

Legal Studies
Lake Superior State University
Sault Ste. Marie, Michigan

LAWS 299 Legal Studies Internship and
Professional Development Seminar
Instructor: Carol S. Andary

FINAL INTERNSHIP EVALUATION
FOR SUPERVISING ATTORNEY/JUDGE/DIRECTOR

The purpose of this form is to monitor the performance of the intern in your office. Please fully complete this form and forward it to the address below. This form must be received by the Legal Studies Coordinator by: _____ to allow the student to receive credit in this term's grade report. In addition, you may wish to review this evaluation with the student so that the student has a good understanding of the ways in which he/she did well and those where there is room for improvement. This information can be useful to the student in future employment.

In Re: _____

Dates of Internship:
From: _____ To: _____

Days/Hours per week

Name of Supervising Attorney/Judge/
Director

Name and Address of Firm/Court

Supervisor's Telephone Number

1. As to job assignments given to the intern student, please rate the student's performance of each assignment on a scale of 0-10 (with 10 being the highest). If any job assignments are not applicable, please indicate "n/a".

Job Assignment

Performance

Preparation of legal documents, pleadings,
briefs, memoranda

Correspondence Writing

Fact Gathering/investigation

Legal Research

Client/Witness interviewing (or observance of same)

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Job Assignment

Performance

Searching/checking public records

Filing of pleadings/instruments

File Organization

Deposition Review

Law Office management functions

Courtroom observance/involvement or
assistance during hearings or trials

Other:

2. Please describe several of the major assignments that the student worked on during this placement.

3. In your opinion, what are the student's:

a. Strengths:

b. Weaknesses:

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4. What advice for the future would you give this student to develop his/her strengths as a legal assistant?

5. Any additional comments or suggestions?

Signed:

Supervising Attorney/Judge/Director

Date:

If this evaluation is read and discussed with the student, the student should sign here:

Student Intern

Please return to:

Carol S. Andary
Coordinator of Legal Studies/Prelaw Advisor
Lake Superior State University
School of Business, Entrepreneurial, and Legal Studies
650 W. Easterday Ave.
Sault Ste. Marie, MI 49783
(906) 635-2104
candary@lssu.edu