

## Grading Criteria for ARTH4005: Art History Internship

Department of Art History, The University of Hong Kong

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These guidelines are designed to help the Institutional Supervisor determine a final letter grade to recommend for an intern. They are based on official grading criteria in the Arts Faculty, with details provided by the Dept. of Art History to serve the unique setting of the internship. Note that the student's letter grade will appear on his/her official university transcript, so please consider the letter grade carefully. For any questions about grading, consult the Academic Supervisor for internships or the department's Chief Examiner, who is responsible for all matters related to grading in the department, and who answers to the Arts Faculty Board of Examiners. The department normally follows the Institutional Supervisor's recommendation, but it may adjust the final grade slightly to ensure fairness in evaluation across different supervisors and institutions.

### A-, A, A+: Excellent to outstanding result

- Student fulfills all obligations of the internship with enthusiasm.
- Student consistently completes assigned work efficiently.
- Work is completed to a professional or nearly professional standard.
- Student shows excellent mastery of the information and tasks required.
- Organizational and communication skills are strong.
- Student applies extra effort to learn new skills and contribute to the institution.
- Student shows creative, independent thinking.

### B-, B, B+: Good to very good result

- Student fulfills all obligations of the internship.
- Student completes most assigned work on time.
- Work is completed to a high standard.
- Student shows basic mastery of the information and tasks required.
- Organizational and communication skills are adequate.
- Student applies adequate effort to learn new skills and contribute to the institution.

### C-, C, C+: Satisfactory result

- Student fulfills the basic obligations of the internship.
- Student completes assigned work but is sometimes late.
- Work is completed to a satisfactory standard.
- Student shows incomplete mastery of the information and tasks required.
- Organizational and communication skills are adequate.

### D, D+: Unsatisfactory result

- Student barely fulfills the basic obligations of the internship.
- Student does not complete assigned work within a reasonable time.
- Work is not completed to a satisfactory standard.
- Student does not show mastery of the basic information and tasks required.
- Organizational and communication skills are poor.

### F: Failure

Student does not fulfill the basic obligations of the internship; i.e. the student does not complete the required 48 hours of work, or does not try to fulfill the duties assigned by the Institutional Supervisor.