

FACULTY SITE VISIT QUESTIONNAIRE

(Feel free to use this format or create your own. Your site visit report should be at least one page long and address each of the following areas if possible. A more in-depth discussion of the site visit is found in your [Faculty Handbook](#)):

- 1. What Tasks and Responsibilities Have Been Assigned to the Extern?** (Are a variety of well-defined tasks encouraging the learning of lawyering skills assigned, and are they challenging? Do the assignments provide the Extern with insight into the legal system and profession? Are learning objectives set and being met? Is the student participating in all available activities, such as client contact, court appearances, etc.?)

- 2. What Practical Skills is the Extern Learning?** (How accomplished does the Extern feel? Is the Extern seeing the type of growth anticipated? If desired, discuss skills from the student self-assessment sheet (contained in the Student Handbook) that are applicable to the Extern's experience.)

3. **Is The Mentor Providing the Extern with High-Quality Supervision and a Supportive Learning Environment?** (Is the on-site mentor working with the Extern to define learning goals? Is the Extern asked for input or feedback and evaluation of his or her work? Does the mentor schedule regular times to meet with the student? Does the mentor provide regular, constructive feedback, and in what form(s)? Are there any problems or concerns regarding the Extern's ability to take constructive criticism or supervision?)

4. **Is the Mentor Appropriate?** (Is the mentor knowledgeable and experienced in his or her field? Are substantive/procedural skills well-developed; is the mentor perceived by others as an excellent attorney? What, if any, records does the mentor keep re: the meetings, assignments, etc. with the Extern? Does the Extern have any concerns about the mentoring relationship? Is this a mentor you would recommend in the future?)

5. **Does the Extern Feel His or Her Goals for the Externship are Being Met?** (Are there additional things that need to be done to ensure the goals are met?)

6. **What Training Is Given To the Extern Regarding Ethics/Professional Responsibility?** (In addition to training, what issues of professional responsibility or ethics is the Extern exposed to? Did ethics issues arise, and how were they dealt with? Are there written policies, guidelines re: ethics and professional responsibility, and does the Extern know about them?)

7. **What is The Work Environment Like?** (Does the Extern have an adequate space to work? Is the administration organized; attorneys respectful toward staff; collegial atmosphere; ethical standards enforced; conflicts check system in place; respect toward clients, etc.)

8. **This An Appropriate Placement for Externs?** (Is the organization/agency/attorney staff/judge respected in the legal community? Does it have a reputation for doing high-quality work? Do the attorneys have experience supervising Externs?)

9. Are There Any Problems With the Placement?

Please return this form or your typed report to Libby Davis, Associate Dean for Career Services and Externship Program Director. Thank you!