

# PEPPERDINE UNIVERSITY

School of Law

## EXTERNSHIP SUPERVISOR'S EVALUATION FORM<sup>1</sup>

Externship Placement: \_\_\_\_\_

Field Supervisor(s): \_\_\_\_\_

Student Extern: \_\_\_\_\_ 2L 3L (choose one)

*Unless otherwise requested, this evaluation may be shared with the student. Attach additional pages if needed.*

<b>LAWYERING SKILLS</b>	Not Applicable	Poor	Fair	Good	Excellent
Legal Knowledge					
Research					
Writing					
Analysis					
Oral Communication					
Interviewing					
Client Counseling					
Investigation					
Negotiation					
Other Skills _____					
<b>PROFESSIONALISM/ WORK HABITS</b>	Not Applicable	Poor	Fair	Good	Excellent
Client Relations					
Office and Staff Relations					
Professional Ethics					
Initiative					
Judgment					
Thoroughness and Attention to Detail					

<sup>1</sup> This evaluation form was developed by the Greater Los Angeles Consortium on Externships ("GLACE"), made up of member schools Loyola, USC, Pepperdine, UCLA, Southwestern, Whittier and Chapman.

STRENGTHS: Please describe the extern's contributions to your chambers or office, such as the type of projects completed or areas in which the extern showed particular strength or skill:

NEEDS IMPROVEMENT: For each category in which you rated the extern "Poor" or "Fair," please provide examples or otherwise describe the reason for the rating:

EXTERNSHIP PROGRAM: Do you have any suggestions for improving our externship program in general, or ways we might assist you better in the future?

STUDENT FEEDBACK: Although not required, we encourage supervisors to review evaluations with students as part of an exit interview. Please check below if you have done so:

\_\_\_\_\_ I have reviewed this evaluation with the student.

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

\_\_\_\_\_  
SIGNATURE OF JUDGE OR ATTORNEY SUPERVISOR

\_\_\_\_\_  
PRINT OR TYPE NAME

\_\_\_\_\_  
TITLE

***Thank you for participating in the Pepperdine University School of Law Externship Program.***

***Please return the completed form to:***

Clinical Program Administrator  
Pepperdine University School of Law  
24255 Pacific Coast Highway  
Malibu, CA 90263  
(310) 506-7449 (tel)  
(310) 506-6596 (fax)  
[clinicallaw@pepperdine.edu](mailto:clinicallaw@pepperdine.edu)