

Newport Business Institute  
*Externship • FINAL GRADING POLICY*

Externship final grading will be determined by the following criteria:

1. All timesheets must be submitted to the externship coordinator and must be signed by the site supervisor. Timesheets should be faxed to 724-483-2785. You should submit them at the end of each work week. Timesheets will not be accepted if they are more than seven (7) days late.

If this is not done, student will receive a grade of "I" (Incomplete) for the externship. Students will have two weeks following the end of the quarter to submit time sheets. If the timesheets are not received, this grade will become an "F"; and the student will NOT receive his/her degree.

2. You are required to have completed 375 hours within the twelve (12) weeks of the quarter.
3. Any student who turns in timesheets with incorrect hours (hours that can not be verified by the supervisor), will automatically receive an "F" for the externship.
4. The final employer evaluation must be submitted to the externship coordinator.
5. The three-page paper and student site evaluation must be submitted to the externship coordinator. Failure to submit either of these documents will result in receiving an "F".
6. Any student who is let go from or decides to leave their externship will have five (5) working days to secure a new site on his/her own, which must be approved by the externship coordinator. A letter must be sent to the externship coordinator, from your supervisor, stating they have released you from your externship. If a student cannot find a new site within five (5) working days, the student will receive a grade of "F" for the externship and graduation requirements will NOT be fulfilled.
7. As long as all of the requirements are met and on time, you will receive a Passing Grade.