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Externship Program

## *End-of-Term Self-Assessment*

## Introduction

This End-of-Term Self-Assessment must be filled out by the Extern and reviewed by the Placement Supervisor during the last week of the placement. The End-of-Term Self-Assessment seeks to measure progress toward the learning objectives identified in the Learning Agreement and allows for the Extern and Placement Supervisor to provide written feedback.

## Instructions

* Students will complete each section of this form. Each answer field is expandable allowing for as much information as necessary.
* The form will then be submitted to the Placement Supervisor for review and comments.
* By the last week of the placement, the completed End-of-Term Self-Assessment should be sent as an email attachment as follows:
	+ To: The Placement Supervisor and Tess Sheldon, Windsor Law Externship Director, at tess.sheldon@uwindsor.ca,
	+ Cc: Stacey Marion, Windsor Law Clinical & Experiential Learning Coordinator, at smarion@uwindsor.ca.
* Both the Extern and Placement Supervisor should keep a copy on file for review and amendment as required.

|  |  |
| --- | --- |
| Student Name: |       |
|  |  |
| Placement Organisation: |       |
|  |  |
| Placement Supervisor: |       |
|  | Name, Title |
| Supervisor Email: |       |
|  |  |
| Placement Address: |       |
|  |  |

# Work Schedule

|  | Students’ Self-Assessment | Placement Supervisor Review |
| --- | --- | --- |
| Has your work schedule followed the plan set out in your Learning Agreement: | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |
|  |  |  |
| If not, please explain: |       |       |
|  |  |  |
| Are you working at least 12 hours/week at your placement position? | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |
|  | Externs must complete a minimum of 144 hours of work over the course of the term |
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| Have any ‘out of schedule’ or last-minute events occurred that required your attendance? |       |       |
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# Supervision

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| --- | --- | --- |
|  | Students’ Self-Assessment | Placement Supervisor Review |
| How often do you meet with your Placement Supervisor? Do you feel this is sufficient |       |       |
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# Learning Outcomes and Tasks

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| --- | --- | --- |
|  | Students’ Self-Assessment | Placement Supervisor Review |
| Provide a brief description of the main activities and tasks the student will likely complete by the end of the term: |       |       |
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The following Learning Outcomes and Characteristics are common to all placements in the Externship Program.

| **Course Learning Outcomes** | **Student’s Action Plan** | **Student’s progress toward Learning Outcomes** | **Placement Supervisor’s Assessment of the student’s progress toward Learning Outcomes** |
| --- | --- | --- | --- |
| At the end of this course, the successful student will know and be able to: | The following is a list of placement tasks that contribute to the Learning Outcomes: | Briefly describe how your action plan is contributing to the achievement of your Learning Outcomes, indicate whether anything else can assist in achieving these goals: | Briefly describe your impression of how the student is working toward the Learning Outcomes, constructive feedback is welcome: |
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| Apply legal knowledge learned in the classroom to workplace practice |       |       |       |
|  |  |  |  |
| Identify and apply the ethical and professional norms per the Law Society’s Rules of Professional Conduct, University and workplace policies, including critical perspectives on dominant ethical and professional norms |       |       |       |
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| Reflect critically on the availability and quality of justice in the placement practice setting, as appropriate to diverse populations |       |       |       |
|  |  |  |  |
| Hone oral and written communication skills in the workplace, as appropriate to diverse populations and audiences |       |       |       |
|  |  |  |  |
| Adapt to the various roles of a lawyer in the workplace setting |       |       |       |
|  |  |  |  |
| Practice wellness and resilience strategies in the work place and identify barriers to wellness |       |       |       |
|  |  |  |  |
|       |       |       |       |
| Other goals and objectives should be filled in the above box as needed | Other tasks related to the corresponding goals and objectives should be filled in the box directly above |  |  |
| E.g. Improve on legal presentation skills | Assist in preparing for a community legal education seminarPresent section on accessing community legal services  | I have been preparing for my role in the community legal action seminar and helping with other elements of the seminar as well. I am looking forward to feedback from my Placement Supervisor on my presentation on access to community legal services.  | This extern has been working hard on the presentation assigned during the seminar and has been diligent in wanting to assist with other aspects of the event.  |
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## Additional Feedback

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|  | Students’ Self-Assessment | Placement Supervisor’s Comments |
| Please provide any additional feedback about the placement in the space provided: |       |       |
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Personal information on this form is collected under the authority of the University of Windsor Act, 1962 and will be used for the purpose of administering the university-student relationship and organising experiential placements offered by the Faculty of Law. Questions about this collection should be directed to the Experiential Learning Coordinator, Faculty of Law, University of Windsor | 401 Sunset Avenue, Windsor ON N9B 3P4 | (519) 253-3000 ext. 4297.