

**Santa Clara Law
Internship – Guided Reflections**

Student name: _____

Student Phone: _____ Student Email: _____

Supervising Attorney Name: _____

_____ Firm/Office Name: _____

_____ Address: _____

_____ Office

Phone: _____ Supervisor's Email: _____

PART I

1. Describe what you expect to learn from this experience.

2. Describe the goals you set for yourself as you started to intern at this office.

a.

b.

c.

d.

Other:

3. Describe the type of office you are working at, and the main areas of practice or cases handled at this office.

4. Identify and describe challenges you initially identified at the office, and explain how you planned to work through these challenges.

[Example: I identified that one of the other summer interns seemed extremely competitive, and I was afraid that my somewhat “shy” or hesitant character would be overshadowed by this very vocal and overbearing individual. I resolved to ensure that the quality of my work and the professionalism I showed at the office, were flawless. I also decided to force myself to speak up and contribute to the discussions, even though I am by nature more comfortable with sitting back and letting the conversation flow around me.]

5. Identify and describe what seemed immediately comfortable to you at the office, and explain how you planned to use this area of comfort to your advantage.

PART II

6. Please describe the assignments you have been given in this placement.

7. How have the assignments challenged you, and how did you ensure that the challenges were met?

8. Describe your supervisor's style of supervision, and explain in what way(s) the style of management suits your work style, and in what ways it challenges your preferred management style.

9. To the extent the supervision style poses challenges, describe how you have tried to actively bridge the gap between your and the supervisor's preferred styles.

10. Describe your relationship and interaction with your immediate supervisor, and other personnel such as interns, attorneys, staff at the office.

PART III

11. Were your skills and/or knowledge about law and law practice in this foreign jurisdiction improved in this placement? Please explain.

12. How is the legal culture and legal system in this country different from the United States?

13. Were there any tasks or responsibilities that you wanted to do in this placement that you were not allowed to do? Please explain.

14. What was the most significant learning (whether in terms of substance, procedure, inter-personal relations, work ethic, or other), you achieved in this placement?

PART IV

15. If you were the supervisor, on a grade of 1-5 (where 1 is “poor” and 5 is “excellent”), how would you grade your performance in the following categories? The score you assign yourself will not impact the grade you actually receive for your internship -- so, be objective in your evaluation.

(a) Research Ability

(1=poor, 5=excellent)

	1	2	3	4	5
Knows the basic, non-computer library research tools and how to use them	<input type="radio"/>				
Is familiar with computerized legal research resources	<input type="radio"/>				
Does thorough, careful and accurate work	<input type="radio"/>				
Produces practical and useful results	<input type="radio"/>				
Other:	<input type="radio"/>				

Comments: _____

(b) Legal Analysis

(1=poor, 5=excellent)

	1	2	3	4	5
Integrates legal concepts and theory with facts in a coherent and logical progression	<input type="radio"/>				
Is able to identify relevant issues and distinguish a logical hierarchy among them.	<input type="radio"/>				
Other:	<input type="radio"/>				

Comments: _____

(c) Intellectual Capacity

(1=poor, 5=excellent)

	1	2	3	4	5
Displays intellectual curiosity	<input type="radio"/>				
Thinks creatively and imaginatively	<input type="radio"/>				
Develops alternative avenues of argument	<input type="radio"/>				
Pursues analogous extensions in areas where the law is nebulous	<input type="radio"/>				
Explores subsidiary and related issues uncovered by research to develop innovative legal theory	<input type="radio"/>				
Other:	<input type="radio"/>				

Comments: _____

(d) Writing Skill

(1=poor, 5=excellent)

	1	2	3	4	5
Writes clearly, precisely and persuasively	<input type="radio"/>				
Drafts well-organized written assignments	<input type="radio"/>				
Cites accurately and properly	<input type="radio"/>				
Other:	<input type="radio"/>				

Comments: _____

(e) Clarity of Oral Expression

(1=poor, 5=excellent)

	1	2	3	4	5
Speaks well and is easily understood	<input type="radio"/>				
Is able to discuss issues clearly	<input type="radio"/>				
Communicates effectively in various advocacy proceedings	<input type="radio"/>				
Other:	<input type="radio"/>				

Comments: _____

(f) Judgment

(1=poor, 5=excellent)

	1	2	3	4	5
Is mature	<input type="radio"/>				
Exercises good common sense	<input type="radio"/>				
Knows how and when to ask questions or seek additional consultation	<input type="radio"/>				
Sets appropriate priorities in handling assigned work	<input type="radio"/>				
Other:	<input type="radio"/>				

Comments: _____

(g) Responsibility

(1=poor, 5=excellent)

	1	2	3	4	5
Is trustworthy and acts ethically	<input type="radio"/>				
	<input type="radio"/>				
Takes initiative	<input type="radio"/>				
Is dependable and conscientious about work	<input type="radio"/>				
Meets deadlines and manages time well	<input type="radio"/>				
Works independently and efficiently without sacrificing quality	<input type="radio"/>				
Accepts criticism and constructively modifies work habits	<input type="radio"/>				
Other:	<input type="radio"/>				

Comments: _____

(h) Client Relations

(1=poor, 5=excellent)

	1	2	3	4	5
Develops effective working relationships with clients	<input type="radio"/>				
Is sensitive and responsive to client needs	<input type="radio"/>				
Knows how to be diplomatically persistent	<input type="radio"/>				
Other:	<input type="radio"/>				

Comments: _____

(i) **"Plus" Traits**

(1=poor, 5=excellent)

	1	2	3	4	5
Shows an interest in the employer's work	<input type="radio"/>				
Has a sense of humor	<input type="radio"/>				
Is cooperative and accommodating to the needs of the office	<input type="radio"/>				
Is even-tempered	<input type="radio"/>				
Remains unruffled in emergency situations	<input type="radio"/>				
Is courteous and respectful to all staff	<input type="radio"/>				
Demonstrates sensitivity to office human relations dynamics	<input type="radio"/>				
Appears self-confident and enthusiastic	<input type="radio"/>				
Maintains a professional demeanor	<input type="radio"/>				
Other:	<input type="radio"/>				

Comments: _____

16. If you received a score of 3 or below in any category, please explain the steps you will take to improve your performance in that area.