## 

## EVALUATION AND ASSESSMENT BY FIELD SUPERVISOR

Name of Primary Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Supervisor Completing Form (if different) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Student is responsible for uploading this document on the TWEN site **by the date referenced in their syllabus, unless an extension is granted by the Faculty Supervisor**.

**INSTRUCTIONS FOR SUPERVISOR**

* What follows is a list of lawyering competencies that Elon University School of Law expects students to develop through its curriculum. Elon Law assesses students on these competencies in a variety of courses. The field placement presents students with the opportunity to practice these competencies and to be assessed on his or her progress. Please complete: the student will return a completed midterm evaluation to you at the end of the term to mark the student’s progress over the course of the term.
* Please rate your student’s progress on each of the competencies on a scale of 1-5. You will have an opportunity to re-assess these competencies using this form at the end of term. If a student has not engaged in activities to support an assessment in a particular area, please insert n/a. The scale range is:

1 = consistently fails to meet minimum standards

1. = occasionally below standard
2. = reasonably meets standards

4 = generally exceeds standards

5 = always well above standard

* It is recommended that the starting point for assessment be “meets standards.” You can adjust upward or downward as warranted; the student should not be surprised to see many, if not all, 3s. The highest level of assessment should be reserved for the exceptional student.
* If other lawyers assisted in the supervision, incorporate their assessment of the student’s performance or have them submit a separate form.
* Specific comments are encouraged to help the student know what he or she is doing well and what he or she can do to improve.
* Please review this assessment with your student and sign as indicated at the end. If you prefer to keep confidential, please mail the evaluation directly to me at [kconner2@elon.edu](mailto:kconner2@elon.edu).

| **Competencies and Standards** | **Midterm**  **Score = 1 – 5**  **(or n/a)** | **Final**  **Score = 1 – 5**  **(or n/a)** |
| --- | --- | --- |
| **Legal Analysis** |  |  |
| Accurately identifies the relevant legal issues and demonstrates understanding of nature of assignment |  |  |
| Accurately applies legal rules to factual situations |  |  |
| Requests clarification within appropriate time frame after some preliminary research |  |  |
| 1. **Research Ability** |  |  |
| Quality of legal research |  |  |
| Research legal issues with competent scope and depth |  |  |
| Research factual issues with competent scope and depth |  |  |
| Demonstrates ability to synthesize statutes, case law, and facts of the case |  |  |
| * + **Written Communication Skills** |  |  |
| * + Exhibits a mastery of basic writing skills, including grammar, sentence structure, and paragraph structure |  |  |
| Analyzes legal issues in writing proficiently and succinctly |  |  |
| Demonstrates organization that is understandable, addresses the issues, and is informative/persuasive (written submissions) |  |  |
| Demonstrates proper editing and submits written assignments without typographical errors |  |  |
| Proofreading |  |  |
| 1. Overall quality of writing skills and submitting clearly written work |  |  |
| 1. **Oral Communication Skills** |  |  |
| Presents legal analysis and ideas clearly, confidently, and effectively |  |  |
| Demonstrates organization that is understandable, addresses the issues, and is informative/ persuasive (oral submissions) |  |  |
| Presents persuasive formal argument |  |  |
| * + **Lawyering Tasks** |  |  |
| Obtains relevant information in interviews with clients or witnesses |  |  |
| Demonstrates understanding of need for Client confidentiality |  |  |
| Appropriate documentation of information following interview, telephone calls, meetings |  |  |
| Demonstrates understanding of lawyer’s ethical obligations to client or to the relevant court system |  |  |
| Appropriate level of preparation for court appearance and evaluation of court performance |  |  |
| **Professionalism and Case Management** |  |  |
| Arrives punctually and consistently |  |  |
| Assumes responsibility for assignments and activities under direct control |  |  |
| Meets deadlines and time management for assignments |  |  |
| Advises supervising attorney of status and development of work |  |  |
| Demonstrates self- initiation and self- direction in seeking and managing assignments |  |  |
| Demonstrates appropriate and cooperative working relationships with colleagues, supervisors, and others in the office |  |  |
| Demonstrates overall professionalism |  |  |

**COMMENTS:** (Please provide comments and explanations)

**Midterm**

1. Skills and qualities that student demonstrated.
2. Description of type of assignments that the students received and worked on.
3. Description of opportunities to observe substantial lawyering skills in placement.
4. Any other comments or concerns.

**COMMENTS:** (Please provide comments and explanations)

**Final**

1. Skills and qualities that student demonstrated.
2. Description of type of assignments that the students received and worked on.
3. Description of opportunities to observe substantial lawyering skills in placement.
4. Any other comments or concerns.

**THANK YOU!**

*SIGNATURES*

**\_Supervisor Signature**: **Student Signature**:

**Date (Midterm):** \_\_\_\_\_\_\_\_\_\_\_ **Date (Midterm**): \_\_\_\_\_\_\_\_\_\_\_\_

**Date (final):** \_\_\_\_\_\_\_\_\_\_\_ **Date(final): \_\_\_\_\_\_\_\_\_\_\_\_\_**