

PUBLIC INTEREST RESOURCE CENTER

Learning to Serve, Serving to Learn

Placement Evaluation Form

Why the Paperwork?	Page 1
Instructions	Page 1
Placement Data	Page 2
Student Log	Page 3-4
Student Questionnaire	Pages 5-7
Supervisor's Assessment	Pages 8-9

FRIDAY, MARCH 13, 2020 DEADLINE FOR MAY 2020 GRADUATES TO SUBMIT PIRC FORMS (NO EXTENSIONS)

Why the Paperwork?

Recognition: The Public Interest Resource Center (PIRC) recognizes your efforts, based upon the amount of time you contribute to legal public interest work. If you provide an exceptional amount of public service after your first semester of law school, you may be recognized when you graduate. In order to be eligible for this recognition, your work must be *pro bono*, that is, you must receive neither financial compensation and nor academic credit for the hours you log on this form. In addition, recognition will be afforded only to students who complete this log form in a timely manner, and who satisfactorily meet their placement's expectations.

Feedback: PIRC seeks to maintain quality relationships with placement providers. In this packet, there are survey forms that will provide PIRC with critical input regarding your experience. Please take the time to complete your questionnaire with care, and be certain to give the attached supervisor's assessment to the attorney who most closely supervised your work.

Instructions

The attached forms, completed by you and your attorney supervisor, must be returned to the **Career Development Office** according to the following deadlines:

If you volunteered during the...	then your form is due by...
Fall Semester	the last day of Fall Semester classes.
Spring Semester & are not graduating this year	the last day of Spring Semester classes.
Spring Semester & are graduating this year	Friday, March 13, 2020 (No Extensions)
Summer	the first week of Fall Semester classes.

STUDENTS - PLEASE NOTE:

- Failure to adhere to these deadlines will render you ineligible for recognition at graduation.
- Students are responsible for making sure that attorney supervisors submit their assessment forms to the Career Development Office on or before the deadlines.

PUBLIC INTEREST RESOURCE CENTER

Anticipated Graduation Date:

RETURN THIS COMPLETED PACKET TO THE CAREER DEVELOPMENT OFFICE

Placement Data				
Student Name:				
Year:	1L	2L	3L	4L
Division:	Day	Eve	Extended	
Email Address:				
Phone Number(s):				
Placement Name:				
Placement Address:				
Supervisor's Name/Title:				
Dates/Semester of Service:				

Placement Data

**How did you learn
about this pro bono
opportunity?
(select all that apply)**

- PIRC**
- Career Development Office**
- Job Fair: (where/when)**

- Digest**
- On-line: (list site)**

- Other: (please explain)**

Date	Description of Work Performed	Hours
TOTAL HOURS:		

(You may add additional sheets when needed. Provide the final total at the end.)

I certify that the above information is true.

Student's Signature **Date**

Supervising Attorney's Signature **Date**

Supervising Attorney's Printed Name

PUBLIC INTEREST RESOURCE CENTER

Learning to Serve, Serving to Learn

Student Questionnaire

Placement: _____

Attorney Supervisor: _____

Dates of Service: _____

Area(s) of Law (circle all that apply):

- Administrative •Alt. Dispute Resolution •Civil Rights •Comm. Econ. Dev.
- Consumer •Criminal •Disability •Education •Elder
- Entertainment •Environmental •Family •Health •Housing
- Human Rights •Immigration •Juvenile •Labor/Employment
- Public Benefits •Veterans •Tax

Other: _____

If you worked in a Law-Related Education Program, identify the specific program:

Type of Work Performed (circle all that apply):

- Client Intake/Interviewing
- Legislative Analysis/Policy Interpretation
- Case Preparation/Investigation • Assisting at Trial • Drafting Documents
- Adult Citizen Education • Teaching/Coaching Kids • Research and Writing

Other: _____

1. **Nature of Work Assigned:**

Too Simple

At My Level

Too Challenging

Comments:

2. **Amount of Work Assigned:**

Too Little

Sufficient

Too Much

Comments:

3. **Adequacy of Training:**

Poor

Adequate

Excellent

4. **Adequacy of Supervision:**

Poor

Adequate

Excellent

Comments:

5. **How, if at all, has this work enhanced your legal skills?**

6. **How, if at all, has this work enhanced your understanding of the legal needs of persons of limited means?**

PUBLIC INTEREST RESOURCE CENTER

Learning to Serve, Serving to Learn

Attorney Supervisor's Assessment

Thank you for taking the time to supervise a Delaware Law School student. Your feedback is essential to the success of this program. I would appreciate it if you would take a few moments to complete this form and return it by mail, fax or email to:

Catherine Zwolak Kilian, Director
Public Interest Resource Center
Widener University Delaware Law School
4601 Concord Pike, Wilmington, DE 19803
302-477-2705 (Ph); 302-477-2180 (Fax)
PIRC@widener.edu

Attorney Supervisor Contact Information (Please feel free to attach your business card.)

Name & Title:	
Address:	
Phone/Fax Number:	
Email Address:	
Name of Student Supervised:	
Time Period of Supervision:	

Please circle your answer:

1. Have you reviewed the student's time log? YES NO
2. Are the number of hours reported in the student's log accurate to the best of your knowledge? YES NO
3. Are the number of hours reported in the student's log appropriate to the tasks performed? YES NO
4. Was the student's work satisfactory? YES NO
5. Did the student's work help you, your client, and/or your organization? YES NO

6. Was the student's conduct professional and appropriate at all times?
YES NO

7. How would you characterize the level of supervision this student required?

a) About expected b) Less than expected c) More than expected

8. Based on your experience with this student volunteer, would you be willing to continue to supervise Delaware Law Students in the future?
YES NO

9. Please comment candidly on your experience supervising this student volunteer (OPTIONAL)

10. Please feel free to suggest how this program may be improved in the future (OPTIONAL)

Supervising Attorney's Signature: _____ Date: _____

Supervising Attorney's Printed Name: _____

**Thank you for taking the time to help us assess our program.
We look forward to working with you again.**