



Externship Programs
 Kendrick Hall, Room 235
 Tel. 415-422-4467
 Fax. 415-422-4470
nrkatz2@usfca.edu

Mid-Term Supervisor/Extern Meeting

Extern: _____ Semester/Year: _____

Supervisor(s): _____

Placement: _____ Date of Meeting: _____

At this midpoint in your externship, you have completed a body of work and received feedback. Please review your Professional Development Plan and determine whether you are meeting your goals and receiving substantive assignments and appropriate supervision and feedback. In addition, students must schedule a meeting with their supervisor, discuss the questions below and briefly summarize the discussion in the spaces provided. **Responses must be typed.**

Please provide a brief description of the range of tasks and responsibilities you have been given thus far.

Please discuss whether you are meeting the goals set forth in the Professional Development Plan.

Please discuss whether you are receiving the feedback and supervision set forth in the Professional Development Plan. Are you receiving specific, individualized and timely feedback on your assignments? Is the feedback oral, written or both? Has this method of feedback been effective?



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Use this meeting as an opportunity to request specific feedback about your work performance. What are your strengths? Are there areas for improvement?

Are there any ways in which your externship experience can be enhanced? Please describe the strategies that you and your supervisor have developed to improve the externship. Are there areas/skills you would like to focus on for the remainder of the externship?

 Extern

 Date

 Supervising Attorney

 Date

This evaluation form was developed and adopted for use by the Bay Area Consortium on Externships (BACE). 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.