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NIU wishes to thank Fordham University School of Law and the Bay Area Consortium of Externships (BACE) for the handbooks they posted on lexternweb.law.edu, which served as guidance in developing this handbook.
EXPLANATION OF PROGRAM/SUPERVISOR GUIDELINES

INTRODUCTION

Thank you for volunteering to supervise law externs from Northern Illinois University College of Law. We trust that this will be an enriching experience for you, your organization, and for our students. This manual is intended to offer guidance to supervising attorneys, as well to provide the necessary evaluation forms and deadlines.

PURPOSE OF EXTERNSHIPS

Externships provide a rich opportunity for law students to apply the knowledge they have gained from their classroom doctrinal courses to a real-world setting in which attorneys are engaged in the practice of law. This type of learning is often referred to as “experiential learning,” in which a student “will apply and test the theoretical and empirical knowledge that [she has] gained through reading in other law school courses or elsewhere. Experiential learning in law school offers an added dimension of personal experience with lawyers and lawyering.”1 Because of the benefits of experiential learning, NIU College of Law provides judicial, criminal, and civil externships.

EDUCATIONAL OBJECTIVES

The following are the educational objectives we hope our students obtain through their externship experience during the course of a semester:

A. Lawyering Skills
   Externships provide a wonderful opportunity for students to gain hands-on lawyering experience. Students are able to hone legal skills, such as client interviewing, drafting memoranda of law, courtroom advocacy (for students who have a 711 license), drafting pleadings, and performing legal research.

B. Career Development
   Through externships, law students are able to explore different areas of law and legal practice. This is beneficial as they decide on the area of law they would like to practice following graduation.

C. Community Needs
   Students are also able to learn about the legal needs in various communities through their externship placements. This provides a rich opportunity for students

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1 Ogilvy, Wortham and Lerman, Learning from Practice: A Professional Development Text for Legal Externs (2007)
to not only learn about the technical aspects of the practice of law, but also to
learn how the law impacts individuals and communities.

D. The Legal System
Through externships, law students gain a better understanding of the legal system,
and how lawyers advocate within the system.

E. Ethics
Externships also provide an important opportunity to learn about ethical issues
that may arise in a legal workplace setting, and the ways in which attorneys
confront and address those ethical issues in their legal practice.

STANDARDS GOVERNING NIU COLLEGE OF LAW’S EXTERNSHIP
PROGRAM

A. ABA Rule 305
ABA Rule 305 provides a framework for experiential learning outside the
classroom. Specifically, Rule 305 states: “A law school may grant credit toward
the J.D. for courses that involve student participation in studies or activities in a
format that does not involve attendance at regularly scheduled class sessions
including courses approved as part of a field placement program...” As part of
such activities, Rule 305(e) provides that field placements shall include: i) a
statement of goals and methods; ii) faculty teaching and supervision of the
program; iii) student evaluation by both the faculty member supervising the
program and the field placement supervisor; iv) a method for selecting, training,
evaluating, and communicating with field placement supervisors; v) regular
contact between faculty supervisors and site supervisors; vi) completion of one
academic year of study by student; and vii) opportunities for student reflection on
their field placements.

B. Article VII Illinois Rules on Admission and Discipline of Attorneys (Rule
711)
Under Rule 711, law students who have completed one-half of the total hourly
coursework for graduation, and who are in good academic standing, may engage
in representation as a “senior law student” under the supervision of an attorney
licensed to practice law in the State of Illinois. A student may not receive
compensation.

According to Rule 711(b), these services may only be carried out with the
following organizations/programs:

(1) a legal aid bureau, legal assistance program, organization, or clinic
chartered by the State of Illinois or approved by a law school approved by
the American Bar Association;

(2) the office of the public defender; or
(3) a law office of the State or any of its subdivisions.

C. Classroom Component
Students enrolled in the externship course meet once a week for a seminar session to discuss relevant issues related to their externship experience. Moreover, students are required to submit both a self-evaluation at semester midpoint and a final evaluation to further reflect upon their experiences at their placement.

D. Coursework/Credit Hour Requirements
Students receive 3 hours of credit for externship placements, which requires that they work at their field placements 12 hours per week. Students receive an additional credit for the seminar they are required to attend each week. Additionally, prior to enrolling in an externship, students must have taken or be taking NIU’s Lawyering Skills and Professional Responsibility courses. Depending on the particular externship, students also must have fulfilled the eligibility requirements for the 711 license.

RESPONSIBILITIES OF SUPERVISING ATTORNEYS

Supervising attorneys play a critical role in the field placement experience. Externs rely on meaningful feedback throughout the semester to learn and grow as law students and future attorneys.

A. Supervisor Agreement
Prior to, or at the start of an externship placement, supervising attorneys shall submit the “Supervisor Agreement” form (attached). This will ensure that supervising attorneys are aware of the responsibilities of supervising an extern.

B. Extern Schedule
Supervisors and externs also should review the “Extern Schedule” (attached). The supervisor and extern should agree upon a schedule for the semester. The extern shall not be expected to do externship work in place of other academic obligations.

C. Goals/Expectations
At the start of the externship, externs are required to submit to the supervising attorney a statement of goals for the semester (See “Statement of Goals” Form). Subsequently, the supervising attorney and extern should meet to discuss these goals and how the extern can fulfill them during the semester. The final version of these goals should be approved and signed by the supervising attorney.
D. Attorney Availability
The supervising attorney(s) should be in the office and available to the extern when the extern is at the placement site. If the supervising attorney is not available, another attorney should be present to answer questions or concerns the extern may have. Additionally, appropriate assignments and instructions should be left for the extern in the event that a supervising attorney is not in the office on a given day.

E. Assignments
Externs should be provided with meaningful assignments to fulfill the educational objectives listed above. Externs should not be asked to perform clerical duties during their externship anymore than a supervising attorney would perform such duties. Assignments should be articulated clearly and should include a realistic time frame for completion. Attorneys should allow for more time than it would take attorneys to complete the assignment. It is helpful to be as specific as possible about the assignment you would like the extern to complete. As an example, you may request that an extern draft a memo with the relevant case law printed and attached to the memo, or you might simply what the extern to conduct legal research on a particular issue and print the relevant case law without also drafting a legal memorandum. It is also helpful to give initial guidance about how an extern may begin a particular assignment.

F. Mid-Semester and Final Written and Oral Evaluations
The evaluation component of the externship program is extremely important. As such, supervising attorneys are required to submit mid-semester and final written evaluations to the faculty supervisor. Additionally, the supervising attorney should meet with the extern to discuss the evaluations. Positive feedback, as well as areas for improvement, should be conveyed to the extern. It also may be helpful, but not required, to have the extern perform a self-evaluation prior to your own evaluation (self-evaluation attached in this handbook).

G. Confidentiality and Professional Responsibility
Supervising attorneys should discuss with externs confidentiality and any other ethics issues. Externs also should be informed about the title they should use on communications, e.g., “law student intern,” or other appropriate term.

AGENCY/OFFICE/ORGANIZATION REQUIREMENTS

A. Prior to the Arrival of Extern
Determine the work space that will be available to the extern – e.g., desk, computer, and phone. Gather information that the extern will need to work, such as computer passwords, copier codes, office manuals, and establish an email account for the extern, if necessary. Also, determine what support staff will be available to the extern. It is helpful to have an assignment ready for the extern’s first day, so that the extern can begin work as soon as possible.
B. First Day of Arrival
Provide a tour of the office space – e.g., location of fax and copier, workspace, and bathroom, and provide staff introductions. Discuss the mission of the organization/agency with the extern and how the extern can help carry out that mission during semester. Explain office protocol, including, but not limited to, attendance, punctuality, dress code, emergency procedures, and confidentiality. Establish a schedule for when the extern will come to the office each week, and make sure that this is a time when the supervising attorney(s) will be present (See “Extern Schedule” attached).

C. Throughout the Externship
Incorporate the extern into the office environment as much as possible – e.g., staff meetings and lunches. Externships are a great opportunity for students to develop professional relationships and also to get a “feel” for an office environment and culture. Attorneys within the office should meet with the extern frequently to touch base and allow the extern to get to know the attorneys better.

D. Concerns
Should you have any concerns at any point, please feel free to contact the externship faculty supervisor:

Professor Sheila Maloney
Director of Externships
NIU College of Law
smaloney@niu.edu
p (773)-407-6373/ f (312) 386-5796

Thank you again for your service to the NIU College of Law. Your participation is such a benefit to the students and to the law school. As a supervising attorney, we hope that it will be a meaningful experience for you as well.
SUGGESTED READING/ RESOURCES


J. P. Ogilvy, Leah Wortham & Lisa G. Lerman, *Learning from Practice: A Professional Development Text for Legal Externs* 2d ed.(Eagan, MN: Thomson/West 2007). (This is the text the externship students will be required to purchase).


Website: [http://lexternweb.law.edu/bibliography.cfm](http://lexternweb.law.edu/bibliography.cfm) (includes information on externship programs at law schools across the country)
ABA STANDARD 305

Standard 305. FIELD PLACEMENTS AND OTHER STUDY OUTSIDE THE CLASSROOM

(a) A law school may grant credit toward the J.D. degree for courses that involve student participation in studies or activities in a format that does not involve attendance at regularly scheduled class sessions, including courses approved as part of a field placement program, moot court, law review, and directed research.

(b) Credit granted for such a course shall be commensurate with the time and effort required and the anticipated quality of the educational experience of the student.

(c) Each student’s educational achievement in such a course shall be evaluated by a faculty member. When appropriate a school may use faculty members from other law schools to supervise or assist in the supervision or review of a field placement program.

(d) The studies or activities shall be approved in advance and periodically reviewed following the school’s established procedures for approval of the curriculum.

(e) A field placement program shall include:
   (1) a clear statement of its goals and methods, and a demonstrated relationship between those goals and methods and the program in operation;
   (2) adequate instructional resources, including faculty teaching in and supervising the program who devote the requisite time and attention to satisfy program goals and are sufficiently available to students;
   (3) a clearly articulated method of evaluating each student’s academic performance involving both a faculty member and the site supervisor;
   (4) a method for selecting, training, evaluating, and communicating with site supervisors;
   (5) for field placements that award three or more credit hours, regular contact between the faculty supervisor or law school administrator and the site supervisor to assure the quality of the student educational experience, including the appropriateness of the supervision and the student work;
   (6) a requirement that each student has successfully completed instruction equivalent to 28 credit hours toward the J.D. degree before participation in the field placement program; and
   (7) opportunities for student reflection on their field placement experience, through a seminar, regularly scheduled tutorials, or other means of guided reflection. Where a student may earn three or more credit hours in a field placement program, the opportunity for student reflection must be provided contemporaneously.

(f) A law school that has a field placement program shall develop, publish, and communicate to students and site supervisors a statement that describes the educational objectives of the program.
**Interpretation 305-1**
Regular contact may be achieved through in-person visits or other methods of communication that will assure the quality of the student educational experience.

**Interpretation 305-2**
A law school may not grant credit to a student for participation in a field placement program for which the student receives compensation. This Interpretation does not preclude reimbursement of reasonable out-of-pocket expenses related to the field placement.
Rule 711. Representation by Supervised Senior Law Students or Graduates

(a) Eligibility. A student in a law school approved by the American Bar Association may be certified by the dean of the school to be eligible to perform the services described in paragraph (c) of this rule, if he/she satisfies the following requirements:

1. He/She must have received credit for work representing at least three-fifths one-half of the total hourly credits required for graduation from the law school.

2. He/She must be a student in good academic standing, and be eligible under the school’s criteria to undertake the activities authorized herein.

A graduate of a law school approved by the American Bar Association who (i) has not yet had an opportunity to take the examinations provided for in Rule 704, (ii) has taken the examinations provided for in Rule 704 but not yet received notification of the results of either examination, or (iii) has taken and passed both examinations provided for in Rule 704 but has not yet been sworn as a member of the Illinois bar may, if the dean of that law school has no objection, be authorized by the Administrative Director of the Illinois Courts to perform the services described in paragraph (c) of this rule.

For purposes of this rule, a law school graduate is defined as any individual not yet licensed to practice law in any jurisdiction.

(b) Agencies Through Which Services Must Be Performed. The services authorized by this rule may only be carried on in the course of the student’s or graduate’s work with one or more of the following organizations or programs:

1. a legal aid bureau, legal assistance program, organization, or clinic chartered by the State of Illinois or approved by a law school approved by the American Bar Association;

2. the office of the public defender; or

3. a law office of the State or any of its subdivisions.

(c) Services Permitted. Under the supervision of a member of the bar of this State, and with the written consent of the person on whose behalf he/she is acting, an eligible law student or graduate may render the following services:

1. He/She may counsel with and advise clients, negotiate in the settlement of claims, represent clients in mediation and other nonlitigation matters, and engage in the preparation and drafting of legal instruments.

2. He/She may appear in the trial courts, courts of review and administrative tribunals of this State, including court-annexed arbitration and mediation, subject to the following qualifications:

   i. Written consent to representation of the person on whose behalf the law student or graduate is acting shall be filed in the case and brought to the attention of the judge or presiding officer.
(ii) Appearances, pleadings, motions, and other documents to be filed with the court may be prepared by the student or graduate and may be signed by him with the accompanying designation “Senior Law Student” or “Law Graduate” but must also be signed by the supervising member of the bar.

(iii) In criminal cases, in which the penalty may be imprisonment, in proceedings challenging sentences of imprisonment, and in civil or criminal contempt proceedings, the student or graduate may participate in pretrial, trial, and posttrial proceedings as an assistant of the supervising member of the bar, who shall be present and responsible for the conduct of the proceedings.

(iii) In all other civil and criminal cases in the trial courts or administrative tribunals, the student or graduate may conduct all pretrial, trial, and posttrial proceedings, and the supervising member of the bar need not be present.

(3) In matters before courts of review, the law student or graduate may prepare briefs, excerpts from the record, abstracts, and other documents filed in courts of review of the State, which may set forth the name of the student or graduate with the accompanying designation “Senior Law Student” or “Law Graduate” but must be filed in the name of the supervising member of the bar. Upon motion by the supervising member of the bar, the senior law student or law graduate may request authorization to argue the matter before the court of review. If the law student or law graduate is permitted to argue, the supervising member of the bar must be present and responsible for the conduct of the hearing.

(d) Compensation. A student or graduate rendering services authorized by this rule shall not request or accept any compensation from the person for whom he/she renders the services, but may receive compensation from an agency described in paragraph (b) above in accordance with an approved program.

(e) Certification and Authorization.

(1) Upon request of a student or the appropriate organization, the dean of the law school in which the student is in attendance may, if he/she finds that the student meets the requirements stated in paragraph (a) of this rule, file with the Administrative Director a certificate so stating. Upon the filing of the certificate and until it is withdrawn or terminated the student is eligible to render the services described in paragraph (c) of this rule. The Administrative Director shall authorize, upon review and approval of the completed application of an eligible student as defined in paragraph (a) and the certification as described in paragraph (e), the issuance of the temporary license. No services that are permitted under paragraph (c) shall be performed prior to the issuance of a temporary license.

(2) Unless otherwise provided by the Administrative Director for good cause shown, or unless sooner withdrawn or terminated, the certificate shall remain in effect until the expiration of 18 24 months after it is filed, or until the announcement of the results of the first bar examination following the student’s graduation, whichever is earlier. The certificate of a student who passes that examination shall continue in effect until he/she is admitted to the bar.

(3) The certificate may be withdrawn by the dean at any time, without prior notice, hearing, or showing of cause, by the mailing of a notice to that effect to the Administrative Director and copies of the notice to the student and to the agencies to which the student had been assigned.

(4) The certificate may be terminated by this court at any time without prior notice, hearing, or showing of cause. Notice of the termination may be filed with the Administrative Director, who shall notify the student and the agencies to which the student had been assigned.
(f) **Application by Law Graduate.** A law school graduate who wishes to be authorized to perform services described in paragraph (c) of this rule shall apply directly to the Administrative Director, with a copy to the dean of the law school from which he/she graduated.


**Committee Comments**

(June 18, 2013)

This rule was amended effective July 1, 2013, to clarify that students and law graduates may perform nonlitigation legal services under this rule. Nothing in this rule should be construed to require law students or law graduates to be certified under this rule for work, including but not limited to transactional, pretrial, and policy work, that properly may be performed by a law student or other nonlawyer under Rule 5.3 of the Illinois Rules of Professional Conduct.
NIU COLLEGE OF LAW
EXTERNSHIP PROGRAM
SUPERVISOR AGREEMENT

Name of Student Extern: ___________________________________________________

Name of Externship Placement Organization: ___________________________________

Name and Title of Supervising Attorney: ______________________________________

Supervising Attorney’s Email Address: _________________________________________

Supervising Attorney’s Telephone Number: ________________________________

1. I have read through NIU College of Law’s Externship “Explanation of Program/Supervisor Guidelines.”

2. I accept primary responsibility for the extern and will supervise the extern throughout the semester.

3. I will inform the extern regarding office policies, rules, and procedures at the beginning of the externship.

4. I will ensure that a workspace is provided for the extern at the externship placement site.

5. I agree to give legal tasks that utilize the extern’s legal skills. I also agree that I will not rely on the extern for office clerical tasks – e.g., copying and filing.

6. I agree not to require the extern to work more than 12 hours per week, unless the extern volunteers to do so, and that the time devoted to the externship does not conflict with the extern’s other academic obligations.

7. I agree not to require the extern to work over spring recess or after classes end for the semester unless the extern volunteers to do so.

8. I will meet with the extern the first day to discuss the extern’s “Statement of Goals.” I will approve these goals if they are ones that can be met over the course of the semester. I will also discuss with the extern the experiences and activities that are available for the extern to fulfill these goals.

9. I will perform and submit to the externship faculty advisor a written mid-semester evaluation of the extern. The extern and I will meet after I have completed the
written evaluation to discuss it. At this time, we will also discuss the progress in meeting the goals listed in the “Statement of Goals.”

10. I will perform and submit to the externship faculty advisor a written final evaluation of the extern, and after completing the evaluation, the extern and I will meet to discuss it.

11. I understand that the ABA Rules prohibit externs from receiving compensation during an externship in which they receive academic credit, except for reimbursement of reasonable out-of-pocket expenses related to the externship.

12. I certify that I am an active member of the Illinois Bar.

13. I have read through and understand the ABA Rules relating to externships and Illinois Rule 711.

________________________________________________________________________
(Signature of supervising attorney) (Date)

Please return to Professor Maloney no later than January 25, 2016. You may e-mail the form to smaloney@niu.edu or fax to (312) 386-5796, or send it with your student extern for delivery in class.
The extern and externship supervisor agree that the extern will work the following days/hours each week:

*These hours can be changed as long as both the extern and supervisor agree to the change.*

The extern and supervisor understand that the extern must work **12 hours per week** at the externship placement.

During the semester, the following are the extern’s classes and academic commitments:

<table>
<thead>
<tr>
<th>Name of Class:</th>
<th>Day/Time:</th>
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Please return to Professor Maloney by January 25, 2016. You may e-mail the form to smaloney@niu.edu, fax to (312) 386-5796 or deliver in class.
NAME OF STUDENT EXTERN: ___________________________________________________

NAME OF EXTERNSHIP PLACEMENT ORGANIZATION: ___________________________________  

NAME AND TITLE OF SUPERVISING ATTORNEY: ____________________________________  

1. Identify five (5) goals for the externship:  

   1. ________________________________________________________________  
   2. ________________________________________________________________  
   3. __________________________________________________________________  
   4. ________________________________________________________________  
   5. ________________________________________________________________  

2. The supervisor and extern should discuss the activities or experiences that will aid the extern in reaching these goals during the semester. Please list those activities or experiences below.  

   ________________________________________________________________  
   ________________________________________________________________  

(Signature of supervising attorney) (Date)  

(Signature of extern) (Date)  

EXTERN SHOULD RETURN THIS TO PROFESSOR MALONEY BY JANUARY 25, 2016. YOU MAY E-MAIL THE FORM TO SMALONEY@NIU.EDU OR FAX TO (312) 386-5796.  

PLEASE REVIEW THESE GOALS MID-SEMESTER TO ENSURE THAT YOU ARE ON THE PATH TOWARD MEETING THE GOALS BY THE END OF THE SEMESTER.
Name of Student Extern: __________________ ____________________________

Name of Externship Placement Organization: ___________________________________

Name and Title of Supervising Attorney: ______________________________________

Please feel free to use additional space if needed. If any of the questions do not apply to the work performed by the extern, please indicate so with a “N/A.” Also, please discuss this evaluation with the extern after its completion.

1. Please describe the overall quality of the extern’s work thus far. What are the extern’s strengths and areas for improvement?

2. Does the extern complete tasks in a timely fashion? If not, please explain.

3. Please evaluate the extern’s writing skills using the following scale:

   1 = poor
   2 = improvement needed
   3 = satisfactory
   4 = good
   5 = excellent

   Clarity: 1 2 3 4 5
   Persuasiveness: 1 2 3 4 5
   Grammar: 1 2 3 4 5
   Use of legal citations: 1 2 3 4 5

16
4. Please evaluate the extern’s legal research skills using the following scale:

1 = poor  
2 = improvement needed  
3 = satisfactory  
4 = good  
5 = excellent

<table>
<thead>
<tr>
<th>Thoroughness:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>Effectiveness:</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Completeness:</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

5. Please evaluate the extern’s ability to interview and counsel clients (if applicable).

6. Please evaluate the extern’s oral advocacy skills using the following scale:

1 = poor  
2 = improvement needed  
3 = satisfactory  
4 = good  
5 = excellent

<table>
<thead>
<tr>
<th>Clarity:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td>Persuasiveness:</td>
<td>1</td>
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<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Ability to Articulate Legal Arguments:</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
7. Please evaluate the extern’s ability to establish and maintain professional relationships both within and outside the office.

8. Please evaluate the extern’s ability to recognize ethical issues and resolve those issues appropriately.

9. Please evaluate the using the following scale:

   1 = poor  
   2 = improvement needed  
   3 = satisfactory  
   4 = good  
   5 = excellent

   Dependability: 1 2 3 4 5
   Reliability: 1 2 3 4 5
   Motivation: 1 2 3 4 5

10. Does the extern participate in case strategy and think critically about the cases on which the extern is working? Please explain.
11. Please provide any additional comments, if needed.

12. Please note the skills that you would like the extern to improve upon during the remainder of the semester.

__________________________________________  ____________________________
(Signature of supervising attorney) (Date)

__________________________________________  ____________________________
(Signature of extern) (Date)

Please return to Professor Maloney by March 4, 2016. You may e-mail the form to smaloney@niu.edu or fax to (312) 386-5796.
NIU COLLEGE OF LAW
EXTERNSHIP PROGRAM
EXTERN MID-SEMESTER SELF EVALUATION

Name of Student Extern: ________________________________

Name of Externship Placement Organization: ________________

Name and Title of Supervising Attorney: _______________________

Please feel free to use additional space if needed. If any of the questions do not apply to the work performed by the extern, please indicate so with a “N/A.”

1. Please describe your duties and assignments at your externship placement up until this point in the semester.

2. Do you think you will be able to accomplish the goals that you listed on your “Statement of Goals?” Please explain.

3. Do you feel that your time is well spent while working at your placement site? Please explain.

5. Are you satisfied with the supervision that you are receiving at your externship placement site? Please explain.
6. How would you evaluate your work performance thus far?

7. What areas do you think are in need of improvement?

8. How might you be able to improve upon those skills the remainder of the semester?

9. If you have any additional comments, please feel free to discuss them here.

__________________________________________________________________________
(Signature of Extern)                                                 (Date)

Please return to Professor Maloney by March 4, 2016. You may e-mail the form to smaloney@niu.edu or fax to (312) 386-5796. We will be discussing this at our meeting on 3/14/16 and it is important that you send it in advance.
NIU COLLEGE OF LAW
EXTERNSHIP PROGRAM
FINAL EVALUATION OF EXTERN

Name of Student Extern: ___________________________________________________

Name of Externship Placement Organization: ________________________________

Name and Title of Supervising Attorney: ___________________________________

Please feel free to use additional space if needed. If any of the questions do not apply to the work performed by the extern, please indicate so with a “N/A.” Also, please discuss this evaluation with the extern after its completion.

1. Please describe the overall quality of the extern’s work. Has the extern made improvements since the mid-semester evaluation?

2. Does the extern complete tasks in a timely fashion? If not, please explain.

3. Please evaluate the extern’s writing skills using the following scale:

   1 = poor
   2 = improvement needed
   3 = satisfactory
   4 = good
   5 = excellent

   Clarity: 1 2 3 4 5
   Persuasiveness: 1 2 3 4 5
   Grammar: 1 2 3 4 5
4. Please evaluate the extern’s legal research skills using the following scale:

- **1 = poor**
- **2 = improvement needed**
- **3 = satisfactory**
- **4 = good**
- **5 = excellent**

<table>
<thead>
<tr>
<th>Thoroughness:</th>
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<th>3</th>
<th>4</th>
<th>5</th>
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<td>Completeness:</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

5. Please evaluate the extern’s ability to interview and counsel clients (if applicable).

6. Please evaluate the extern’s oral advocacy skills using the following scale:

- **1 = poor**
- **2 = improvement needed**
- **3 = satisfactory**
- **4 = good**
- **5 = excellent**

<table>
<thead>
<tr>
<th>Clarity:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persuasiveness:</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Ability to Articulate Legal Arguments:</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
7. Please evaluate the extern’s ability to establish and maintain professional relationships both within and outside the office.

8. Please evaluate the extern’s ability to recognize ethical issues and resolve those issues appropriately.

9. Please evaluate using the following scale:

   1 = poor
   2 = improvement needed
   3 = satisfactory
   4 = good
   5 = excellent

   Dependability:  1  2  3  4  5
   Reliability:    1  2  3  4  5
   Motivation:     1  2  3  4  5

10. Does the extern participate in case strategy and think critically about the cases on which he/she is working? Please describe.

11. Please provide any additional comments, if needed.
12. Is there any reason that the extern should not receive credit for the externship? If yes, please explain.

13. What advice do you have regarding the extern’s future professional development?

(Signature of supervising attorney)  
(Date)

(Signature of extern)  
(Date)

Please return to Professor Maloney by April 22, 2016. You may e-mail the form to smaloney@niu.edu or fax to (312) 386-5796.
NIU COLLEGE OF LAW
EXTERNSHIP PROGRAM
EXTERN FINAL SELF EVALUATION

Name of Student Extern: ___________________________________________________

Name of Externship Placement Organization: ___________________________________

Name and Title of Supervising Attorney: ______________________________________

Please feel free to use additional space if needed. If any of the questions do not apply to the work performed by the extern, please indicate so with a “N/A.”

1. Please describe your duties and assignments at your externship placement during the semester.

2. Were you able to accomplish the goals that you listed on your “Statement of Goals?” If so, how were you able to meet these goals? If not, please explain.

3. Did your goals change throughout the semester? Please explain.

4. Did you feel that your time was well spent throughout the semester? Please explain.

5. Were you satisfied with the supervision that you received at your externship placement site? Please explain.
6. How would you evaluate your work performance at your externship placement?

7. What legal skills did you improve upon while at your externship placement?

8. Did your externship experience help you learn about professionalism and legal ethics? Please describe.

9. How have your career goals been influenced by your externship experience?

10. Would you recommend this externship placement for other students? Why or why not?

____________________________________________________________________
(Signature of Extern) (Date)

Please return to Professor Maloney by April 22, 2016. You may e-mail the form to smaloney@niu.edu or fax to (312) 386-5796. We will be discussing this at our meeting on 4/25/16 and it is important that you send it in advance.
NIU COLLEGE OF LAW
EXTERNSHIP PROGRAM
SUPERVISOR CHECKLIST

☐ Read through “Explanation of Program/Supervisor Guidelines.”

☐ Read ABA Standard 305.

☐ Read Illinois Rule 711.

☐ Read and sign the “Supervisor Agreement.” The supervisor should send this to the faculty supervisor by January 25, 2016.

☐ Go through the “Extern Schedule.” The extern will be responsible for giving this document to the faculty supervisor.

☐ Go over the extern’s “Statement of Goals” with the extern and sign it. The extern will be responsible for giving the signed document to the faculty supervisor.

☐ Complete the mid-semester evaluation and turn it into the faculty supervisor by March 4, 2016.

☐ Complete the final evaluation and turn it into the faculty supervisor by April 22, 2016.
NIU COLLEGE OF LAW
EXTERNSHIP PROGRAM
EXTERN CHECKLIST

€ Read through “Explanation of Program/Supervisor Guidelines.”

€ Read ABA Standard 305.

€ Read Illinois Rule 711.

€ Go through the “Extern Schedule” with your supervisor. You are responsible for returning it to Professor Maloney by January 25, 2016.

€ Go over the “Statement of Goals” with your supervisor. You should both sign this document, and you are responsible for giving the signed document to Professor Maloney by January 25, 2016.

€ Prior to March 1, 2016, be sure to speak with your supervisor about his/her mid-semester evaluation of you.

€ Please turn in your mid-semester self-evaluation by March 4, 2016.

€ Prior to April 19, 2016, be sure to speak with your supervisor about his/her final evaluation of you.

€ Complete your final self-evaluation and turn it into Professor Maloney by April 22, 2016.