

**American University Washington College of Law**  
**Externship Program**  
**MID-TERM SELF-ASSESSMENT**

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

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

Faculty 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 discuss your self-assessment with your placement supervisor and make any modifications needed. If something is not applicable, please explain the reason in the comments box.

<b>Please provide a brief description of the range of tasks and responsibilities you have been given thus far:</b>	
<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:	
<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:	
Are there any goals you discussed with your supervisor at the start of the semester that you have not yet accomplished?	
Please describe the areas/skills that you will focus on improving over the remainder of the semester.	
Have you been receiving specific, individualized and timely feedback on your assignments? Is the feedback oral, written or both? Generally, how often do you meet with your attorney supervisor each week? Has this feedback been effective?	
Are there any ways in which your externship experience can be enhanced?	

<b>Supervisor's Comments on Extern's Self-Assessment (is the assessment consistent with the feedback the extern has received to date, thoughts on what the extern should focus on in the remaining weeks, etc.):</b>

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

\_\_\_\_\_  
Student Extern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising Attorney/Law Clerk or Judge Signature

\_\_\_\_\_  
Date