

## **Goals Memo**

\*This form should be filled out and submitted to the Director of the Feinstein Institute at your first meeting. This form does not need to be shared with or signed by your supervising Attorney. However, this form may act as a useful guideline to you as you approach the Attorney to discuss your goals for the program at the beginning of the semester.

- I. What are your lawyering goals for this semester?  
Please be concrete. Rather than stating “I want to improve my research and writing,” please be specific about exactly which areas you want to improve.
- II. In what way do these goals build upon your prior experience?
- III. What has been the critique of your skills (research, writing, oral advocacy) in your past experiences?  
Please be concrete (i.e. “In Legal Methods, my professor said X”; “in my summer job, my supervisor said Y”)
- IV. What strengths do you bring to this externship?
- V. What areas of this externship will be most challenging for you? Or what obstacle can you identify that might interfere with your ability to achieve goals?
- VI. How do you plan to deal with the challenging areas or obstacles? (Please be concrete)
- VII. In what ways can your supervisor help you to overcome these obstacles?
- VIII. Please list all classes, outside activities, jobs or commitments that you are involved in or have this semester.

I have reviewed my goals with my supervising attorney.

Student

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments/ Suggestions from my supervisor:

Books/Articles I should read for background information:

Plan for the Semester (as I understand it):

Plan for my supervision with my supervising attorney:

Weekly staff meetings with attorneys (can you participate?):