

GHANA SCHOOL OF LAW



INTERNSHIP HANDBOOK FOR FIELD SUPERVISORS (LAW FIRMS/LEGAL DEPARTMENTS/COURTS)

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1. INTRODUCTION

The Internship Programme of the Ghana School of Law aims at providing Law Students with an educational experience that is supervised by experienced practitioners who offer an excellent model for practice. The institution takes various steps to ensure that placements are at appropriate places for Interns. These steps include accreditation of Law Firms and on-the-spot assessment of activities in the placement places. This handbook has been prepared as a guide for all Field Supervisors who participate in the Internship Programme.

2. IDENTIFYING FIELD SUPERVISORS

For Court placement, the Judges are principal Field Supervisors. The Judges are permitted to appoint Assistant Supervisors who are legal practitioners or other Court officials not below the rank of Assistant Registrars. For the Law Firm placement, the Principal, the Head of Chambers, the Associate Partner or the Head of the firm shall be the Principal supervisor. They are permitted to appoint Assistant Supervisors from among legal practitioners in the firm. Law Firm Placement include posting of Interns to Law Firms and law related institutions such as Attorney-General and Ministry of Justice, Legal Aid Board and Commission on Human Rights and Administrative Justice etc. as approved by the General Legal Council.

3. THE GENERAL ROLES OF FIELD SUPERVISOR

The Ghana School of Law Programme is meant to achieve four main goals and the general role of the Field Supervisor is to see to the attainment of these goals. These goals are to:

- Develop the Intern's lawyering skills;
- Make the Intern understand various aspects of the legal system and legal profession;
- Inculcate, in the Intern the sense of professional responsibility and values and
- Develop the Intern's ability to reflect on and learn from their experience.

4. SPECIFIC TASKS OF FIELD SUPERVISORS

The Ghana School of Law's professional Legal Education and training is designed to achieve specific objectives. To achieve these objectives through the Internship Programme, Field Supervisors are required to assist Interns with specific tasks. The ability of an Intern to achieve each of the objectives depends, to a large extent, on the quality of the Intern's relationship with the Field Supervisor. Thus, the success of the Internship Programme depends on the willingness and ability of the Field Supervisors to serve as role models and teachers. The responsibilities of the Field Supervisor in this respect include:

4.1 Developing the Lawyering Skills of the Intern: This is an important skill expected of every vocational legal training. Normally, these skills are learnt by observation rather than from any systematic communication of information. Field Supervisors must make a conscious effort to provide high quality and demanding training. In the process, Interns must not be used as paid employees. They should be engaged in tasks that are carefully defined and appropriate to their ability, they should also receive feedback on their performance.

The skills developed include the following: problem solving, legal analysis and reasoning, legal research, factual investigation, communication, counseling, negotiation, alternative dispute resolution (ADR), Advocacy, law office management, organization and management of legal work and recognizing and resolving ethical issues. Therefore, in order for the Field Supervisor to assist Interns, the following suggestions are put forward:

4.1.1 Designing the Task

Every office represents different interests, stresses different skills and refers to vastly different matters. However, certain common elements are expected in the Internship Programme. Thus, for the Intern to function effectively, the Field Supervisor should clearly explain what the task involves. He should also put the specific task into the context of the entire case or issue on which the Field Supervisor is working. Narrow research projects may help the supervisor and be appropriate to the Internship Programme. However, the true benefit of such project to the Intern as part of the learning process will only come from an explanation from the Supervisor of how particular issues arising in the small project fit into the context of and affect the whole case. Although, prerequisite courses might have exposed the Intern to the kind of law that is practiced, the Intern may be unfamiliar with some of the issues raised. Hence, it is incumbent on the Field Supervisor to explain carefully the scope of the project and the work necessary to complete it. Clarification of the nature and scope of the problem is quite important. A clearly defined task accompanied by some specific research suggestions will save time and will be more productive for a Supervisor.

The role of the Field Supervisor should be to give guidance with regard to definition and resources but not necessarily to give answers. Since the supervision can be time consuming, it is often tempting to give the Intern a fast answer. When this occurs, the Intern does not learn a transferable skill that can be used for the next project. It also maintains the Intern's dependence on the Supervisor and hinders the development of the Intern's self-confidence and initiative. Interns should therefore be taught to use legal tools and resources and to develop confidence in their own ability to use these tools. To

effectively accomplish the mission, Interns should be engaged in the following:

a. Written Work

Interns should be encouraged not only to become familiar with research resources but also to put their research into writing whenever possible. Even if the written form is less expedient, Interns need experience and practice in order to integrate their research into a coherent written product. Such coherent written works could be of assistance to the Field Supervisor or other lawyers in the office even after the Intern completes the Internship. It would also be desirable for the Interns to engage in write-up of other works like questions for client interviews when appropriate, letters, opinion, reports, minutes of meetings, motions, affidavits, pleadings, agreements, notices etc. The Supervisor, should, therefore, request for the compilation of such works whenever the Interns complete their assignment.

b. Observation

It is not only important but also necessary for Interns to be able to observe and participate where possible in the proceedings in Court and office. The opportunity to observe and reflect upon all aspect of lawyering is valuable. Therefore, Interns should be allowed to watch as many aspects of the Field Supervisor's work as possible, including, possible but not limited to interviewing and counseling clients, negotiating, preparing for Court, pre-trial conference or case management, Court hearing, board meetings, meetings with clients, meetings with Judges, meeting with opposing counsel, meeting with associate lawyers, visit to land registry, visit to Registrar General's Departments and Securities and Exchange Commission to observe the Supervisor's interaction with clients with Court and with adversary as well as to discuss these interactions after their completion.

c. Role Play

Interns can assist with negotiation, preparation and hearing preparation by assisting the Field Supervisor to act out anticipated action in a mock motion argument.

d. Participation

An Intern can participate actively with the Field Supervisor's permission. Thus, an Intern should be allowed to have their own direct experience put into practice by themselves. Appropriate Intern roles will vary with the

placement but may include and not limited to participating in interviewing or debriefing of witnesses, preparing witness statement, writing up an investigation and trial plan, counseling clients after the Field Supervisor has the advice, drafting letters, drafting pleadings, drafting motions, conducting and preparing reports for searches, completing forms and preparing an opinion, filing documents at the Court and other registries, conducting searches at registries, so on. By so doing, Interns will not benefit from performing the tasks in which they play an integral role but will also achieve some of the other goals that they are set forth. Interns may also participate in the continuing legal education Programmes organized by the Ghana Bar Association, the Judicial Training Institute and other institutions.

i. *Feedback* on both written works and other tasks is an essential component of the educational experience. Meaningful feedback consists of very specific information. It involves careful observation of the Intern's performance or product as well as tactful and honest comments/views of Field Supervisor. The Field Supervisor must provide specific example of what the Intern said, did or wrote with a detailed explanation as to why the work was 'excellent' or 'poor'. Forms will be supplied for the Field Supervisor to evaluate the Intern and provide feedback at the end of the Programme.

ii. Interns should also be given the opportunity to learn some *self-evaluation skills*. One helpful tool is for the Supervisor to evaluate his own performance in the presence of the Intern. This modeling can demonstrate the level of self-analysis that will help the Intern to know how to critique his own performance. This encourages a constructive dialogue between the Supervisor and Intern, allowing the Intern to recognize where he has room for improvement.

4.2 Insight into Systems in which Lawyers Work

One of the important benefits of Internship is that Interns may be fascinated in a particular office and into a particular aspect of legal practice. In order to achieve this, the Intern should be exposed to a variety of scenarios like Courtroom activities in various Courts, client interview, investigations, opinion writing, letter writing, visit to Registrar-General's Department, Securities and Exchange Commission, Land Registry, Prisons, Law Reform Commission etc. The Field Supervisors should take time to discuss what is observed by the Intern. This does not necessarily mean that the Intern must actively participate in all Courtroom procedure or interviewing witnesses but he/she should be involved in the analysis in the research he /she was actively

engaged in. Thus, the Field Supervisor must explain to the Intern the context in which an assignment arises and as much as possible, to allow the Intern to see the application of the product of his work.

4.3 Developing Professional Responsibility Skills and Values

Professional responsibility is a core topic in Law in Practice/Advocacy and Legal Ethics of the Ghana School of Law. The Internship can complement classroom learning by providing opportunities to be involved with actual professional responsibility decisions that confront practicing lawyers. Interns should observe conduct in Court; observe problems occurring and watch interaction between parties. All these areas can generate professional responsibility questions. Furthermore, the Internship is an ideal situation in which to teach professional responsibility since the Intern has an opportunity to be professionally responsible under the guidance of the Field Supervisor. The Field Supervisor will serve as a role model and can engage in constructive dialogue with the Intern about these issues. Seeing how an institutional perspective can influence the way in which professional responsibility issues are analyzed can also be a valuable learning experience for the Intern.

Rules of Professional Conduct and Etiquette Rules for legal practitioners are taken seriously as a means of explaining the duties and responsibilities of lawyers in Ghana. Therefore, since Field Supervisors know that they are bound by these Rules, they are expected to inculcate the Rules in Interns. The Field Supervisors are not only expected to discuss legal ethics issues but also ethical issues bordering on good governance, corruption, process of appointment of Judges and how non-adherence to ethics can impact negatively on society.

Another professional responsibility skill that is of importance is the acquisition of habits and reactions which reflect the individual's responsibility for someone or to something outside them. This may be the first experience that the Intern has had to be responsible to others. The Internship is an excellent opportunity to learn about obligation to clients or the Court, to learn to meet deadlines, to learn to keep time and to learn basic work habits and skills. The Supervisor should be both critical and reinforcing when an Intern has either failed or succeeded in meeting professional responsibility goals.

The issue of pro bono service plays a significant part during the Internship. Emphasis must be placed on the need to provide pro bono service to the indigents. Therefore, Interns should be made to understand and appreciate pro bono service as part of their duties in their professional calling and as patriotic citizens.

4.4 Developing the Ability to Learn From Experience

Each case a lawyer is required to handle often presents new challenges. The Ghana School of Law does not teach Interns substantive law. The Ghana School of Law does not teach all procedural law or non-legal or intuitive information or behavior which Interns must have to be successful. This is one of the main reasons why the Ghana School of Law supports and encourages clinical legal education. Good clinical legal education provides an opportunity to learn and build upon from experience in a systematic way. An Internship Programme can help teach an Intern to be an effective learner and to absorb the lessons of experience.

5. SUGGESTED METHODOLOGY

Field Supervisors can adopt the following methods below to help them attain the goals discussed above:

a. Shadowing

This is a simple and effective method for demonstrating how certain lawyering skills should be performed. When shadowing, an Intern will spend part of a working day together with the Field Supervisor. For example, the Interns will be with him when the Field Supervisor does client conference, appears in Courts or visits the Land Registry or when he holds meetings with the opposing counsel on behalf of the client or conducts searches at the various registries.

b. Case File Assignments

An Intern can benefit from assuming responsibility from three case files – one beginning, one in the process and one in the final stage. The Intern should be asked to review each file and organize it if necessary. The Intern should be asked to draft a list of the next steps to be taken and an assessment of the case. The Intern's conclusion may be helpful for both the Intern and the Field Supervisor.

c. Meetings

It is crucial for the Field Supervisors to hold meetings with Interns. Meetings between the Intern and Field Supervisor should be scheduled on a regular basis, at least weekly. These can be formal or informal. It is at this stage that the Intern will voice out his/her observations, queries and views and an appropriate avenue for the Field Supervisor to provide answers to questions raised by the Intern. These meetings can be formal or informal.

d. Written Assignments

Written assignments with deadlines and specific requirement avoid frustration for both the Intern and the Field Supervisor. This may also eliminate confusion in the event that the Field Supervisor is unable to clarify a task. In addition to case file, an Intern may be

assigned an ongoing activity like data collection and collation, law reporting, book editing, conference organization and the like.

Generally, Interns learn more effectively when the Field Supervisor is non-directive and Intern non-centered. A Field Supervisor should take time to explain the context of an issue and the nature of task being assigned rather than telling an Intern exactly what to do and where to find the answer. This will help the Intern form problem-solving strategies. The Field Supervisor should agree upon a schedule for the project and the form which the Intern's work should take. Finally, the Intern should be given feedback in whatever form is appropriate to ensure that he/she fully understands the strengths and weaknesses of his/her performance in order to build upon it in future assignments.

The development of research and writing skills is an obvious benefit of an Internship. So whenever possible, and practicable, Interns should be asked to write up their research whether as memorandum, a draft opinion, a brief etc.; and making connections between the legal research conducted and the application of that research in a performance setting is vital. Therefore, Interns should be encouraged to observe, in as intimate a setting as possible, the Courtroom proceeding connected to their work.

The Ghana School of Law hopes that all Field Supervisors will take the time to discuss their views of the legal system with Interns. Even the most insightful Interns will learn much more by hearing directly the opinions of their supervisors about the widest possible range of issues concerning law practice and the institutions and individuals involved. In summary, carefully structured and monitored projects, contextual observations and access to the insights of the supervisor are the main methods to achieve the educational goals of the Ghana School of Law.

6. FIELD SUPERVISOR AND INTERN RESPONSIBILITIES

Both Interns and Field Supervisors have enormous responsibilities. Thus, it is expected that those responsibilities will be taken seriously to achieve goals. Some of these responsibilities are considered below.

a. FIELD SUPERVISOR'S RESPONSIBILITY

i. Evaluation of Intern's Work

Evaluation of Intern's tasks and assignment is of paramount importance. This will necessarily come in the form of time log activities, written evaluation and grading. In addition to final evaluation, the Field Supervisor should report to the School whenever a problem arises regarding Intern's assignment, attendance, and attitude or work habit. The office to be contacted will be stated in the letter to be sent to Field Supervisors.

ii. Provision of Enabling Environment and Resources

Another major responsibility of the Field Supervisors is the provision of suitable and enabling environment under which Interns will work and learn. Therefore, Field Supervisors should endeavor to provide an enabling environment and resources to the Intern. Such provision should therefore include an appropriate workplace and secretariat support. A Field Supervisor should endeavor to make available relevant and up to date law reports, law books, periodicals in the library, electronic law books and reports, Internet facilities and other paraphernalia of legal practice.

iii. Review and Signing of Log Books

Field Supervisors are to sign the Intern's log book on daily basis at the end of the day's activities. Comments on the adequacies or otherwise of the issues discussed should also be made by the Field Supervisors. When this is done, the attention of Intern's should be drawn to it and if possible it should be discussed with the Intern. In addition, reports of such incomplete hours spent by the Intern per day should be made to the Ghana School of Law Coordinator for the Internship programme.

iv. Monitoring Completion of Tasks

It is the responsibility of the Field Supervisors not only to assign tasks to Interns but also to ensure that those tasks are completed by the Interns as instructed. To effectively do this, when tasks are assigned, deadlines should be given for submission. Where deadlines are not met, appropriate sanctions should be meted out to the Interns. For Interns who complete their tasks and assignments within the deadline appropriate commendation should be made.

v. Providing Feedback to Interns

Field Supervisors are required to assess the task assigned and also ensure that the Interns know whether such task meet the necessary requirements. For example, Field Supervisor may need to have a one-on-one discussion with Interns on the completed tasks with a view to giving feedback.

vi. Submission of Final Evaluation Reports on Interns by Law Firm Supervisors

The Interns are expected to be monitored in terms of their attitude towards work, task performance and attendance at the Internship. The monitoring also includes assessment of tasks given, assessment of log books and general performance of Interns. At the end of the Programme, it is therefore the duty of the Law Firm Field Supervisor to write a comprehensive report of each Intern on the areas monitored. The evaluation will be on a form provided by the Law School. At the end of the placement, the Field Supervisor i.e. Head of Chambers/Judge/Head of

Department of the Law Firm and the Field Supervisor should complete and return a copy for each student, signed and sealed in a confidential cover addressed to the **Director, Legal Education**, and given to the named Intern for personal submission at the School. Law Firms may make a copy for their own records and future reference.

vii. Ensuring that Interns are Free From Harassment

Field Supervisors are mentors who are expected to be emulated by Interns. It is expected that such heavy responsibility is not eroded by the actions and inactions of the Field Supervisors or other staff of the Law Firms. Expectedly, it is the responsibility of Field Supervisors to ensure that Interns are free from harassment (including sexual harassment), molestation or any indecent behavior at the work place.

ix. Code of Conduct for Field Supervisors

By agreeing to supervise an Intern, a Field Supervisor is deemed to have subscribed to a code of conduct provided in this Handbook. The Law School has also provided a code of conduct for the Interns.

b. INTERN'S RESPONSIBILITY

i. Confidentiality

Interns may be exposed to confidential information and they are absolutely prohibited from disclosing this information in any unauthorized manner without the express consent of the client and the Field Supervisor. In discussions with Lecturers/Internship portfolio assessors about the work performed, Interns should refer to fact pattern and hypothetical situations that protect the client's confidences.

ii. Accountability

Interns working outside the Ghana School of Law are ultimately accountable to the School Coordinator in charge of the Internship Programme. The accountability is partly satisfied by attendance for the scheduled 8 hours, participating in placement activities, punctuality at the placement place, logging daily activities and reflections; and by satisfactory completion of all assigned works. In addition, accountability is manifested by the maintenance of accurate and thorough time logs indicating the hours at work as well as the nature of the work performed.

Interns participating in the Internship Programme receive marks for successful work. Generally, Interns work for 8 mandatory hours per working day as

prescribed by the Ghana Law School. However, Interns may arrange to work for longer hours. In addition, Interns also must appreciate that the success of their experience at the placement is dependent upon a healthy relationship between the Interns and the Field Supervisors. Thus, the Intern should be familiar with the School's expectations of the Field Supervisor and should be equally committed to responsible and professional behavior in the completion of all tasks assigned.

If the Field Supervisor is not contributing according to the Ghana School of Law's expectation or standards, the Intern is encouraged to make this fact known to the officers in charge of the placement exercise at the Ghana School of Law. Also, Interns are encouraged to discuss any problems with the Mentor, Coordinator or Field Supervisor.

7. VERIFICATION AND ACCREDITATION OF LAW FIRMS

The Ghana School of Law will from time to time verify and accredit Law Firms and Institutions where the students will be placed.

8. CONCLUSION

A significant responsibility has been delegated to the Field Supervisor who is working in partnership with the Ghana School of Law. In its entire curriculum, including its Internship Programme, the Ghana School of Law makes effort to achieve the highest possible educational standards. For this reason, it is vital that the role of the Field Supervisor is performed according to the highest standards expected of them.

Generally, it should be noted that Interns will not be placed in Internship offices where the Field Supervisor has recently been sanctioned in anyway by the Disciplinary Committee of the General Legal Council or where the behavior of the Field Supervisor is deemed unsatisfactory by the School. Also, if the School believes that the behavior of a Field Supervisor or staff of the Court or firm is not satisfactory; Interns may be withdrawn from such a Field Supervisor, Court or Firm. When the Internship Coordinator learns that a Field Supervisor has been recently disciplined in any way by the Disciplinary Committee of the General Legal Council, all serving Interns will be withdrawn from such offices. A review of the situation will determine whether the Interns will be allowed to complete the Internship in the place or if the Intern's educational experience is better served by relocating the Interns to another office.

The Ghana School of Law, in anticipation, wishes to thank you for your active participation in the Programme and will be grateful to have your comments and suggestions.

9. APPENDIX

A. CODE OF CONDUCT FOR FIELD SUPERVISORS

A Field Supervisor of an Intern shall adhere to the following code of conduct:

1. Shall maintain high standard of ethical conduct and obey the Rules of Professional Conduct.
2. Must serve as a role model and engage the Intern adequately in order to achieve the goals of the Internship.
3. Must ensure that Interns are free from threat or harassment (including sexual harassment), molestation or any indecent behavior at the work place.
4. Must maintain a high sense of morality and decorum in dealing with Interns of the opposite sex.
5. Must not demand or receive any form of bribe, gift, gratification or offers from Interns.
6. Must not make any informal complimentary, abusive, provocative or prejudicial remark against any Intern.

B. CODE OF CONDUCT FOR INTERNS

1. Interns shall maintain a high standard of ethical conduct in their duties and actions as Interns.
2. Interns shall report at their placements daily throughout the 5 working days of the week except public holidays and spend a minimum of eight hours daily.
3. Interns shall be punctual at their placements.
4. Interns shall maintain good and gently manners and decorum with their Principals, Supervisors or Judges throughout the period of the placement Programme.
5. Interns shall show respect to the counsel and staff of the Court, Judges, Law Firm and other placement places.
6. Interns shall obey all rules and regulations of the Court, Law Firm and other placement places.
7. Interns shall dress in their regulation attire during the placement Programme.
8. Interns shall perform every task given to them by their Principal with a high sense of integrity, commitment and loyalty.

9. Interns shall not steal, remove, destroy, mutilate, carelessly or negligently deal with the property of the Court, Law Firm or other placement places.
10. Interns shall not engage in any sexual relationship with staff and clients at the placement places and shall not make informal complimentary, abusive, provocative or prejudicial remark against any staff or client at a placement place.
11. Interns who have referred subjects to write shall be entitled to five (5) days off for each subject. The days off shall include the day on which the examination will be written.

C. SAMPLE TIME-LOGGED ACTIVITIES ON LOG BOOKS

DATE: 16/01/17

8.00 am. I reported at the office. My Managing Solicitor, two lawyers and the three interns in the office all moved to the High Court 2, Accra for the case of Republic v. Kyei Sasreku, suit No. xxxxxx. We had a bail application before the Court which was fixed for hearing. The Court started sitting at 9.00am. My principal had to wait for his turn for two hours as there were many cases on the cause list.

11.00 am Our case was called and my principal introduced himself and counsel that appeared with him. As applicant's counsel, my principal argued his motion first but his application was opposed by the respondent's counsel (State Attorney). The argument lasted for two hours. The Court adjourned till another date for ruling and further ordered our client (the applicant) to be remanded in Prison custody.

2.00 pm. We returned to the office and my principal gave us one hour break to enable us have our lunch.

3.00 pm A client visited our office and was interviewed by counsel. I assisted counsel in taking notes. The case of the client was about processing letters of administration for her husband's estate. The interview took about one hour.

4. 00pm. All the Interns held a brief meeting with our supervisor on the office work plan for tomorrow. Each of us took note of the Courts we were assigned to attend. The meeting lasted for about 30 minutes

4.30 pm. I concluded my assignment for the day and closed.

D. LAW FIRM FIELD SUPERVISOR'S EVALUATION OF INTERN

Thank you for accepting to host and supervise our student under our Internship Programme. Your evaluation of this student is very important to the success of the Programme. Please provide a candid and full assessment. If you are the Firm's Managing Practitioner and direct Intern's Supervisor please sign the spaces for Supervisor and Managing Practitioner at the end of the form. If you are the Principal please sign the Principal column. This form is to be returned to the Intern in a sealed envelope under confidential cover addressed to the **DIRECTOR, LEGAL EDUCATION**.

NAME OF LAW FIRM:	
ADDRESS OF LAW FIRM:	
NAME OF PRINCIPAL:	
NAME OF INTERN'S DIRECT SUPERVISOR:	
SURNAME OF INTERN:	
INTERN'S OTHER NAMES:	
CAMPUS OF INTERN:	DATE:

PERFORMANCE EVALUATION SCALE - Please score the Intern using the following scale except where required to answer in any other manner.

- 1 = Poor** - Consistently fails to meet minimum expectations
- 2 = Fair** - Occasionally fails to meet minimum expectations
- 3 = Satisfactory** - Acceptable performance
- 4 = Good** - Performance meets expectations, competent
- 5 = Very Good** - Performance above expectations, competent, effective and strong
- 6 = Excellent** - Performance significantly above expectations, very competent, very effective and very strong

	6 Exce- llent	5 Very Good	4 Good	3 Satisfac- tory	2 Fair	1 Poor
RESEARCH & ANALYTICAL SKILLS - (Is the Intern able to carry out an effective research? Is the intern able to use his/her knowledge of legal principles to analyze cases?)						
WRITTEN WORK – Did the Intern produce any written work (Yes or No) _____. If yes please describe the nature of the written work						
WRITING SKILLS - (Does the Intern use proper grammar and spelling? Is the Intern's writing well organized, concise, clear and simple?)						
LEGAL KNOWLEDGE OF LEGAL SYSTEM - (Did the Intern demonstrate adequate familiarity with basic concepts of applicable law and procedure, and an understanding of the Ghana legal system and the legal profession?)						
PRESENTATION SKILLS - (Is the Intern able to orally communicate effectively?)						
ETHICS - (Does the Intern recognize ethical problems as they						

arise? Is the Intern able to show that he/she can appropriately deal with ethical issues in given situations?)						
PROFESSIONALISM - (Did the Intern demonstrate maturity, good judgment and sensitivity in interactions with clients, lawyers and other staff?)						
ATTITUDE AND WORK HABITS - (Has the Intern's attendance, punctuality, work habits, and work attire been satisfactory?)						

PLEASE PROVIDE a percentage score over 100% of the intern's attendance at work.	
PLEASE STATE the dates the intern was absent from the placement	
DIRECT CLIENT CONTACT – Did the Intern have direct client contact (Yes or No) _____. If Yes please describe the nature of the contact (e.g. initial client interview, counseling, hearing preparation, interview for witness statement/affidavits, etc.)	
GENERAL COMMENT ON THE INTERN Is there any reason that this intern should not receive credit for the internship with your office? If Yes, please explain.	

FIELD SUPERVISOR'S NAME: _____

SIGNATURE: _____

DATE: _____

LAW FIRM'S PRINCIPAL/ HEAD: _____

DATE: _____

SIGNATURE: _____

LAW FIRM'S STAMP

E. FIELD SUPERVISOR'S (JUDGE'S) EVALUATION OF INTERN

Thank you for accepting to host and supervise our student under our Internship Programme. Your evaluation of this student is very important to the success of the Programme. Please provide a candid and full assessment. If you are the Judge and direct Intern's Supervisor please sign the spaces for Supervisor at the end of the form. This form is to be returned to the Intern in a sealed envelope under confidential cover addressed to the **DIRECTOR, LEGAL EDUCATION**.

NAME OF FIELD SUPERVISOR / JUDGE:	
SURNAME OF INTERN:	
INTERN'S OTHER NAMES:	
CAMPUS OF INTERN:	DATE:

PERFORMANCE EVALUATION SCALE - Please score the Intern using the following scale except where required to answer in any other manner.

- 1 = Poor** - Consistently fails to meet minimum expectations
- 2 = Fair** - Occasionally fails to meet minimum expectations
- 3 = Satisfactory** - Acceptable performance
- 4 = Good** - Performance meets expectations, competent
- 5 = Very Good** - Performance above expectations, competent, effective and strong
- 6 = Excellent** - Performance significantly above expectations, very competent, very effective and very strong

	6	5	4	3	2	1
	Exce- llent	Very Good	Good	Satisfac- tory	Fair	Poor
RESEARCH & ANALYTICAL SKILLS - (Is the Intern able to carry out an effective research? Is the intern able to use his/her knowledge of legal principles to analyze cases?)						
WRITING SKILLS - (Does the Intern use proper grammar and spelling? Is the Intern's writing well organized, concise, clear and simple?)						
LEGAL KNOWLEDGE OF LEGAL SYSTEM - (Did the Intern demonstrate adequate familiarity with basic concepts of applicable law and procedure, and an understanding of the Ghana legal system and the legal profession?)						
PRESENTATION SKILLS - (Is the Intern able to orally communicate effectively?)						
ETHICS - (Does the Intern recognize ethical problems as they arise? Is the Intern able to show that he/she can appropriately deal with ethical issues in given situations?)						
ATTITUDE AND WORK HABITS - (Has the Intern's attendance, punctuality, work habits, and work attire been satisfactory?)						

<p>PLEASE PROVIDE a percentage score over 100% of the Intern's attendance at work.</p>	
<p>PLEASE STATE the dates the Intern was absent from the placement</p>	
<p>COURT VISITS – Did the Intern have direct opportunity to sit in Court (Yes or No) _____</p>	
<p>GENERAL COMMENT ON THE INTERN Is there any reason that this Intern should not receive credit for the internship with your Court? If Yes, please explain.</p>	

FIELD SUPERVISOR / JUDGE'S NAME:

SIGNATURE:

DATE:

FIELD SUPERVISOR / JUDGE'S STAMP