

**BACE** Bay Area Consortium on Externships  
 Mid-Term Self-Assessment

Extern: \_\_\_\_\_ Semester/Year \_\_\_\_\_

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

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

At this midpoint in your externship, you have completed a body of work and received feedback from which you may assess your skills. You are encouraged to be thoughtful, candid and specific in your assessment. Upon completion, please make time to discuss your self-assessment with your supervisor, make any modifications subsequent to your discussion and forward the evaluation to your faculty supervisor. Students' responses **must be typed**.

Please provide a brief description of the range of tasks and responsibilities you have been given thus far:	
<b>Research and Analytical Skills</b>	How well are you able to identify and address relevant issues; how thorough and complete is your research; are you able to develop an effective and efficient research strategy?
Comments/Examples:	
<b>Writing Skills</b>	How well-organized, clear, grammatically correct, and persuasive is your writing? Are your citations accurate and in proper form? Is your writing tailored to your audience's needs?
Comments/Examples:	
<b>Legal Knowledge</b>	Have you demonstrated adequate familiarity with basic concepts of applicable law and procedure?
Comments/Examples:	
<b>Oral Skills</b>	How well do you orally communicate concerning legal matters; how clear is your presentation; how well do you respond to questions?
Comments/Examples:	



School of Law

**Externship Programs**  
Kendrick Hall, Room 235  
Tel. 415-422-4467  
Fax. 415-422-4470  
[externships@usfca.edu](mailto:externships@usfca.edu)

<b>Ethical Concerns</b>	Have you recognized ethical issues and raised them appropriately, do you conform with office confidentiality protocols, etc.?
Comments/Examples:	
<b>Attitude and Work Habits</b>	How dependable and reliable are you? How well do you manage your time? Do you demonstrate attention to detail? How organized and up to date are you with assignments? How well do you receive feedback and incorporate suggestions into subsequent work?
Comments/Examples:	
<b>Professionalism</b>	Do you demonstrate maturity, good judgment, and sensitivity in interactions with other staff, judges, etc.?
Comments/Examples:	
<b>Please describe the areas/skills that you would like to focus on over the remainder of the semester.</b>	
<b>Have you been receiving specific, individualized and timely feedback on your assignments? Is the feedback oral, written or both? Has this feedback been effective?</b>	
<b>Are there any ways in which your externship experience can be enhanced?</b>	

*Please discuss the content of this evaluation with your supervisor.*

<b>Supervisor's Comments on Extern's Self-Assessment (required):</b>

\_\_\_\_\_  
Extern

\_\_\_\_\_  
Date



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Supervising Attorney/Law Clerk or Judge

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Date

This evaluation form was developed and adopted for use by the Bay Area Consortium on Externships (BACE) and modified by University of San Francisco School of Law. Participating schools: Golden Gate, Santa Clara, Stanford, UC Davis, UC Berkeley, UC Hastings, University of the Pacific/McGeorge, University of San Francisco School of Law.