

INTERNSHIP FORM
BETWEEN A POLYTECHNIQUE MONTRÉAL STUDENT
AND A COMPANY

INTERNSHIPS AND JOBS SERVICES

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**POLYTECHNIQUE
MONTRÉAL**

TECHNOLOGICAL
UNIVERSITY



→ The purpose of this document is to define the parameters concerning an internship that will be carried out as part of the student's undergraduate degree program (compulsory or optional internship) in accordance with the rules of Polytechnique and to specify the roles and responsibilities of the three parties.

| | |
|-------------------------|--------------------------------|
| Name of student: | Student Poly ID Number: |
| Phone : | Cell: |

| | | |
|-------------------------|--------------------------------------|--------------------|
| Name of company: | | |
| Address: | | |
| Website: | | |
| | HR or administration contact: | Supervisor: |
| Name: | | |
| Job title: | | |
| Phone (office): | | |
| E-mail: | | |
| Engineer | yes no | yes no |
| Member of OIQ: | yes no | yes no |

IMPORTANT → The internship is a credited academic activity requiring technical and professional support allowing the student to practice, evaluate his knowledge and future engineer skills. The internships registered with the Job and internship services of Polytechnique require **mentoring for a minimum of 5 hours a week**.

| | |
|-----------------------------------|--|
| Duration: | |
| Start date: | End date: |
| Number of working hours per week: | <i>(NOTE : Internship = 360 hours minimum)</i> |

| | |
|---|---------|
| Remuneration : | |
| During the internship the student will be paid at an hourly rate: | \$/hour |
| Other type of remuneration* | |
| <i>*In North America, the remuneration of interns is subject to the minimum wage law.</i> | |

Intern presence:

Work at home

Other (specify below the nature of the frequency of on site time)

On site

If the internship takes place outside of Canada:

The Internships and Jobs Services of Polytechnique Montréal will prepare the internship agreement.

No internship agreement will be necessary.

If it is an internship outside Canada where the presence of the intern is required on the employer's premises:

The student must complete the **Informed Consent and Risk Mitigation Form** ([.pdf](#)).

The employer must provide a document signed by one of its representatives detailing the frequency of face-to-face time.

The intern will need this document when traveling internationally.

Title of internship:

Summary description of the internship (objectives, tasks, responsibilities):

Student signature (optional)

Supervisor or representative of the company signature

Date :

Date :

Deadlines for internship registration

Refer to our [Internship Registration](#) web page for deadlines regarding:

- an internship in Canada (Quebec included)
or
- an international internship.