

**Université de Montréal  
Faculté des Arts et des Sciences  
Département de géographie**

**GEO3022-Practical internship**

**ASSESSMENT OF THE INTERN BY THE PERSON IN CHARGE  
IN THE WORKPLACE**

**IDENTIFICATION OF THE TRAINEE**

Last name: \_\_\_\_\_  
First name: \_\_\_\_\_  
UdeM registration number: \_\_\_\_\_  
Term: \_\_\_\_\_

**IDENTIFICATION OF THE SUPERVISOR**

Name : \_\_\_\_\_  
Title or position: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**DATES OF INTERNSHIP**

From: \_\_\_\_\_  
To : \_\_\_\_\_

**Please complete this form and return it to:**  
Sophie Schneider, TGDE, Département de géographie, Université de Montréal

By email to [sophie.schneider@umontreal.ca](mailto:sophie.schneider@umontreal.ca)  
(514 343-8052)

Has this evaluation been discussed with the student?    Yes \_\_\_\_ No \_\_\_\_

**SUPERVISOR'S SIGNATURE:** \_\_\_\_\_

**DATE :** \_\_\_\_\_

Name of student: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

## INTERN EVALUATION

(Please use the 1-5 rating system, see rating below)

5	Far exceeds my expectations. The intern is very competent. Team members recognize his or her excellent qualities.
4	Exceeds expectations. My expectations were met. The competent intern has distinguished himself/herself within the work team by some of his/her qualities.
3	Meets expectations. My expectations have been met overall and the intern's skills or qualities meet basic standards.
2	Barely meets expectations. My expectations were barely met. More effort and/or a higher level of professionalism would have been appreciated.
1	Does not meet expectations. Lacks some of the basic skills needed to do a satisfactory job. Does not demonstrate a willingness to improve.

<b>Functioning in the Workplace</b>	
1. Prepares and plans work, meets deadlines	
2. Ensures that he/she understands the nature of his/her duties and his/her role in the company	
3. Asks for clarification of internship project or assistance as needed	
4. Performs required tasks appropriately	
5. Verifies results before submitting to supervisor	
<b>Knowledge, interest, synthesis and analysis</b>	
6. Demonstrates a good understanding of the scientific implications of his/her project	
7. Seeks documentation, finds missing information and applies it to his/her work	
8. Initiates exchanges of scientific interest	
9. Demonstrates structure and logic in his/her work	
10. Takes an interest in and understands the nature of the company's overall business beyond his/her responsibilities.	
<b>Attitude and behavior toward work and colleagues</b>	
11. Receives criticism, advice, and ideas from others favorably	
12. Demonstrates a sense of self-criticism	
13. Demonstrates good attendance and punctuality	
14. Adapts well to his/her environment and team members	
15. Demonstrates autonomy, initiative and creativity	
16. Respects authority and rules in force in the company	
<b>General</b>	
17. Were the objectives of the internship met?	

**WHAT ARE THE STRENGTHS OF THE INTERNSHIP** (scientific, professional or behavioral)?

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**WHAT ARE THE ASPECTS ON WHICH THE TRAINEE WILL HAVE TO PAY PARTICULAR ATTENTION AND IMPROVE** (scientific, professional or behavioral)?

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**FINAL COMMENT:**

Please add here any other comments you feel are important in evaluating the intern.

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**FOR THE ENTIRE INTERNSHIP COMPLETED UNDER MY DIRECTION, I GIVE THIS STUDENT A GRADE OF \_\_\_% AND RATE THE WORK COMPLETED AS:**

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<b>Excellent</b>	
<b>Very good</b>	
<b>Good</b>	
<b>Fair</b>	
<b>Unacceptable</b>	