

Mid-Semester Self-Evaluation

Student:

Agency:

Supervisor:

Date:

This form should be completed by the student and reviewed by the Director before it is shared with the student's supervisor. Each student is responsible for providing a final copy of the self-evaluation to the supervising Attorney and Director at least two days before the mid-semester meeting.

- I. Description of Work Performed (Please list all written work without identifying information)
- II. Learning Goals are/were:
 - A. Goal One was:
What have you learned?
 - B. Goal Two was:
What have you learned? (Please continue for as many goals as you had identified.)
- III. What have you learned, if anything, that you did not expect to learn?
- IV. Written Work (Focus on your ability to write clearly; ability to analyze factual issues; ability to analyze legal issues; research ability; and ability to write persuasively where appropriate)
- V. Client Skills (Focus on your interviewing skills, counseling skills, relationships with clients, ability to be an effective listener, ability to work well with clients)
- VI. Oral Skills (Focus on your ability to communicate in both formal and informal settings: court, negotiations, meetings with your supervisor, staff meetings)
- VII. Case Planning / Trial Preparation (Focus on your ability to do appropriate factual investigation, develop a coherent theory of the case, research appropriate issues, file appropriate motions, and prepare effectively for hearings or other courtroom appearances)
- VIII. Professional Responsibility and Ethics (Focus on your awareness of ethical issues, understanding of confidentiality obligations, relationships with clients, court personnel, and attorneys)
- IX. Responsibility / Timeliness / Organization (Focus on your judgment with respect to prioritizing work, efficiency, organization and deadlines)
- X. Ability to seek and use supervision effectively (Focus on your ability to plan for supervision meetings, to seek meaningful feedback, to incorporate feedback into next project, to seek guidance when appropriate, and to develop effective supervisory relationship)
- XI. What has been your most meaningful learning experience?
- XII. What has been your greatest challenge?
- XIII. Summary of Performance (Focus on overall view of your achievement within workplace to date, plans for continuation of learning process; areas of strength, areas for improvement areas, ways that supervisor can mentor student in the future)
- XIV. Is there any way for your learning experience to improve? If so, how? And what can you do to make this happen?
- XV. Plan for second half of semester to achieve goals.