



EXTERN MID-TERM EVALUATION FORM

*Gonzaga University School of Law
Externship Program*

Mid-Term Evaluation of Student's Externship Performance

To be filled out by Student and Supervising Judge/Attorney – please attach additional pages if necessary

Extern: _____ Date: _____

Agency/Office/Court: _____

Supervising Attorney/Judge: _____

For this assignment, **please schedule a meeting** with your supervisor. At that meeting, you will discuss a recently completed assignment (this can be something you wrote, or a task you performed, such as a client interview) and complete an overall assessment of your performance. Use this form as a guide. While this process may be somewhat intimidating, the discussion should provide you with an honest assessment of your strengths and ways in which you can improve your future performance. Please make sure that you have this conversation with your supervisor—do not just give your supervisor this form and ask them to fill it out. Thoroughly record your supervisor's responses to the questions and make sure that both you and your supervisor sign off on the form.

Check the activities, which you have had the opportunity to learn or to practice thus far during your externship.

- | | | |
|--|---|---|
| <input type="checkbox"/> Legal research | <input type="checkbox"/> Identification of issues | <input type="checkbox"/> Fact gathering |
| <input type="checkbox"/> Oral communication | <input type="checkbox"/> Negotiation | <input type="checkbox"/> Time/practice management |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Problem solving | <input type="checkbox"/> Resolving ethical dilemmas |
| <input type="checkbox"/> Articulating legal theory | <input type="checkbox"/> Interviewing/counseling | <input type="checkbox"/> Litigation processes |

Part 1: Evaluation of recently completed assignment:

1. Was the assignment substantively correct and complete?

- b. Extern: Please describe your goals for the remainder of the externship and how you intend to accomplish them.

Signature of Supervising Judge/Attorney

Printed Name

Extern's Signature

Please return completed form to:

Robbie McMillian, Program Coordinator
Gonzaga Law School Externship Program
P.O. Box 3528
Spokane, WA 99220-3528
Phone: (509) 313-3740
Fax: (509) 313-5842