

Northeastern University
School of Law
Co-op and Career Development

M E M O R A N D U M

TO: Co-op Supervisors
FROM: Center for Co-op and Career Development
RE: Student Performance Evaluations

Thank you for your support and participation in our program. It is our hope that this experience has been a meaningful and rewarding one for both your organization and the legal intern(s) whom you have supervised thus far. We ask that you please review the information below and complete and return the student evaluation form to our office at the conclusion of the internship.

The Requirement

Our students must successfully complete several full-time "co-ops," each under the supervision of an attorney or judge, in order to graduate. Students do not receive credit for their internships until the school receives performance evaluations from their employers. These evaluations are included in students' official transcripts, which also contain their academic evaluations, and are used by future employers in assessing the qualifications of students for co-op and post-graduate jobs.

Evaluation Process


Co-op internships offer students a unique opportunity to develop and refine their lawyering skills in a "safe" setting where the learning process can occur. As an employer, your assessment of a student should take into consideration not only the level of overall performance they achieved, but also any improvement or progress that was made. In this respect, the ongoing supervision and feedback that you provide are critical to the fairness of your evaluation. Students must be informed early on early whenever any aspect of their performance is unsatisfactory, so that they can have an opportunity to improve. An evaluation should never be a "surprise" to a student.

Employers should provide candid feedback on our students' work products and performance. However, occasionally employers are faced with giving feedback on negative aspects of a students' performance or conduct. While these instances are infrequent, it can be a sensitive area for both employers and students. We ask employers to exercise their professional judgment and discretion in such cases. If there is a serious issue or concern, please do not hesitate to be in touch with our office.

Timely Submission of Evaluations

The evaluation form should be submitted to our office at the conclusion of an internship period. Timely submission of evaluations is critical to both students and the law school since students will not receive credit for an internship until we receive evaluations. Late submissions can affect a student's graduation or limit their future co-op opportunities. We sincerely appreciate your efforts to submit timely evaluations.

Friday, July 19, 2019



Northeastern University
School of Law
Co-op and Career Development

Mechanics of Submitting Evaluations

When submitting evaluations, please take note of the following:

- (1) **Length** - Please use the single page form that is provided by our office. A second page may be attached if necessary.
- (2) **One Evaluation Per Student** - Only one composite evaluation should be submitted for a student, absent special circumstances that dictate otherwise.
- (3) **Typewritten Evaluation** - The University Registrar will not accept handwritten evaluations because of the processing required to incorporate them into the official academic transcripts of students. Please type the form or a computer-generated facsimile of it.
- (4) **Signature** - students on co-op are required to be supervised by attorneys or judges; thus, only an attorney or judge can sign the evaluation.
- (5) **Submission** - Please use one of the following methods to submit a completed evaluation:

Online form (preferred method) – A link will be sent to you at the mid-point of the co-op term, and again as the end of the term approaches. You may click on this link to be taken to the online version of the evaluation form, which you can complete and submit directly.

E-mail – You may e-mail a signed (direct and electronic signatures accepted) Word document evaluation to lawcoop@northeastern.edu. If you would like to use the Word version of the evaluation form, your co-op student can provide it to you or you can get it directly from us by emailing lawcoop@northeastern.edu.

Mail – You may mail the signed Word document evaluation to:

ATTN: Co-op Evaluations
Center for Co-op and Career Development
Northeastern University School of Law
416 Huntington Avenue, KN125
Boston, MA 02115 -5000

Fax – You may fax the signed Word document evaluation to (617) 373-5046.

Questions?

Please do not hesitate to contact us at (617) 373-3002 or lawcoop@northeastern.edu if you have any questions or concerns. Once again, we sincerely thank you for your continued support and participation.