



## **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. Before your meeting, please think about the questions addressed to “Extern” and be prepared to discuss them with your supervisor. At the meeting, please discuss your answers to the questions on this form with your supervising attorney. This form can be a starting point for the discussion, but please feel free to deviate and discuss other aspects of your externship and professional development.

While this process may be somewhat intimidating, the discussion should provide you with an honest assessment of your strengths potential areas of improvement. Please make sure this is a discussion with your supervisor—do not just give this form to your supervisor and ask them to fill it out. Thoroughly record 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"/> Observation              |
| <input type="checkbox"/> Articulating legal theory | <input type="checkbox"/> Interviewing/counseling  | <input type="checkbox"/> Litigation processes     |
| <input type="checkbox"/> Other _____               |   |   |

**1. Extern - This semester, I have worked on some of the following:**

2. **Extern:** Please discuss the assignments that you have enjoyed/learned the most from. Also, please take this opportunity to discuss what you have not done, but would like the opportunity to complete if possible.
  
3. **Supervisor:** Please discuss some of the extern's positive attributes and what they have done well this semester.
  
4. **Extern:** Please describe any issues/struggles you have encountered on the work you have done this semester.
  
5. **Supervisor:** Please suggest some ways that the extern can address some of these issues and discuss ways for the student to continue to develop during the remainder of the semester. List these below:

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Signature of Supervising Judge/Attorney & Date

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Extern's Signature & Date