GRADING GUIDELINES FOR INTERNS

A = COMPLETED
Internship Agreement form = well written, clear and appropriate objectives
Internship/Coop Program Final evaluation by the student
Student's Final Appraisal Report of Experience
All bi-monthly Reports completed as described and returned in a timely manner (not more than a week after time period being reported)
MET STANDARDS IN SATISFACTORY MANNER
University's Mid-semester Report/Evaluation by supervisor
Employer Evaluation of Student - Outstanding or very good rating by on-site supervisor.
Supervisor's final visit - 100% of objectives met
Technical Report and presentation, typed, grammar correct, and handed in on time, presented to the faculty in a professional manner, knowledgeable response to the questions.

B = COMPLETED
Internship Agreement form = well written, clear and appropriate objectives
Internship/Coop Program Final evaluation by the student
Student's Final Appraisal Report of Experience
80% of the bi-monthly Reports completed as described and returned in a timely manner (not more than a week after time period being reported)
MET STANDARDS IN less than SATISFACTORY MANNER but acceptable
University's Mid-semester Report/Evaluation by supervisor
Employer Evaluation of Student - High average or low very good by on-site supervisor
Supervisor's final visit - 80% of objectives met
Technical Report and presentation, typed, few grammar errors, handed in on time, presented to the faculty in a professional manner, knowledgeable response to the questions.

C = COMPLETED
Internship Agreement form = well written, clear and appropriate objectives
Internship/Coop Program Final evaluation by the student
Student's Final Appraisal Report of Experience
80% of the bi-monthly Reports completed as described and returned in a timely manner (not more than a week after time period being reported)
MET STANDARDS IN less than SATISFACTORY MANNER but acceptable
University's Mid-semester Report/Evaluation by supervisor
Employer Evaluation of Student - Average or marginal rating by on-site supervisor
Supervisor's final visit indicated limited progress toward objectives - 60-80% of objectives met
Technical Report and presentation, typed, grammar errors, and handed in late, presented to the faculty in a less than professional manner, difficulty responding to the questions.

F = Less than 80% of the bi-monthly reports completed and/or returned on time, final reports/evaluations by student late or incomplete, on-site supervisor not pleased or dissatisfied with the quality of the student's work as indicated through the final employer evaluation (unsatisfactory) and personal contact. Less than 60% of objectives met.

* The on-site supervisor will not assign a grade but the university supervisor will take into consideration the recommendations of the on-site supervisor when assigning grades.
* The student is expected to return all paperwork to the university supervisor one week before the end of the semester.
* The grade of I will only be given in unusual circumstances.
* The intern is urged to contact the university supervisor within three weeks of the end of the semester to make arrangements for the presentation of the final report.