TO THE STUDENT:

There are four general criteria used in assessing your performance:

1. **Pre-performance skills/planning:** Students are expected to demonstrate competent skills in case-planning, case organization, collaboration, following office procedures and time management. For example it is expected that the students will maintain organized files in accordance with the clinical filing system and check into the clinic each day for telephone and e-mail messages, mail, notes, etc.

2. **Performance skills:** Students are expected to demonstrate competent ability in engaging in lawyering activities such as: client counseling, interviewing, fact investigation, negotiating, research, legal analysis and writing, drafting legal documents, examining witnesses, oral advocacy, and corresponding with clients and relevant parties. Students are also expected to demonstrate that they have acquired knowledge of the applicable law and procedure and familiarity with the necessary facts.

3. **Post-performance skills/reflection and correction:** Students are expected to be reflective and self-corrective. Students must demonstrate the ability to assess and critique their own and others’ performances. Students must show that they have learned from their initial experiences and can incorporate that knowledge in the next experience. Students are expected to share their experiences with other students in a positive way to foster cooperative decision making. Students must demonstrate the ability to critically review and evaluate the legal system through the clients’ experience and reflect on their role within the system.

4. **Professional Responsibilities:** Students must behave in a professionally responsible manner at all times in dealings with clients, the community, colleagues and opposing counsel. Students must demonstrate sensitivity to client needs, concerns and goals and knowledge of ethical rules. For example, students must represent their clients zealously, preserve client confidences, respect client autonomy and exercise independent professional judgment on client’s behalf. Students are also expected to act responsibly and sensitively in their lawyering roles.
The general criteria are analyzed using the performance tasks which follow. Each task is evaluated on a scale of 1 to 5, and N/A, as follows:

**Excellent**
Consistently does outstanding work and works in an increasingly independent and cooperative manner

**Good**
Performs well, and is learning to work in an independent and cooperative manner

**Satisfactory**
Performs with basic competence, and is learning to work in an independent and cooperative manner

**Poor**
Needs maximum supervision/oversight to perform competently

**Failure**
Does not seek or respond to supervision/guidance and does not perform competently

**N/A**
The identified skill is not applicable to the Project in which the student is enrolled, or the student has not yet been assigned to tasks which involve the identified skill.
Student: _______________________________________

Faculty: _______________________________________

Date of Evaluation: ______________________________

EVALUATION OF STUDENT ATTORNEY

I. PRE-PERFORMANCE SKILLS/PLANNING

1. Case Management and Organization
   Comments:

2. Case Planning
   Comments:

II. PERFORMANCE SKILLS

1. Interviewing, Counseling and Fact Investigation
   Comments:
2. **Communication**

Comments:

3. **Law, Procedure and Theory**

Comments:

4. **Research and Writing**

Comments:

5. **Negotiations and Oral Advocacy and Trial Skills**

Comments:

III. **POST-PERFORMANCE SKILLS/ REFLECTION AND CORRECTION**

Comments:
IV. PROFESSIONAL RESPONSIBILITIES

1. Responsibility

Comments:

2. Ethics

Comments:

E. SPECIAL RECOGNITION

Other aspects of work in the clinic that are not otherwise described above but which deserve special recognition (e.g., exceptional effort, outstanding improvement and growth as advocate, excellent judgment, achievement of personal goals.)

Comments: ____________________________________________
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