

**UNIVERSITY OF SOUTH CAROLINA  
SCHOOL OF LAW**

**Mid-Term Evaluation Of Student By Externship Supervisor**

**Student:** \_\_\_\_\_

**Semester:** Fall Spring Maymester Summer 20\_\_

**Placement Site:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

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

*4 = Excellent – consistently exceeds expectations*

*3 = Good – always meets expectations and sometimes exceeds them*

*2 = Fair – usually meets expectations, but not always*

*1 = Poor – falls short of expectations more often than meets them*

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

1. Works required hours, adheres to work plans, and completes assignments in a timely manner.

4                      3                      2                      1                      N/A

2. Takes direction and works effectively under supervision.

4                      3                      2                      1                      N/A

3. Performs thorough, careful, and accurate work.

4                      3                      2                      1                      N/A

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

4                      3                      2                      1                      N/A

5. Knows research tools and how to use them.

4                      3                      2                      1                      N/A

6. Speaks clearly and is easily understood.

4                      3                      2                      1                      N/A

7. Exhibits maturity and good judgment.

4                      3                      2                      1                      N/A

8. Takes initiative and works independently, but knows when to ask questions.

4                      3                      2                      1                      N/A

9. Interacts effectively with clients and other parties.

4                      3                      2                      1                      N/A

10. Exhibits a willingness and ability to learn.

4                      3                      2                      1                      N/A

11. Is trustworthy and acts ethically.

4                      3                      2                      1                      N/A

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

4                      3                      2                      1                      N/A

13. Is courteous and respectful to the staff.

4                      3                      2                      1                      N/A

14. Maintains a professional demeanor.

4                      3                      2                      1                      N/A

Please identify any specific areas in which the student's work needs improvement.

Please identify any other issues with regard to the student's performance that should be addressed.

What types of work has the student been performing for you or your office?

How often do you meet with the student?

By what means have you provided feedback to the student?

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

Supervisor's Signature \_\_\_\_\_

Date: \_\_\_\_\_