



# **EXTERN FINAL EVALUATION FORM**

*Gonzaga University School of Law  
Externship Program*

## **Final Evaluation of Student's Externship Performance**

To be filled out by Extern's Supervising Judge/Attorney – please attach additional pages if necessary

Extern: \_\_\_\_\_ Date: \_\_\_\_\_

Agency/Office/Court: \_\_\_\_\_

Supervising Attorney/Judge: \_\_\_\_\_

Skill Evaluation Checklist – Rate the extern on the following skills using the criteria below:

- 1 Poor** – fell short of expectations more often than met them
- 2 Fair** – often met expectations
- 3 Average** – met expectations but rarely or never exceeded them
- 4 Good** – always met expectations and sometimes exceeded them
- 5 Excellent** – consistently exceeded expectations
- N/A** Not applicable to this placement

	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	
1. Research Ability – Knows research tools and how to use them	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Legal Analysis – Integrates legal concepts and theory with facts in a logical progression	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
3. Writing Skill – Drafts well-organized written assignments, cites accurately and properly	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
4. Proofreading – Reviews work for grammatical and stylistic errors	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
5. Oral Expression – Able to discuss issues clearly, communicates effectively	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
6. Judgment – Is mature, knows how and when to ask questions or seek additional consultation	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
7. Time Management – Ability to prioritize tasks, meets deadlines and manages time well	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>

- |   | <b>Poor</b>                   | <b>Fair</b>                   | <b>Average</b>                | <b>Good</b>                   | <b>Excellent</b>              |                                 |
|---|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|---------------------------------|
| 8. Work Ethic - Takes initiative, works independently and efficiently without sacrificing quality   | 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 9. Professional Behavior – Treats attorneys, court personnel, litigants, witnesses & public respectfully  | 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 10. Overall Performance – Has made appropriate progress toward becoming an effective and professional lawyer                                    | 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 11. Please list any suggestions you have for the student’s improvement, or any other comments you would like to pass along. Please be specific. |                               |                               |                               |                               |                               |                                 |

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Signature of Supervising Judge/Attorney

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Printed Name

Thank you for filling out this form as completely as possible. It is useful in helping us work with placement offices and supervising attorneys and judges to develop the program into the highest quality of experience for each extern.

**Your comments will be forwarded to the student, unless you indicate otherwise.**

Please return completed form to:

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 Gonzaga Law School Externship Program  
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