



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: (Circle)

- 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

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

	Poor	Fair	Average	Good	Excellent	
8. Work Ethic - Takes initiative, works independently and efficiently without sacrificing quality	1	2	3	4	5	N/A
9. Professional Behavior – Treats attorneys, court personnel, litigants, witnesses & public respectfully	1	2	3	4	5	N/A
10. Overall Performance – Has made appropriate progress toward becoming an effective and professional lawyer	1	2	3	4	5	N/A
11. Please list any suggestions you have for the student’s improvement. Please be specific.						

Signature of Supervising Judge/Attorney

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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