

Extern Program

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 A	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:	Writing ability is always well above standard.
Comment:	
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: 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:	
	1 m.
2.7. Dependa	ibility
	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:	

	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:	

2.8. Goal Setting

_____ 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.

2.10. Ability to Improve Methods

	Inadequate
	Below Standard
	Standard
	Above Standard
	Exceptional
2.1	3. Supervisor's Comments on Overall Rating and Recommendations:
Co	mment:
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?

2.12. Overall Rating: Circle appropriate evaluation.

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.		

*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.

*Supervisor Signature

Dated: _____