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
(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)

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

## Functioning in the Workplace

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

## Knowledge, interest, synthesis and analysis

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.

## Attitude and behavior toward work and colleagues

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

## General

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th></th>
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<tbody>
<tr>
<td>Excellent</td>
<td></td>
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<tr>
<td>Very good</td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Fair</td>
<td></td>
</tr>
<tr>
<td>Unacceptable</td>
<td></td>
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