1:

Name:

Title:

Phone:

Email: