



HARVARD LAW SCHOOL CLINICAL AND PRO BONO PROGRAMS

FINAL SUPERVISOR EVALUATION OF STUDENT

Please note that students will not receive academic credit for their work until this form is completed and returned to Liz Solar (esolar@law.harvard.edu).

- 1. Name of Student Supervised _____
- 2. Name of Placement Organization _____
- 3. Organization Address _____
Street Address

City State Zip
- 4. Phone (____) ____ - ____ Fax (____) ____ - ____ Email _____
- 5. Date clinical work began ____/____/____ Date clinical work ended ____/____/____
- 6. Approximate number of hours per week student worked: _____
- 7. Would you supervise another HLS clinical student? Yes No

Please comment on the student’s performance. Please feel free to add more comments about the student’s work and the degree to which the student met or exceeded your expectations in the space provided. Please keep in mind, however, that this form is intended as a summary only. It is designed to serve as part of a more general program of feedback and evaluation, which included ongoing discussions with the student throughout the semester.

Scale for Assessment of Student Performance

- 1** **Poor** - Weak performance. Prompt attention needed to plan for improvement. Weak performance may be related to such things as: insufficient output, inconsistent performance, inadequate research and analysis, carelessness and inaccuracies, insufficient preparation for tasks, weak organization and case management.
- 2-3** **Fair** - Minimally adequate performance that could be describes as: meets minimum standards of quality and quantity, usually meets deadlines, performs basic advocacy tasks adequately, understands the need to act with purpose and design and can do so with supervision, follows instructions, but requires close supervision.
- 4-6** **Proficient** - Satisfactory to good performance that could be described as: consistently meets and sometimes exceeds minimum standards, works efficiently, exhibits good organization and case management skills, acts with reasonable purpose and design, seeks out and uses supervision effectively by clarifying task expectations, reporting problems and proposing solutions.
- 7-9** **Excellent** - Achieves very good results that could be described as: consistently exceeding minimum quantity and quality expectations, always accurate, anticipates and meets deadlines, exhibits good command of relevant law, requires close supervision only on new or complex matters, works independently on familiar tasks, learns effectively from colleagues and seeks opportunities to learn and improve.
- 10** **Exceptional** - Very unusual talent and performance as evidenced by: outstanding strategic judgment and planning, solid performance of lawyer tasks and skills, generally performs at the level of a first or second year attorney.

SUMMARY OF STUDENT'S DEVELOPMENT AND PROGRESS

1. Legal Analysis and Research:

Is able to identify key legal and factual issues.

1	2	3	4	5	6	7	8	9	10	N/A
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Is able to locate relevant statutes, case law and regulations and other relevant research materials.

1	2	3	4	5	6	7	8	9	10	N/A
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Produces clear, succinct written summaries of research.

1	2	3	4	5	6	7	8	9	10	N/A
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Comments:

2. Judgment and Problem-Solving Skills:

Thinks creatively about each case or project.

1	2	3	4	5	6	7	8	9	10	N/A
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Knows how and when to ask questions or seek additional consultation.

1	2	3	4	5	6	7	8	9	10	N/A
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Exercises good common sense.

1	2	3	4	5	6	7	8	9	10	N/A
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Comments:

3. Writing and Drafting Skills:

Writes clearly, precisely and persuasively.

1	2	3	4	5	6	7	8	9	10	N/A
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Drafts well-organized, well-researched written assignments.

1	2	3	4	5	6	7	8	9	10	N/A
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Comments:

4. Professional Practices:

Identifies and resolves ethical issues/concerns.

1 2 3 4 5 6 7 8 9 10 N/A

Is dependable and conscientious about work.

1 2 3 4 5 6 7 8 9 10 N/A

Takes appropriate initiative.

1 2 3 4 5 6 7 8 9 10 N/A

Accepts constructive criticism and modifies work habits appropriately.

1 2 3 4 5 6 7 8 9 10 N/A

Comments:

5. Case and Time Management:

Uses supervisor's time effectively.

1 2 3 4 5 6 7 8 9 10 N/A

Anticipates and meets deadlines.

1 2 3 4 5 6 7 8 9 10 N/A

Please summarize projects/cases and types of assignments that student worked on or completed during the remainder of the semester.

ADDITIONAL COMMENTS

Do you have any additional comments or suggestions concerning either this student or the Harvard Law School Clinical Program?

**I certify that, under my supervision, _____
has satisfactorily completed his/her clinical placement work.**

Supervisor Name _____

Supervisor Title _____

Supervisor Signature _____ Date _____

Please call Liz Solar at (617) 495-3765 or email esolar@law.harvard.edu with any questions or concerns.

To submit this form, email to esolar@law.harvard.edu, fax to (617) 496-2636, or mail to:

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