



INTERNSHIP DESCRIPTION – NON-THESIS MASTER'S STUDENTS

Instructions for completing and submitting the form

This form must be completed by the student and the internship supervisor, then approved by the supervising professor. The signed form must be emailed to Internships and Jobs Services by the established deadline.

Deadlines for internships in Canada (including Quebec):

The duly completed and signed form must be received before the start of the internship AND before the course selection change deadline (second period for winter and long session for summer).

Deadlines for international internships:

The duly completed and signed form must be received at least two weeks before the start of the internship AND before the start of the term. For the exact dates, please refer to the [detailed university calendar](#).

All fields in this form are required and the information will be collected. The information may be used, shared and processed more generally by Polytechnique Montréal in accordance with the Student General Consent. Please refer to the general consent document for complete details on your rights regarding your personal information (polymtl.ca/sq/prp/etudiants).

I. Information about the intern

Last name, First name:	Phone number:
Student number:	Program:
Supervising professor:	
Number of credits completed by the end of the term preceding the internship: _____ You must have completed at least 9 graduate-level credits before you can register for an internship.	
Internship registration session: Winter <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Year _____	
Course code: Your course code should be listed on your study plan. If it isn't, please update it by completing the Study Plan Modification Form by the established deadline.	
Do you have a Co-op Work Permit (C-32) that is valid for duration of internship? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable If you are an international student, you must ensure that your study permit, CAQ and off-campus work permit are valid for the entire duration of your internship in Canada.	

II. Information about the internship and host organization

Name of organization:		
Are you currently employed by this organization? <input type="checkbox"/> Yes <input type="checkbox"/> No If you are currently employed by this organization, your internship position must involve different tasks than your regular job. This distinction must be verified by the professor overseeing the internship.		
Address:		Website:
	HR or administrative contact person	Supervisor
Full name:		
Job title:		
Phone number:		
Email:		





Start date:	End date:
Number of hours per week:	Total number of hours: (One internship = Minimum of 450 hours, excluding statutory holidays)
Hourly wage: Other compensation and benefits: Specify funding sources (MITACS, etc.), amounts, benefits and special considerations if the internship is not paid on an hourly basis. In North America, intern compensation is covered by minimum wage legislation.	
Work arrangement: <input type="checkbox"/> Remote <input type="checkbox"/> In person <input type="checkbox"/> Hybrid (specify below the frequency of in-person attendance) _____	

[International internships](#)

In order to register an internship outside of Canada, **we must receive both the duly completed and signed Internship Form** and the [Informed Consent and Risk Mitigation Form](#).

If you are enrolled in a **double-degree program** and the partner university has an internship agreement with the host company, please send us a copy of this agreement.

All documents must be submitted together in a single email, by the established deadline, to the following address:
stages.emplois@polymtl.ca.

III. Main duties

Internship title:

Describe the intern's primary duties.





IV. Key deliverables

An internship report must be submitted for all internships. The report will be shared with the professor and the internship supervisor at the host company.

The report will also be reviewed by the department manager responsible for signing the evaluation form. Any intellectual property developed during the internship shall belong to the host organization unless a specific agreement is established between the host organization and Polytechnique Montréal through the Bureau de la recherche et du centre de développement technologique (BRCDT).

Please specify any other deliverables expected under the internship:

V. General objectives of the internship

Choose three of the following objectives related to professional and technical skill development:

- Consolidate knowledge and skills by applying the concepts, methods and tools you learned during your graduate studies to a problem relevant to the industry.
- Gain practical knowledge relevant to your discipline, using the approaches, methods and systems in place at the host organization
- Critically analyze the internship request to determine the problem and key issues, as well as possible options and strategies for addressing them
- Develop your ability to critically assess the approaches, methods and systems used in the workplace.
- Use appropriate research methods to solve specific problems in a professional environment.
- Explore a new field of work, gain work experience, develop professional contacts and increase your employability.
- Complete a self-evaluation of the professional skills knowledge and techniques gained through the internship.

Choose three of the following objectives related to personal and interpersonal skills:

- Develop or improve your ability to work in a team.
- Develop or improve your written and oral communication skills.
- Complete a self-evaluation of the personal and interpersonal skills you developed through the internship.
- Prepare a technical report describing the work carried out at the host organization.
- Demonstrate your ability to summarize the key issues, methodological approaches used and results obtained during the internship.



VI. Comments (optional)

VII. INTERNSHIP TERMS AND CONDITIONS AND SIGNATURES¹

The parties listed below agree to the [internship terms and conditions](#)² described in this document and agree to assume the associated responsibilities. This form has no legal value and does not replace the internship agreement³ required for internships completed in certain international destinations.

Intern	Supervisor at the company	Professor
Date	Date	Date

¹ IN CASE OF PROBLEMS ADDING A SIGNATURE: Download the PDF file and open it in Adobe Reader or Adobe Acrobat to enable the signature and date selector fields.

² <https://share.polymtl.ca/alfresco/service/api/path/content;cm:content/workspace/SpacesStore/Company%20Home/Sites/stages--web/documentLibrary/stages/ModalitesDeStage.pdf?guest=true>

³ To request a special agreement, write to stages.emplois@polymtl.ca.

**Please send this form by email to stages.emplois@polymtl.ca*

