Please answer the following questions. Additional comments about any aspect of the externship are most helpful.

STUDENT MAY/MAY NOT (circle one) REVIEW THIS EVALUATION.

I. STUDENT PERFORMANCE

Please evaluate the student’s performance during the externship. These questions are intended to ensure that the student has satisfied all the requirements of the externship as set forth in the Public Service Externship Guidelines.

A. Did the student perform the required number of hours of work (30 hours per credit)?

- Yes ____ No ____
- Additional comments:

B. Did the student confer with you (in person, by memoranda, by phone, or via e-mail) at least twice a month during the course of the externship?

- Yes ____ No ____
- Method(s) of communication ________________________________
- Additional comments:

C. To the best of your knowledge, did the student complete all work assignments during the externship in a professionally responsible manner and in accordance with the Rules of Professional Conduct?

- Yes ____ No ____
- Additional comments:
II. OVERALL EXTERNSHIP EXPERIENCE

Please evaluate the Sponsoring Organization, the Field Supervisor and the overall externship experience, to the best of your knowledge. Please use the following scale where requested:
1 = unsatisfactory, 2 = average, 3 = good, 4 = very good, and 5 = excellent.

A. The quality of **training** provided by the Sponsoring Organization was: 1 2 3 4 5

- Why?

- Did the training include (please circle):
  1. information regarding office procedures and protocol? YES NO
  2. information regarding available research materials and tools? YES NO
  3. background information related to the substantive practice areas? YES NO
  4. regular information sharing sessions related to procedural and/or substantive areas? YES NO

B. The quality of **supervision** provided by the Sponsoring Organization was: 1 2 3 4 5

- Why?

- Additional comments:

C. Did the Field Supervisor meet with the student periodically (at least weekly) to discuss and evaluate the student’s work?

- Yes ____ No ____

- Additional comments:

D. Was the work assigned to the student appropriate, in that it was sufficiently law-related and proceeded from introductory to advanced?

- Yes ____ No ____

- Additional comments:
E. How would you rate the overall quality of this externship experience: 1 2 3 4 5

• Why?

F. Would you continue to approve this organization as an externship sponsor?

• Yes ____ No ____
• If no, please explain why, and what changes should be made to reinstate approval.

G. Did you:
(1) communicate with the Field Supervisor (in person, by phone, or via e-mail) during the externship; and
(2) meet with the Field Supervisor in person, at the externship site during the externship, if required?

• Communicated with Field Supervisor: Yes ____ No ____
• Method(s) of communication: _________________________________
• Site Visit Conducted: Yes ____ No ____ Date of visit: _________________

  Met with: _____________________ City:__________________
    Field Supervisor

• Additional comments:

H. Please evaluate the externship site with regard to the following:

• Adequate work space for student(s) 1 2 3 4 5
• Adequate library resources 1 2 3 4 5
• Adequate administrative support 1 2 3 4 5
• Additional comments:

__________________________________  ____________________________________________  
Date       Signature of Faculty Supervisor