

FIELD PLACEMENT SUPERVISOR REVIEW FORM

Supervisor Name: _____

Organization: _____

Student name: _____

Review Date: _____, 2011

1. BACKGROUND INFORMATION.

In completing this form, you should carefully evaluate the student’s performance based on (1) the goals and expectations set forth in the Field Supervisor Guidelines, and (2) any additional goals set by you during the externship. Please read the evaluating factors and definitions carefully, place a check mark next to the description, and make the necessary comments that most accurately reflect and support your evaluation. Use an attachment if more space is needed.

2. EVALUATION OF STUDENT.

2.1. Quality Assurance

- ☐ Work consistently fails to meet quality requirements. Improvement necessary.
- ☐ Work is occasionally below normal quality requirements.
- ☐ Maintains quality to acceptable levels. Careful worker.
- ☐ Standard of quality is usually exceeded. Consistently willing to make commitments toward improving quality performance.
- ☐ All work and assignments are completed well above expected quality standards.

Comment: _____

2.2. Research Ability

- _____ Research ability consistently fails to meet minimum standards.
- _____ Research ability is occasionally below standard.
- _____ Research ability reasonably meets standards.
- _____ Above expected research ability is demonstrated.
- _____ Research ability is always well above standard.

Comment: _____

2.3. Writing Ability

- _____ Writing ability consistently fails to meet minimum standards.
- _____ Writing ability is occasionally below standard.
- _____ Writing ability reasonably meets standards.
- _____ Above expected Writing ability is demonstrated.
- _____ Writing ability is always well above standard.

Comment: _____

2.4. Legal Judgment and Decision

- _____ Exercises poor legal judgment. Makes rash decisions or unwilling to make decisions.
- _____ Judgments are often inclined to be impulsive and poorly reasoned.
- _____ Exercises good judgment. Decisions reasonably prompt and accurate.
- _____ Exercises excellent judgment. Decisions in the main prompt and accurate.
- _____ Judgment outstanding. Decisions prompt and accurate.

Comment: _____

2.5. Acceptance of Responsibility

- _____ Unwilling to be held accountable.
- _____ Often avoids responsibilities. Reluctant to be committed or to be held accountable.
- _____ Accepts responsibilities to a satisfactory degree. Willing to accept risk of authority and to be held accountable.
- _____ Willing to make commitments and to assume full responsibility for all activities under direct control.
- _____ Makes commitments and assumes full responsibility including activities not under direct control.

Comment: _____

2.6. Initiative

- _____ Lacks initiative; often needs urging.
- _____ Somewhat lacking initiative; occasionally needs urging.
- _____ Exercises satisfactory initiative required for the job.
- _____ A "self-starter;" anticipates needs and meets them.
- _____ Exceptionally resourceful, originates and develops ideas.

Comment: _____

2.7. Dependability

- _____ Erratic and unreliable; must be supervised closely and constantly.
- _____ Sometimes unreliable; requires more than normal supervision.
- _____ Satisfactory dependability.
- _____ Very dependable and reliable.
- _____ Justifies utmost confidence; requires minimum supervision.

Comment: _____

2.8. Goal Setting

- _____ Fails to set goals.
- _____ Sets goals when directed.
- _____ Sets readily attainable goals.
- _____ Sets aggressive but attainable goals.
- _____ Sets highly challenging but realistic goals.

Comment: _____

2.9. Planning Skills/Use of Time

- _____ Work frequently shows lack of proper planning. Doesn't seek work to fill slack time.
- _____ Seems to understand value of planning but needs assistance with routine work. Easily sidetracked.
- _____ Plans routine work satisfactorily. Uses time well.
- _____ Plans work in an excellent manner and is able to meet most emergency situations promptly.
- _____ Outstanding. Competent in organizing and directing complicated procedures and operations. Maximizes efficiency by exceptional use of time.

Comment: _____

2.10. Ability to Improve Methods

- ☐ Complacent. Does things as they have always been done. Not adaptable to changing needs of job.
- ☐ Has difficulty adapting to changes in job routine.
- ☐ Improves methods when need is apparent.
- ☐ Resourceful. Reacts to change with little or no disruption in quantity and quality of output. Constantly improving ways to do things.
- ☐ Highly innovative. Outstanding in adapting to change and improving methods regardless of obstacles.

Comment: _____

2.11. Ability to Cooperate and Communicate with Others/Clients

- ☐ Obstructionist. Difficult to work with. Poor communication skills.
- ☐ Difficult to secure cooperation. At times causes friction.
- ☐ Will cooperate when the need is great. Normally maintains satisfactory working relationships with others. Communication satisfactory.
- ☐ Cooperative. Willing to help out other activities. Promotes teamwork. Communicates well.
- ☐ Exceptionally cooperative. Ability and willingness to work for others. Effective communication skills.

Comment: _____

2.12. Overall Rating: Circle appropriate evaluation.

- ☐ Inadequate
- ☐ Below Standard
- ☐ Standard
- ☐ Above Standard
- ☐ Exceptional

2.13. Supervisor's Comments on Overall Rating and Recommendations:

Comment: _____

3. PRO BONO WORK

3.1 The College of Law requires each student to complete 40 hours of pro bono work during his/her course of study at law school. Many students fulfill this requirement by adding an extra week to their summer externships, working nine full-time work weeks instead of the usual eight weeks. If the student externing for you extended his/her externship and performed pro bono hours for your organization, please state the number of pro bono hours the student satisfactorily completed under your supervision. _____ If you are uncertain about the exact number of hours, the student should have timesheets documenting his/her pro bono hours.

3.2 Would you be interested in supervising another law student directly through the Pro Bono Program or would you prefer to supervise students’ pro bono work only as part of an externship placement?

3.3 Other comments about the Pro Bono Program or the student’s pro bono work? _____

4. PROGRAM RECOMMENDATIONS.

Please indicate whether there are any ideas or changes that you believe the Law School should implement to make the externship function better for you or the student:

Comment: _____

5. REQUIRED SIGNATURE.

Dated: _____

*Supervisor Signature

*Please return completed form to Externship Coordinator c/o Trapper Stewart at tstewart@uidaho.edu or via facsimile to (208) 885-5709. Electronic signature may be affixed by adding “/s/” to the Supervisor Signature line.