Wake Forest University School of Law
The Elder Law Clinic
Student Evaluation Form

Student_____________________________________________________

1. **Research Ability**
   - ☐ knows the basic, noncomputer library research tools and how to use them
   - ☐ is familiar with computerized legal research resources
   - ☐ does thorough, careful and accurate work
   - ☐ produces practical and useful results
   
   Not Observed

2. **Legal Analysis**
   - ☐ integrates legal concepts and theory with facts in a coherent and logical progression
   - ☐ able to identify relevant issues and distinguish a logical hierarchy among them

   Not Observed

3. **Intellectual Capacity**
   - ☐ displays intellectual curiosity
   - ☐ thinks creatively and imaginatively
   - ☐ develops alternative avenues of argument
   - ☐ pursues analogous extensions in areas where the law is nebulous
   - ☐ explores subsidiary and related issues uncovered by research to develop innovative legal theory

   Not Observed

4. **Writing Skill**
   - ☐ writes clearly, precisely and persuasively
   - ☐ drafts well-organized written assignments
   - ☐ cites accurately and properly

   Not Observed
5. Clarity of Oral Expression

☐ speaks well and is easily understood
☐ able to discuss issues clearly
☐ communicates effectively in various advocacy proceedings

1 2 3 4 5 Not Observed

6. Judgment

☐ is mature
☐ exercises good common sense
☐ knows how and when to ask questions or seek additional consultation
☐ sets appropriate priorities in handling assigned work

1 2 3 4 5 Not Observed

7. Responsibility

☐ is trustworthy and acts ethically
☐ takes initiative
☐ is dependable and conscientious about work
☐ meets deadlines and manages time well
☐ works independently and efficiently without sacrificing quality
☐ accepts criticism and constructively modifies work habits

1 2 3 4 5 Not Observed

8. Client Relations

☐ develops effective working relationships with clients
☐ is sensitive and responsive to client needs
☐ knows how to be diplomatically persistent

1 2 3 4 5 Not Observed

9. Interviewing

☐ develops rapport with client
☐ organizes and structures interview with emphasis on relevancy, clarity and completeness, and efficient use of time

1 2 3 4 5 Not Observed
10.  
**Investigation and Discovery**

- [ ] able to elicit pertinent information informally and through appropriate discovery methods
- [ ] preserves and organizes evidence obtained

1 2 3 4 5 Not Observed

11.  
**Counseling**

- [ ] prepares and gives adequate and accurate advice to client
- [ ] effectively communicates at client=s level about the issues, etc.

1 2 3 4 5 Not Observed

12.  
**Drafting Documents**

- [ ] uses and selects appropriate drafting aids
- [ ] organizes documents
- [ ] uses clear and accurate legal language, etc.

1 2 3 4 5 Not Observed

13.  
**Negotiation**

- [ ] is able to analyze minimum acceptable and maximum potential settlements
- [ ] is persuasive
- [ ] achieves acceptability of settlement, etc.

1 2 3 4 5 Not Observed

14.  
**Oral Advocacy**

- [ ] Prepares and organizes presentation
- [ ] has knowledge of relevant law and procedure
- [ ] uses language and persuasive techniques appropriate to audiences, etc.

1 2 3 4 5 Not Observed
15. **Office Procedure**

- keeps thorough and complete records in client files
- complies with office procedure and practices, etc.

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16. **"Plus" Traits**

- shows an interest in the employer's work
- has a sense of humor
- is cooperative and accommodating to the needs of the office
- is even-tempered
- remains unruffled in emergency situations
- is courteous and respectful to all staff
- demonstrates sensitivity to office human relations dynamics
- appears self-confident and enthusiastic
- maintains a professional demeanor

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