

**UNIVERSITY OF SOUTH CAROLINA
SCHOOL OF LAW**

Final Evaluation Of Student By Externship Supervisor

Student: _____

Semester: **Fall** **Spring** **Maymester** **Summer** **20__**

Placement Site: _____

Supervisor: _____

Please evaluate the student extern's performance in the following areas on a scale of 1-4:

4 = Excellent – consistently exceeded expectations

3 = Good – always met expectations and sometimes exceeded them

2 = Fair – usually met expectations, but not always

1 = Poor – fell short of expectations more often than met them

N/A = Criterion does not apply or you have not had an adequate opportunity to evaluate

1. Worked required hours, adhered to work plans, and completed assignments in a timely manner.

4 3 2 1 N/A

2. Took direction and worked effectively under supervision.

4 3 2 1 N/A

3. Performed thorough, careful, and accurate work.

4 3 2 1 N/A

4. Drafted well-organized, high quality written analysis.

4 3 2 1 N/A

5. Knew research tools and how to use them.

4 3 2 1 N/A

6. Spoke clearly and was easily understood.

4 3 2 1 N/A

7. Exhibited maturity and good judgment.

4 3 2 1 N/A

8. Took initiative and worked independently, but knew when to ask questions.

4 3 2 1 N/A

9. Interacted effectively with clients and other parties.

4 3 2 1 N/A

10. Exhibited a willingness and ability to learn.

4 3 2 1 N/A

11. Was trustworthy and acted ethically.

4 3 2 1 N/A

12. Showed an interest in the work of the office.

4 3 2 1 N/A

13. Was courteous and respectful to the staff.

4 3 2 1 N/A

14. Maintained a professional demeanor.

4 3 2 1 N/A

Please identify any specific areas in which the student's work showed significant improvement during the externship.

Please identify any other aspects (strengths or weaknesses) with regard to the student's performance that should be considered as a part of the evaluation.

Thank you for your time and effort to make this a worthwhile program.

Supervisor's Signature _____

Date: _____