

## Jan Term Internship Grading Guidelines

Jan Term internship grades are Honors, Satisfactory, or Unsatisfactory. The information below outlines the criteria for each grade:

To earn Honors, a student must do *all* of the following:

- Submit required paperwork, with supporting documentation, on time (before, during, and after the internship)
- Attend all required meetings, arriving on time
  - If a student is unable to attend a meeting, she must communicate, in advance, with the Jan Term advisor and also take the initiative to follow up with the advisor to receive any missed information.
- Submit required papers on time and completed to meet all assignment expectations
- Fully engage in Jan Term Sharing Day, creating a detailed display and speaking with enthusiasm about the internship experience
- Exceed the minimum hours requirement by at least one day's work (6 hours)

To earn Satisfactory, a student must:

- Submit required paperwork with supporting documentation
- Attend required meetings, arriving promptly
- Submit required papers
- Engage in Jan Term Sharing Day
- Meet the minimum hours requirement

A student will earn Unsatisfactory if she does not meet the minimum hours requirement, misses meetings, and/or does not follow directions for paperwork and other expectations.