NORTHERN ILLINOIS UNIVERSITY
COLLEGE OF LAW
EXTERNSHIP HANDBOOK

SUMMER 2017

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TABLE OF CONTENTS

Explanation of Program/Supervisor Guidelines.........................................................1
Suggested Reading/Resources..................................................................................7
ABA Standard 303(a) and Standard 304(b) ..............................................................8
Illinois Rule 711......................................................................................................9
Supervisor Agreement.............................................................................................12
Extern/Schedule.....................................................................................................14
Extern’s Statement of Goals..................................................................................15
Mid-Semester Evaluation of Extern........................................................................16
Extern’s Mid-Semester Self Evaluation................................................................20
Final Evaluation of Extern......................................................................................21
Extern’s Final Self Evaluation..............................................................................25
Supervisor Checklist.............................................................................................26
Extern Checklist ......................................................................................................27

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.” 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. Lawyerly 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 Standard 303 and 304
ABA Standards 303 and 304 provide a framework for experiential learning outside the classroom. Specifically, Standard 303 states, in part:

(a) A law school shall offer a curriculum that requires each student to satisfactorily complete at least the following: ...

(3) one or more experiential course(s) totaling at least six credit hours. An experiential course must be a simulation course, a law clinic, or a field placement. To satisfy this requirement, a course must be primarily experiential in nature and must:

(i) integrate doctrine, theory, skills, and legal ethics, and engage students in performance of one of more of the professional skills identified in Standard 302;
(ii) develop the concepts underlying the professional skills being taught;
(iii) provide multiple opportunities for performance; and
(iv) provide opportunities for self-evaluation.

ABA Standard 304 sets out specific requirements for a field placement course. It provides:

(c) A field placement course provides substantial lawyering experience that (1) is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks in a setting outside a law clinic under the supervision of a licensed attorney or an individual otherwise qualified to supervise, and (2) includes the following:

(i) direct supervision of the student’s performance by a faculty member or site supervisor;
(ii) opportunities for performance, feedback from either a faculty member or a site supervisor, and self-evaluation;
(iii) a written understanding among the student, faculty member, and a person in authority at the field placement that describes both (A) the substantial lawyering experience and opportunities for performance, feedback and self-evaluation; and (B) the respective roles of faculty and any site supervisor in supervising the student and in assuring the educational quality of the experience for the student, including a clearly articulated method of evaluating the student's academic performance;
(iv) a method for selecting, training, evaluating and communicating with site supervisors, including regular contact between the faculty and site supervisors through in-person visits or other methods of communication that will assure the quality of the student educational experience. 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;
(v) a classroom instructional component, regularly scheduled tutorials, or other means of ongoing, contemporaneous, faculty-guided reflection; and
(vi) evaluation of each student’s educational achievement by a faculty member.; and
(vii) sufficient control of the student experience to ensure that the requirements of the Standard are met. The law school must maintain records to document the steps taken to ensure compliance with the Standard, which shall include, but is not necessarily limited to, the written understandings described in Standard 304(c)(iii).

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.

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
For the Summer 2017 Semester, students enrolled in the on-line externship course will attend lecture via Blackboard once a week to discuss general professional development issues related to the externship experience. In addition, 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 24 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 want 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 supervisor:

Greg C. Anderson  
Director of Career Opportunities & Professional Development  
NIU College of Law-Swen Parson Hall – Room 280  
DeKalb, IL 60115  
ganderson@niu.edu  
p (815) 753-9604/ f (815) 753-8073

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 (includes information on externship programs at law schools across the country)
ABA STANDARD 303a. CURRICULUM (in part)

(a) A law school shall offer a curriculum that requires each student to satisfactorily complete at least the following: …

(3) one or more experiential course(s) totaling at least six credit hours. An experiential course must be a simulation course, a law clinic, or a field placement. To satisfy this requirement, a course must be primarily experiential in nature and must:

(i) integrate doctrine, theory, skills, and legal ethics, and engage students in performance of one or more of the professional skills identified in Standard 302;

(ii) develop the concepts underlying the professional skills being taught;

(iii) provide multiple opportunities for performance; and

(iv) provide opportunities for self-evaluation.

ABA STANDARD 304c. SIMULATION COURSES, LAW CLINICS, AND FIELD PLACEMENTS (in part)

(c) A field placement course provides substantial lawyering experience that (1) is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks in a setting outside a law clinic under the supervision of a licensed attorney or an individual otherwise qualified to supervise, and (2) includes the following:

(i) direct supervision of the student’s performance by a faculty member or site supervisor;

(ii) opportunities for performance, feedback from either a faculty member or a site supervisor, and self-evaluation;

(iii) a written understanding among the student, faculty member, and a person in authority at the field placement that describes both (A) the substantial lawyering experience and opportunities for performance, feedback and self-evaluation; and (B) the respective roles of faculty and any site supervisor in supervising the student and in assuring the educational quality of the experience for the student, including a clearly articulated method of evaluating the student’s academic performance;

(iv) a method for selecting, training, evaluating and communicating with site supervisors, including regular contact between the faculty and site supervisors through in-person visits or other methods of communication that will assure
the quality of the student educational experience. 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;

(v) a classroom instructional component, regularly scheduled tutorials, or other means of ongoing, contemporaneous, faculty-guided reflection; and

(vi) evaluation of each student’s educational achievement by a faculty member.; and

(vii) sufficient control of the student experience to ensure that the requirements of the Standard are met. The law school must maintain records to document the steps taken to ensure compliance with the Standard, which shall include, but is not necessarily limited to, the written understandings described in Standard 304(c)(iii).

RULE 711 REPRESENTATION BY SENIOR LAW STUDENTS OR GRADUATES

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, which shall be filed in the case and brought to the attention of the judge or presiding officer, 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.

(iv) 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.

(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 (c), 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 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 24 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 certify that I am an active member of the Illinois Bar.

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

(Signature of supervising attorney)  (Date)

Please return to Greg Anderson no later than Tuesday, May 30, 2017. You may e-mail the form to ganderson@niu.edu or fax to (815) 753-8073, or send it with your student extern for delivery in class.
NIU COLLEGE OF LAW
EXTERNSHIP PROGRAM
EXTERN SCHEDULE

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 24 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>
</tr>
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<tbody>
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</tbody>
</table>

Please return to Greg Anderson by Tuesday, May 30, 2017. You may e-mail the form to ganderson@niu.edu, fax to (815) 753-8073 or deliver in class.
NIU COLLEGE OF LAW
EXTERNSHIP PROGRAM
EXTERN STATEMENT OF GOALS

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 Greg Anderson by Tuesday, May 30, 2017. You may e-mail the form to ganderson@niu.edu or fax to (815) 753-8073.

Please review these goals mid-semester to ensure that you are on the path toward meeting the goals by the end of the semester.
NIU COLLEGE OF LAW
EXTERNSHIP PROGRAM
MID-SEMESTER 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 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
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>
</tr>
</thead>
<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>
</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 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 Greg Anderson by Wednesday, July 5, 2017. You may e-mail the form to ganderson@niu.edu or fax to (815) 753-8073.
NIU COLLEGE OF LAW
EXTERNSHIP PROGRAM
EXTERN MID-SEMESTER SELF EVALUATION

EXTERN SHOULD COPY AND PASTE THESE QUESTIONS IN A
SEPARATE WORD DOCUMENT, TYPE ANSWERS and e-mail it to
Greg Anderson at ganderson@niu.edu

Name of Student Extern:

Name of Externship Placement Organization:

Name and Title of Supervising Attorney:

*If any of the questions do not apply to the work performed by you, 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.

4. Are you satisfied with the supervision that you are receiving at your externship
placement site? Please explain.

5. How would you evaluate your work performance thus far?

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

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

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

Assignment is due to Greg Anderson via email by Wednesday, July 5, 2017.
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  

Thoroughness:  1  2  3  4  5  
Effectiveness:  1  2  3  4  5  
Completeness:  1  2  3  4  5

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  

Clarity:  1  2  3  4  5  
Persuasiveness:  1  2  3  4  5  
Ability to Articulate Legal Arguments:  1  2  3  4  5
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 Greg Anderson by Tuesday, August 1, 2017. You may e-mail the form to ganderson@niu.edu or fax to (815) 753-8073.
NIU COLLEGE OF LAW
EXTERNSHIP PROGRAM
EXTERN FINAL SELF EVALUATION

EXTERNSHIPS SHOULD COPY AND PASTE THESE QUESTIONS IN A
SEPARATE WORD DOCUMENT, TYPE ANSWERS and e-mail it to
Greg Anderson at ganderson@niu.edu

Name of Student Extern:
Name of Externship Placement Organization:
Name and Title of Supervising Attorney:

If any of the questions do not apply to the work performed by you, 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?

Please return to Greg Anderson via email by Tuesday, August 1, 2017.
NIU COLLEGE OF LAW
EXTERNSHIP PROGRAM
SUPERVISOR CHECKLIST

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

☐ Read ABA Standard 303(a) and Standard 304(c).

☐ Read Illinois Rule 711.

☐ Read and sign the “Supervisor Agreement.” The supervisor should send this to the Greg Anderson by Tuesday, May 30, 2017.

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

☐ 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 Greg Anderson.

☐ Complete the mid-semester evaluation and turn it into Greg Anderson by Wednesday, July 5, 2017.

☐ Complete the final evaluation and turn it into the Greg Anderson by Tuesday, August 1, 2017.
NIU COLLEGE OF LAW
EXTERNSHIP PROGRAM
EXTERN CHECKLIST

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

☐ Read ABA Standard 303(a) and Standard 304(c).

☐ Read Illinois Rule 711.

☐ Go through the “Extern Schedule” with your supervisor. You are responsible for returning it to Greg Anderson by Tuesday, May 30, 2017.

☐ 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 Greg Anderson by Tuesday, May 30, 2017.

☐ On or around Wednesday, June 28, 2017, be sure to speak with your supervisor about his/her mid-semester evaluation of you.

☐ Please turn in your mid-semester self-evaluation by Wednesday, July 5, 2017.

☐ On or around Tuesday, July 25, 2017, be sure to speak with your supervisor about his/her final evaluation of you.

☐ Complete your final self-evaluation and turn it into Greg Anderson by Tuesday, August 1, 2017.