

STUDENT INTERN'S EVALUATION – Polytechnique Montreal

The information collected on this form is mandatory. Students information may be used, communicated and more generally processed by Polytechnique Montréal in accordance with the General Consent of Students.

The information of other persons related to the management of the internship will be used for the sole purpose of the internship, and may be communicated to the partners involved, if applicable.

Consult the General Consent of Students for more information on your rights regarding your personal information (polymtl.ca/sg/prp/etudiants).

Intern's name:	
Intern's school ID:	
Company name:	
Supervisor's name:	
Supervisor's telephone (office):	
A. Act professionally	
During the internship, the student has shown that he/she is able to:	
Show initiative (actions, suggestions, ideas, etc.):	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Organize him/herself by establishing priorities and schedules:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Fulfil the responsibilities of the job:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Perform quality work (attention to detail, error-free, etc.):	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Provide an appropriate workload	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Act fairly and ethically	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
During the internship, the student has shown:	
Appropriate interest and motivation throughout the internship:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Practical understanding in solving the problems encountered:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
The ability to establish good relations with others:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
The ability to adapt to different situations:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
In a new situation that overwhelms him, the student is able to identify the gaps in his knowledge or skills and take the means to overcome these shortcomings.	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Comments A:	

B. Engineering knowledge	
During the internship, the student has shown that he/she is able to apply:	
Basic knowledge of mathematics and science:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Basic knowledge in engineering:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Advanced knowledge in his/her engineering specialty:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Comments B:	
C. Communication and information-sharing	
In his/her work environment, the student has shown that he/she is able to:	
Choose the elements that are relevant when communicating:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Read and write documentation:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Prepare and give a clear presentation or guidance:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Adapt his/her message to the situation:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Comments C:	
D. Problem analysis and investigation	
When dealing with technical problems, the student has shown that he/she is able to:	
Review the existing documentation:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Identify and formulate the problem:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Formulate testable hypotheses:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Explore problem-solving approaches and plan a process:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Plan and prepare any necessary tests:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Produce results:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Analyze the results:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed

Formulate recommendations:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Comments D:	
E. Use of modern engineering tools, including software When faced within a variety of situations, the student has shown that he/she is able to:	
Evaluate and select the appropriate tools:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Apply the selected engineering tools:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Create or adapt a tool if needed:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Effectively integrate engineering tools into his or her tasks:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Comments E:	
F. Teamwork and project management In a multidisciplinary work context, the student has shown that he/she is able to:	
Establish and fulfil his/her role within the team:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Interact with the team:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Contribute to the team's functioning:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Contribute to the team's development:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Appropriately integrate project management practices:	<input type="radio"/> Clearly below the expected level <input type="radio"/> Almost at the expected level <input type="radio"/> Conform to the expected level <input type="radio"/> Exceeds the expected level <input type="radio"/> Not applicable / Not observed
Comments F:	

G. Internships & Jobs Service:

What is your overall assessment of your experience with Polytechnique's Internships & Jobs Services:

- Clearly below the expected level
- Almost at the expected level
- Conform to the expected level
- Exceeds the expected level
- Not applicable / Not observed

Comments G:

General assessment

Strengths: In which area(s) did the student perform the best?

Areas for improvement: In which area(s) must the student improve his/her performance?

Overall assessment:

- Highly satisfactory
- Satisfactory
- Fair
- Unacceptable

Have you discussed this evaluation with the student?

- Yes
- No