



HARVARD LAW SCHOOL CLINICAL AND PRO BONO PROGRAMS

MID-SEMESTER SUPERVISOR EVALUATION OF STUDENT

1. Name of Student Supervised: _____

2. Name of Placement Organization: _____

3. Organization Address: _____
Street Address

City State Zip

4. Phone () - Fax () - Email: @

5. Supervisor Name: _____

6. Supervisor Title: _____

SUPERVISION QUESTIONS:

1. In your initial meeting with the student, did you clearly articulate your expectations? Yes No

2. Did the student articulate any goals or expectations? Yes No

If yes, How will they be achieved?

3. Has the student completed the assigned tasks in a timely manner? Yes No

If no, have you communicated this to the student? Yes No

4. Has the student performed in a professionally responsible manner? Yes No

If no, have you communicated this to the student? Yes No

5. How often do you meet with the student?

6. How do you provide student feedback? In writing or orally? How often?

7. What was the date of the mid-semester meeting?

8. How would you describe your supervision style? (e.g. very hands-on, directive, non-directive, encourage student autonomy, etc...) Is the student responsive to this style?

9. What are your goals for the student for the remainder of the semester, and how will you structure this experience to meet those goals? Are there particular areas where the student should focus his or her efforts in the future? What kind of tasks or practices should the student concentrate on to improve his/her skills?

SUMMARY OF ASSIGNMENTS

Please check all that apply and add any tasks that are not listed.

- | | |
|---|--|
| <input type="checkbox"/> Handled Client Interview(s) | <input type="checkbox"/> Negotiated with Opposing Party/Counsel |
| <input type="checkbox"/> Drafted Correspondence | <input type="checkbox"/> Participated in Court Hearing(s) |
| <input type="checkbox"/> Prepared Complaint(s), Pleadings | <input type="checkbox"/> Drafted Interrogatories/Document Requests |
| <input type="checkbox"/> Interviewed witnesses or conducted other factual or investigative research | <input type="checkbox"/> Communicated with Third Parties |
| <input type="checkbox"/> Conducted Legal Research/Drafted Legal Memos | <input type="checkbox"/> Drafted Pre-Trial Memo(s) |
| <input type="checkbox"/> Drafted Motions/Affidavits | <input type="checkbox"/> Assisted with Trial/Trial Preparation |
| <input type="checkbox"/> Drafted Other Motions | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Drafted Client's Affidavit(s) | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Prepared Client(s) for Court Hearing | <input type="checkbox"/> Other: |

ADDITIONAL COMMENTS

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

Supervisor Signature

/ /
Date

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

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