

**Note: This form must be returned on a timely basis before the student extern receives Law School credit.**

Return To: Externship Director  
University of Hawai'i at M<sub>noa</sub>  
William S. Richardson School of Law  
2515 Dole Street  
Honolulu, Hawai'i 96822  
Or fax to: 956-5569  
Or email to: lawrence@hawaii.edu

**EXTERN APPRAISAL FORM**

Extern's Name: \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

Placement: \_\_\_\_\_

We would prefer that you discuss your appraisal of the student on an ongoing basis throughout the semester. However, if you feel it is necessary to submit a confidential appraisal, please so indicate on the first page. If during the semester you feel that the student should not receive a grade of credit for the externship, please contact the Externship Director immediately.

1. What was the quality of the student's work?

Poor            1                    2                    3                    4                    5                    Excellent

Comments:

2. Please describe the student's attitude (e.g., motivation, initiative, enthusiasm, confidence, participation in office activities, relations with others).

Comments:

3. Was the student responsible (e.g., reliable and punctual)?

At All Times             Most Times             Only When Asked             Never

Comments:

4. For any areas in which the student's work can use improvement, please describe below what the

student can do to improve.

5. Did the student complete the required average of eight hours of work per week?

\_\_\_\_ Yes

\_\_\_\_ No

6. To comply with American Bar Association rules can you certify that the student neither has nor will receive any compensation for the work performed as an extern?

\_\_\_\_ Yes

\_\_\_\_ No

7. Is there any reason why the student should not receive credit for this externship?

\_\_\_\_ Yes

\_\_\_\_ No

(If "yes", please attach the explanation.)

8. Do you have any suggestions or comments about the Externship Program at the William S. Richardson School of Law?

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Signature of Mentor

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