

**WILLIAM & MARY LAW SCHOOL**  
**FIELD SUPERVISOR'S ASSESSMENT OF EXTERN**  
**2023-2024 ACADEMIC YEAR**

*Thank you for serving as an extern field supervisor. Please submit this assessment to [lawexternships@wm.edu](mailto:lawexternships@wm.edu). Put "Extern Assessment Student's First and Last Names, Semester Year" in the subject line. If you have questions, please contact Katherine Bailey at [keainslie@wm.edu](mailto:keainslie@wm.edu) or 757-221-4870.*

**Date this assessment was submitted:**

**Student's Name:**

**Semester of externship:**      Summer 2023              Fall 2023              Spring 2024

**Organization's Name:**

**Field Supervisor's Name:**

**Field Supervisor's Title:**

**Field Supervisor's Email:**

**Field Supervisor's Phone Number:**

**Dates you conducted at least two assessment meetings with the student – one midway through the externship and one at the conclusion:**

**If the externship was remote (defined as fewer than 75% in-person externship hours), please check here to confirm you and the student had at least weekly substantive videoconference meetings:**

**Please summarize the assignments and projects with which the student assisted:**

**Please assess the student’s performance in the following areas.** Narrative comments are important for the student’s education and professional development. We highly encourage including them for all categories and require them for areas marked as Needs Improvement or Unsatisfactory.

|                                                                      |                                                                 |
|----------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>Please use these definitions when completing this assessment:</b> |                                                                 |
| Outstanding                                                          | Consistently and significantly exceeds expectations             |
| Excellent                                                            | Frequently exceeds expectations                                 |
| Good                                                                 | Consistently meets expectations; sometimes exceeds expectations |
| Satisfactory                                                         | Consistently meets expectations                                 |
| Needs Improvement                                                    | Occasionally does not meet minimum expectations                 |
| Unsatisfactory                                                       | Consistently does not meet minimum expectations                 |

▪ **Attitude** (eagerness to learn; enthusiasm; ability to accept constructive feedback; collegiality):

Outstanding      Excellent      Good      Satisfactory      Needs Improvement      Unsatisfactory

**Comments:**

▪ **Initiative** (willingness to pitch in; ability to complete projects independently)

Outstanding      Excellent      Good      Satisfactory      Needs Improvement      Unsatisfactory

**Comments:**

▪ **Professionalism** (compliance with scheduled hours; ethics; comfort in collaborative environment; appropriate professional behavior)

Outstanding      Excellent      Good      Satisfactory      Needs Improvement      Unsatisfactory

**Comments:**

▪ **Research Skills** (thoroughness; accuracy; efficiency)

Outstanding      Excellent      Good      Satisfactory      Needs Improvement      Unsatisfactory

**Comments:**

▪ **Writing and Analytical Skills** (clarity; conciseness; accuracy; logic)

Outstanding      Excellent      Good      Satisfactory      Needs Improvement      Unsatisfactory

**Comments:**

▪ **Oral Communication Skills** (clarity; conciseness; accuracy; logic)

Outstanding      Excellent      Good      Satisfactory      Needs Improvement      Unsatisfactory

**Comments:**

▪ **Overall Performance** (A passing grade requires a rating of "Satisfactory" or above for overall performance.)

Outstanding      Excellent      Good      Satisfactory      Needs Improvement      Unsatisfactory

**Comments:**

