

WESTCHESTER COMMUNITY COLLEGE  
PARALEGAL STUDIES  
INTERNSHIP EVALUATION

Please return the evaluation form—*via* fax 914-631-0363—to Russell J. Ippolito, Esq.. Feel free to call me at the law office (914-631-9090) or at the college (914-785-6218) to discuss the internship or any questions you may have. If you wish to e-mail me, my address is russell.ippolito@sunywcc.edu.

Firm Name: \_\_\_\_\_

Intern's Name: \_\_\_\_\_

Evaluator's Name & Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Please evaluate the following statements by circling a number— with “1” indicating that you *strongly disagree* with the statement and “10” indicating that you *strongly agree* with the statement:**

**The Paralegal Student Possessed a Well-grounded Knowledge of Legal Matters:**

1 2 3 4 5 6 7 8 9 10

**The Paralegal Student Was Able to Apply That Legal Knowledge to Practical Matters Assigned:**

1 2 3 4 5 6 7 8 9 10

**The Paralegal Student Was Well Versed in Computer Programs Used by the Office:**

1 2 3 4 5 6 7 8 9 10

**If Legal Research Was Assigned, the Paralegal Was Adequately Prepared to Conduct the Research:**

1 2 3 4 5 6 7 8 9 10

**The Paralegal Student Was Able to Write Effectively:**

1 2 3 4 5 6 7 8 9 10

**The Paralegal Student Had Solid Oral Communication Skills:**

1 2 3 4 5 6 7 8 9 10

**The Paralegal Student Knew How to Complete Documents Given to Him or Her:**

1 2 3 4 5 6 7 8 9 10

**The Paralegal Student Completed His or Her Work in a Timely Fashion:**

1 2 3 4 5 6 7 8 9 10

**The Paralegal Student Displayed a Positive Attitude in the Workplace:**

1 2 3 4 5 6 7 8 9 10

**The Paralegal Student Consistently Arrived at the Internship at Arranged Times:**

1 2 3 4 5 6 7 8 9 10

**Rank the Intern with “1” being the lowest and “10” being the highest:**

1 2 3 4 5 6 7 8 9 10

(ON THE BACK OF THIS FORM, PLEASE SUBMIT ANY SUGGESTIONS OR OTHER COMMENTS REGARDING THE INTERN.)

