Attorney Practice Internship Student Handbook

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University of Baltimore School of Law
www.law.ubalt.edu
STUDENT HANDBOOK

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Dear Attorney Practice Internship Participant:

Welcome to the University of Baltimore School of Law Attorney Practice Internship Program. Learning practice ready professional skills, building a professional network, finding a mentor, exploring career options and clarifying personal goals are just some of the benefits gained from internships. Internships play a critical role in legal education and ensuring professional success.

Our program provides students the opportunity for reflection while exposing them to the practice of law. Upon completion of the internship experience students demonstrate their improved practical skills, a better understanding of the various roles lawyers play in society and the continued development of sound professional ethics.

The success of our internship program is a direct result of the dedication, service and mentorship of the supervising attorneys. The University of Baltimore School of law expresses deep gratitude to all the supervising attorneys who give of their time, provide a positive learning experience for our students, and set an example of service for our students and the legal community.

Sincerely,

D. Jill Green
Director, Attorney Practice Internship Program
Associate Director, Law Career Development Office
OVERVIEW

Below are the requirements for successful completion of the Attorney Practice Internship Program. Please read all requirements carefully. Internship Program credits are awarded on a pass/fail basis. A passing grade requires complying with all placement requirements and completing all academic requirements. No academic component can be waived.

I. EDUCATIONAL OBJECTIVES

The Attorney Practice Internship Program serves several educational purposes. The program provides law students the opportunity to work in a variety of legal settings under the supervision of practicing attorneys and faculty. Students participate in the legal system and apply their legal knowledge. Their experience in the field serves to enrich their education while promoting their professional development.

The objectives of the program include the following:

a. **Skills Development**
   Students have opportunities to gain an understanding to the basic competencies required to practice law including; interpersonal skills, analytical, research and writing, drafting, issue identification, etc.

b. **Professional Responsibility**
   Field work offers a forum in which students can analyze and consider legal ethics.

c. **Substantive Law**
   Students gain an understanding not only of the legal theory but more importantly the practical application of the law pertaining to the areas in which their placement focuses.

d. **Self Evaluation and Reflective Learning**
   The field placement in conjunction with the classroom component and journal writing provide opportunities for learning from experience, feedback, and reflection.
e. **INSTITUTIONAL EVALUATION**

Through their work in the field and combined with class discussion, journals, and readings, students evaluate the legal system as a whole and reflect on how each participant may be affected by the system.

d. **PROFESSIONAL DEVELOPMENT**

Experience in the field provides students with possible mentors and the opportunity to develop relationships in the legal profession. Students are better able to determine the direction of their own career; considering the practice area, the practice setting, and overall work environment.

II. **REQUIREMENTS FOR COMPLETION OF THE INTERNSHIP**

a. **SPENDING TIME IN THE PLACEMENT**

i. During the semester, each student in the Internship Program must complete 130 hours in the placement for three credits (12-14 hours per week) and 180 hours for four credits (18-20) hours per week. Each student must intern for approximately ten qualifying weeks to receive credit for the course. A qualifying week is one during which the student completes at least ten hours in the placement. Fewer than ten hours in one week counts as part of the subsequent week for the minimum week requirement.

ii. **Students must be present at the internship site at least two different days each week.** Travel and meal time do not count. All credited internship time must qualify as substantive legal work. Students are responsible for keeping a record of the hours spent in the internship throughout the semester.

b. **WRITING REQUIREMENTS FOR THE INTERNSHIP**

i. Students are required to complete 10 or 15 pages of substantive legal writing per three or four credit course. Substantive legal writing means that students must use their own legal analysis and knowledge to complete written materials; this does not include the completion of legal forms using boilerplate language or factual accounts which do not require any legal analysis.

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1 These requirements are for students enrolled in the Attorney Practice Internship Program for the first time; the requirements are slightly different for students who previously have been enrolled in the Attorney Practice Internship Program. Second-time enrollees must complete 140 hours in the internship placement for three credits and 190 hours for four credits; in addition they must maintain an Internship Journal which reflects their experiences within the internship. The journal must, by the end of the semester, represent 10 hours of journal keeping and must be submitted at least once every other week for review. Finally, second-semester internship students must have an individual conference with the faculty member about their placements at least twice during the semester.
c. **THE INTERNSHIP PROGRAM SEMINAR**
   
i. Each student who is participating in the Internship Program for the first time must attend the weekly seminar which will address, among other topics, legal ethics and professional responsibility within the internship, skills that are important to the attorney's effectiveness and the lawyer's societal role. Classroom component time may not be counted toward the hour requirement.
   
ii. Each student is also required to have one or more individual conferences with the supervising faculty member about his or her placement during the semester.

III. **PREREQUISITES FOR AN INTERNSHIP**

a. No student may enroll in the Attorney Practice Internship Program until he or she has successfully completed two semesters of law school. In addition, each student must have a grade point average of at least 2.0 at the start of the internship.

b. While participating in the Internship Program during the Summer semester, no full-time or part-time student may register for more than 9 credits, including Internship Program credits.

c. No more than 12 non-classroom credits, including Internship Program credits, may be used towards graduation and no more than 8 Internship Program credits may be used towards graduation.

IV. **INTERNSHIP POLICIES REGARDING PLACEMENT**

a. No student shall be assigned to an Internship Program placement site at which a parent, parent-in-law, spouse, domestic partner, offspring, sibling, or sibling-in-law is an employee, partner, or the like. No student shall be assigned to an Internship Program site at which the student is now, or in the past has been, employed for compensation. No student shall intern at a placement that would cause, or cause the appearance of, an impropriety. There is a strong presumption that a placement will not be approved if: 1) the supervising attorney has been in practice three or fewer years, and/or 2) the firm or agency has existed for three or fewer years.

b. **No student may receive any form of compensation for the work performed as a law student intern.** Neither the office in which the student completes the internship nor a member thereof may pay for or contribute to the tuition charged for Internship Program credits. The office may pay for or contribute toward the cost of parking and mileage, but such contribution is entirely
voluntary and may not exceed the parking and mileage incurred but for the internship.

c. Any student employed in a law-related position during an Internship Program semester or performing two separate internships during the same semester must insure that all employers and internship supervisors are made fully aware of the student's relationship with the others and that each is satisfied that no actual or potential conflict of interest exists.

d. The Internship Program is not a clinical program within the meaning of Rule 16 (Legal Assistance by Law Students) of the Rules Governing Admission to the Bar of Maryland. Therefore, no student may represent any client or entity before any Maryland state or federal court.
SAMPLE SYLLABUS SUMMER 2010

Welcome to the Attorney Practice Internship Seminar. This is a three or four-credit, pass/fail course, with a field placement and classroom component. This course will meet Tuesdays from 4:45 p.m. to 6:00 p.m.

The goal of this course is to promote meaningful reflection on your legal practice, both during your internship and in the future. We will emphasize the importance of exploring why you want to practice law; evaluating whether your goals and career choices are consistent with your purposes; and thinking about how you can maximize your happiness as a lawyer. In addition, we will consider various challenges and issues that arise in the practice of law. We will also carefully examine the ethical obligations of lawyers and how they play out in various practice settings. The format of the class will be discussion-based and requires your active participation.

This course will use a TWEN website as the primary out-of-class communication link. The syllabus for the course, most of the reading assignments, the course calendar, and other vital information will be posted on the TWEN site. Please plan to check the TWEN site regularly so you are abreast of all matters affecting this seminar.

Contact Information

Professor D. Jill Green
dgreen@ubalt.edu
410-837-4184

Course Requirements and Course Grading

Attendance, Participation and Readings 40% of grade

This class is useful only if everyone attends and participates in the discussion. As such, you are required to attend each class and should contact me in advance if you need to miss a class. Also, in advance of each class, please review the required readings listed in the syllabus, and be prepared to discuss them. The use of laptops during class is prohibited as it interferes with the discussion.

In your placement, you will have access to confidential and privileged information and materials. The Rules of Professional Responsibility bar you from revealing confidential or privileged information. During class do NOT discuss any privileged or confidential information.
The required text is *Learning from Practice: A Professional Development Text for Legal Externs* (West, 2007), which is available for purchase at the UB Bookstore. All other assigned readings will be available on TWEN.

**Journal Assignments**  
*40% of grade*

Each of you will keep a journal in which you discuss the progress of your externship and reflect on what you are learning there or in class, either about the substantive law, lawyers, legal institutions, or yourself. Your entries may begin as narratives, such as your description of something that you have seen or done in your daily activities at the field placement. Your journal entries, however, should not be simply a rehash of what you did at your field placement. You should also discuss what questions or issues are raised and what conclusions you may draw from the experience. In addition, you should reflect on how the matters raised in your journal entries relate to the issues raised in class discussions and readings. Your journal entries should not be a random stream of consciousness. Build on your observations; be thorough in your reflection.

I recommend you write one journal entry per week, preferably while your experiences are fresh in your mind. You are however required to write journal entries as assigned in the syllabus. Generally, your journal entry should be around one-two typed, double-spaced pages. Journal entries and weekly time sheets should be emailed to me each Monday.

As stated previously, while working at your placement, you will have access to confidential and privileged information and materials. The Rules of Professional Responsibility bar you from revealing confidential or privileged information in your journal or in class. In submitting your journals, be very cautious NOT to include any privileged or confidential information. Your journals will not be discussed with other members of the class. If you discuss an issue that may be of interest to the entire class, I will ask for your permission before discussing it.

**Presentation**  
*10% of grade*

Each of you will prepare and deliver a presentation during the second half of the semester. They should be about 10 minutes long, and should be relevant to issues 1) discussed in class, 2) presented in the readings, or 3) that you have experienced in your externship placement. Additional information regarding presentations will be provided.

**Written Work Product**  
*10% of grade*

At the end of your placement, you must submit your written work product (e.g., memoranda, pleadings, motion papers, interview notes, trial notebook), which represents the array of work that you have performed and skills that you have developed during your placement. If you are enrolled for three credits you must submit at least 10 pages and 15 pages for four credits. The page requirement need not be one document. Be sure to remove/redact any information that may violate any confidentiality or privilege.
Additional Course Requirements

- Submit your learning contract, completed and signed by you and your field supervisor by Class #2.

- Maintain and submit time sheets every week showing hours worked at the extern ship and a brief description of the major areas in which you worked. Submit these to me weekly via email (due each Monday).

- Schedule an exit interview with your supervising attorney prior to your last week. During this meeting you and your supervisor should review your learning contract and discuss your performance. You should provide your supervisor with the Evaluation Form which is available on line and on TWEN.

- A student evaluation of your placement is available on line and on TWEN and should be completed by you.

**WEEK ONE**

**INTRODUCTION/GOALS AND EXPECTATIONS**

Reading:
- Ogilvy, Ch. 1, 2, & 11

Journal Assignment:
Outline and discuss your goals for your internship, bring a copy to class and be prepared to discuss.

**WEEK TWO**

**ETHICS**

Reading:
- Ogivy, Ch. 5 and be prepared to discuss exercise 5.1

Journal Assignment:
Describe the stress of getting comfortable in a new work environment.

***Learning Contracts are due.

**WEEK THREE**

**REFLECTIVE LAWYERING**

Reading:
- Olgivy, Ch. 9 Come prepared to do exercise 9.2 in class.

Journal Assignment:
Complete exercise 9.10. and submit this as your journal for the week.

**WEEK FOUR**

**NO CLASS—INDIVIDUAL MEETINGS**
**WEEK FIVE**  
Journal Assignment:  
Reflect briefly on your first month.

**WEEK SIX**  
Reading:  
• Olgivy, Ch. 8  
Journal Assignment:  
Answer the “Action Questions” on p. 140.

**WEEK SEVEN**  
Reading:  
• Olgivy, Ch.17  
Journal Assignment:  
Describe what work/life balance means to you?

**WEEK EIGHT**  
Assignment:  
Prepare a 15 minute presentation on your internship experience, whether it has impacted your career path and if so, how; the three most important take-away lessons from your experience; and define what professional success means to you including the relative importance of money, recognition, influence, providing help to others, work/life balance, etc. As part of your preparation, read chapter 17 and conduct one interview with an attorney at your placement. Through your interview identify the policies and practices of your externship that support or inhibit efforts to maintain a balance in personal and professional life that you would find desirable. Drawing on this analysis, include your thoughts on what kinds of things you will look for in a job after law school and how you would go about determining whether these factors are present in the job you seek. Be prepared to lead a short question and answer following your presentation.
CONFIDENTIALITY STATEMENT

Rule 1.6 Confidentiality of Information

(a) A lawyer shall not reveal information relating to the representation of a client unless the client gives informed consent, the disclosure is impliedly authorized in order to carry out the representation, or the disclosure is permitted by paragraph (b).

(b) A lawyer may reveal information relating to the representation of a client to the extent the lawyer reasonably believes necessary:

1. to prevent reasonably certain death or substantial bodily harm;

2. to prevent the client from committing a crime or fraud that is reasonably certain to result in substantial injury to the financial interests or property of another and in furtherance of which the client has used or is using the lawyer’s services;

3. to prevent, mitigate, or rectify substantial injury to the financial interests or property of another that is reasonably certain to result or has resulted from the client’s commission of a crime or fraud in furtherance of which the client has used the lawyer’s services;

4. to secure legal advice about the lawyer’s compliance with these Rules;

5. to establish a claim or defense on behalf of the lawyer in a controversy between the lawyer and the client, to establish a defense to a criminal charge or civil claim against the lawyer based upon conduct in which the client was involved, or to respond to allegations in any proceeding concerning the lawyer’s representation of the client; or

6. to comply with other law or a court order.

Other rules place further limits on a lawyer’s duty to maintain confidences. For example, Rule 1.13 establishes another discretionary exception to Rule 1.6. A lawyer who represents an organization may disclose otherwise confidential information to prevent injury to the organization if the lawyer knows that a constituent of the organization has done something illegal or for which the entity may be held liable, if the action or omission will seriously damage the organization, and if the organization’s highest authority refuses to act after the matter had been “reported up” to that authority.
Rule 3.3 specifies some additional exceptions to Rule 1.6, when disclosure of otherwise confidential information may be required because of an overriding duty of candor to a tribunal. (This is explained in Chapter 7 on Ethical Duties to Tribunals and Third Parties.) In some instances, a lawyer’s duties to third parties likewise could require revelation. Rule 4.1(b) provides that a lawyer shall not knowingly “fail to disclose a material fact when disclosure is necessary to avoid assisting a criminal or fraudulent act by a client unless disclosure is prohibited by Rule 1.6.” Because Rule 1.6 allows revelation to prevent, mitigate, or rectify a fraud, Rule 4.1(b) requires disclosure if silence would assist a fraud. Rule 1.6 does not explain that there are some situations in which a lawyer must disclose confidences, but a careful reading of the rules reveals this obligation.
MAKING THE MOST OF YOUR PLACEMENT

Welcome to the API program, your opportunity to apply your legal knowledge in a practical setting while reflecting on your learning style, improving your skills and examining the legal profession from within. Below are some tips for making the most of your placement and making the best impression.

1. The most important thing you can do in a job is good work. An internship, even an unpaid one, is a job and should be treated as such. Be on time, be professional in your demeanor and dress, and demonstrate your eagerness to work and learn.

2. Complete assignments in a timely manner. In the workplace deadlines must be met. Your ability to work within time constraints and meet deadlines are of paramount importance to your employer. Should you need more time to complete a project, speak to your supervisor before the deadline.

3. Be sure to proofread. Make sure anything you turn in is letter perfect. Even if an attorney asks to see a draft, he or she really wants to see your best work.

4. Make each and every assignment count. In addition, ask for more if you feel you can handle more assignments or more complex tasks. Keep it fresh and try to leave a last impression that is as dynamic and enthusiastic as the first.

5. Demonstrate your interest no matter what. Even if you do not plan to pursue a career with the particular employer, the impression you make this summer will have an impact on your career. A lack of interest leaves a bad impression and squanders an opportunity for professional growth.

6. Ask questions. The only bad question is the one not asked. Be sure that you understand the assignment and your employer’s expectations of you. Never enter an attorney’s office without a pen and pad in hand. It is critically important that you take good notes at the time of the assignment. You will need them later.

7. Maintain client confidentiality. Never reveal any information about a client, including the client’s identity, to anyone outside the firm. Confidentiality is a cornerstone of the legal profession; your employer and the clients expect that you maintain strict confidentiality at all times.

8. Have a positive attitude. This best way to demonstrate a great attitude is to treat everyone at the office with respect and consideration. Never criticize people, share complaints or participate in gossip. Not only is it the civil and professional thing to do,
individuals with influence in hiring decisions and evaluations may turn up where you would least expect them. Be a team player with all, at all times.

9. Use your discretion. If you are asked by your employer for an honest review of the placement, be diplomatic and show restraint. Even constructive criticism may be misinterpreted.

10. Keep it professional. If you are about to tell a colleague something and are about to preface it with “this is just between you and me” don’t say it! Save your true confessions (e.g. “I was so wasted last night!”) for your friends. Lastly, whether you are at work or going to happy hour with your co-workers maintain your professional demeanor. Save your wild side for your friends outside of the workplace.
LEARNING CONTRACT

This contract describes the agreement of intern and the supervising attorney.

I. Parties

The parties to this contract are:

______________________________, Intern, and

______________________________, Supervising Attorney.

II. Duration

This contract shall be in effect from __________________ to __________________. This contract may be reviewed, suspended, modified or terminated by the consent of the parties at any time, except that in the case of termination, the parties must create a new contract which shall be in existence for the remainder of the above-stated contract term.

III. General Conditions

The parties understand that no intern may receive credit for performing an internship at a site at which a parent, parent-in-law, spouse, offspring, sibling, or sibling-in-law is an employee, partner, or the like. The parties further understand that no intern may receive credit for performing an internship at a site at which the intern is now, or in the past has been, employed for compensation. The parties agree that they do not share any of the relationships described in this paragraph.

The parties understand that no intern may receive any form of compensation for the work performed as a law student intern. Neither the office in which the intern completes the internship nor a member of that office may pay for or contribute to the tuition charged for Internship Program credits. The office may pay for or contribute toward the cost of parking and mileage (not to exceed 44.5 cents per mile), but such contribution is entirely voluntary and may not exceed the parking and mileage incurred but for the internship.

The intern shall disclose to the supervising attorney any present or past legal or non-legal employment, whether paid or unpaid. By signing this contract, each party declares that s/he is satisfied that no actual or potential conflict of interest exists.

The parties understand that the Internship Program is not a clinical program within the meaning of Rule 16 (Legal Assistance by Law Students) of the Rules Governing Admission to the Bar of Maryland. Therefore, no intern may represent any client or entity before any Maryland state district, circuit, or appellate court, unless the rules of that court permit representation by someone other than a licensed attorney or a party to the case.

University of Baltimore School of Law Attorney Practice Internship Program Learning Contract - page 1 of 4
The parties agree that the intern, who is registered for 3 or 4 credits, must complete a minimum of 130 or 180 hours of substantive legal work while in the internship, an average of 12 or 15 hours per week for 10-12 weeks. The parties further agree that the intern will be present at the placement site at least two different days each week of the term. Substantive legal work is defined, for purposes of the contract, as activity that requires the intern to utilize his or her legal knowledge -- in other words, if a college senior could complete the work, it is not substantive legal work. Errands, filing papers, office administrative duties and general court observation do not fulfill the substantive work requirement.

The parties agree that the intern, who is registered for 3 or 4 credits, must complete a minimum of 10-15 pages of substantive legal writing while in the internship. Substantive legal writing is defined, for purposes of the contract, as writing that requires the intern to utilize his or her legal knowledge -- in other words, if a college senior could complete the writing, it is not substantive legal writing. Documents primarily consisting of boilerplate language or fact summaries do not fulfill the substantive legal writing requirement.

IV. Learning Goals

A. Goals
The three major goals and three minor goals indicated below are mutually agreed-upon by the intern and the supervising attorney.∗

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<th>Major Goals</th>
<th>Minor Goals</th>
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The parties agree that each shall seek to insure that the intern achieves each of these learning goals. The supervising attorney shall be responsible for providing the intern with adequate direction and feedback to the intern with respect to the achievement of these goals in accordance with the Attorney Practice Internship Program Supervising Attorney Manual. The intern shall seek clarification and engage in self-assessment with respect to the achievement of these goals.

∗ A list of suggested goals is set out in the appendix to this contract. The parties may agree to other goals, however.
B. Obstacles
The possible obstacles the parties foresee to the achievement of the above-stated goals are as follows:

C. Implementation
The parties agree that they will attempt to achieve the intern's goals and overcome the obstacles to achieving those goals by doing the following:

V. Hours
The intern will engage in work relating to the internship on the following days and times:

VI. Supervision
The intern and supervising attorney will regularly meet as follows:

VII. Professional Responsibility
Interns will comply with the Code of Professional Responsibility for the jurisdiction in which the internship site is located. Supervising attorneys will provide interns with any specialized confidentiality rules and/or requirements. In addition to reviewing relevant rules of professional conduct in the Internship Program seminar, the intern:

___ has completed a course on Professional Responsibility
___ will take a Professional Responsibility course concurrent with the internship
___ has not completed a Professional Responsibility course and will not be enrolled in one during the internship semester.

VIII. Other terms and conditions:

** Each intern must be present at the placement on at least two different days each week. The parties should make any necessary provisions for state and federal holidays, spring break, and any vacation time during the term.
We the undersigned understand and agree with the terms set forth in this Learning Contract.

__________________________________________  _______________________
Intern                                      Date

__________________________________________  _______________________
Supervising Attorney                        Date
APPENDIX
Suggested learning goals

Initial Client Interviews
Observe an initial client interview conducted by the supervising attorney.
Plan and participate in an initial client interview with the supervising attorney.
Plan and conduct an initial client interview.

Case Planning and Counseling
Review a case file with the supervising attorney, evaluate the case and plan the legal strategy.
Observe a client counseling session conducted by the supervising attorney.
Plan and participate in advising or counseling a client.

Case Investigation
Obtain discovery documents and verify information with help of the supervising attorney.
Observe potential witness interview conducted by supervising attorney.
Plan and participate in witness interview.

Negotiation
Draft a case negotiation strategy.
Plan and conduct (w/ supervising attorney) dispositional negotiations.

Legal Research
Plan and draft a memorandum of law on a legal issue relevant to one of your cases.

The Hearing
Observe supervising attorney prepare a witness, expert witness, client for trial.
Observe supervising attorney/other attorney conduct direct examination of witness, expert witness, client.
Observe supervising attorney/other attorney conduct cross examination of witness, expert witness, client.
Observe supervising attorney/other attorney present closing argument.
Prepare a client, witness, expert witness for trial.
Prepare and conduct a cross examination of a witness or expert witness.
Prepare and conduct a direct examination of a witness, expert witness, client.
Present closing argument at trial.

Professionalism
Learn to develop productive work relationships with clients.
Improve ability to collaborate with a partner.
Learn to accept constructive criticism.
Learn to give constructive criticism.
Improve time management skills and enhance ability to work under time pressure.
Learn to evaluate work relationships with others through greater sensitivity to emotions.
Learn how to experiment and to play roles without embarrassment.
Improve sense of humor to enhance enjoyment of and effectiveness at work.
Learn to confront conflicts with, advisors, coworkers or clients in a manner that produces desired results.
Learn how to relate to authority figures and how feelings about authority affect work.
Become more sensitive to ethical issues.
Learn to rely less on advisors to work effectively.
Improve ability to work with people of differing age, sex, race, economic status, etc.
Become more assertive.
Learn to design and run a meeting in which work is accomplished.
Learn to work more effectively as a member of a group.
Increase confidence about professional abilities in order to improve productivity or to overcome feeling intimidated by lawyers, courts or bosses.
Learn how to approach work in a more creative manner.
Become more aware of and sensitive to nonverbal communications.
Become more introspective.
Have more fun than you have been having in law school.
Learn to be a better leader and/or a better follower.
Become better able to evaluate risks and increase ability to accept risks.
Learn to use inexperience or lack of knowledge to your own advantage.
Learn how to make better use of resources available to you.
Learn about the dynamics of small professional groups to improve ability to work in such settings.
Learn to inspire others’ confidence in you or to be better liked.
Learn to delegate tasks.
Improve ability to say no to unwanted responsibilities.
Decide what part of the law -- if any -- you wish to pursue professionally.
# WEEKLY TIME SHEET

**STUDENT NAME:**

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**Total**
EVALUATION OF STUDENT FORM

Student’s name:

Office Placement:

Supervising Attorney(s):

Date:

I. Please describe briefly the types of legal tasks, assignments or other activities performed by this student.

II. Did the student perform his/her assignments satisfactorily? Please Explain.

III. Did the student spend the required amount of time (130 hours for 3 credits/180 hours for 4 credits) at your office?

_________yes _________no

IV. Please evaluate the student’s performance in the following areas as applicable:
   a. Research Skills: ______poor ______fair ______good ______excellent
   b. Written Work: (Y/N) ______concise? ______organized? ______effective?
   c. Oral Advocacy: (Y/N) ______persuasive ______logical ______N/A
   d. Was the student able to grasp legal and factual issues? ______yes ______no
   e. Was the student sufficiently prepared? ______yes ______no
V. General comments or suggestions regarding the student’s performance.

VI. General comments or suggestions regarding the internship program.

Reviewed by: ________________________________

Student Signature  Supervising Attorney Signature
STUDENT EVALUATION OF PLACEMENT

Evaluations are an important resource for future participations in the program. Please take a few minutes and be honest! You can indicate at the end if you would like it to remain confidential. Either way, your feedback is helpful to our office and future students.

Organization where you interned:

Branch or division:

Field Supervisor's name and title:

1. Based upon your experience this semester, would you recommend this placement to another student? [Y/N] Please explain.

2. How were you supervised? Did you have frequent meetings with your supervisor? What kind of feedback, if any, did you receive on your work?

3. Based on your experience this semester, would you recommend this supervisor to another student [Y/N]? Please explain.

4. Were you given sufficient instruction for the work you were assigned? Was there an orientation?
5. In what way has this externship experience affected your plans for the future? Will you seek employment with the agency/organization where you interned?

6. What was the primary benefit of your internship? (Ex. Expanded legal writing ability, experienced government litigation, etc.)

7. What was the weakest part of your externship experience?

8. What percentage of your time did you spend on the following?
   
   - Legal Research _____%  
   - Legal Writing _____%  
   - Client Contact _____%  
   - Fact-finding/Investigation _____%  
   - Meetings _____%  
   - Court/hearings _____%  
   - Administrative work _____%  

9. Did the API Director provide you with the assistance you needed throughout the process? [Y/N]

Any suggestions for improvement?
May we make your evaluation available to other students seeking externships? Yes No

Student Name (optional) _____________________ Student Year _______ Date __________

Any other feedback: