

**Specialization  
Leisure Sciences  
Internship Manual  
AHSC 437**

*updated January 2022*

Applied Human Sciences  
Concordia University

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**All forms (A – I) are available online in Moodle and/or MS Teams. The link will be provided prior to the start of the course.**

## Introduction

The internship is a supervised educational experience within a professional agency related to the student's area of interest of Specialization. This experience can constitute a significant part of the student's academic preparation. It is considered a vital pre-professional experience and an important facet of the student's overall education.

The program is a cooperative arrangement between AHSC and an approved agency where the student obtains pre-professional leadership experiences of a practical nature under the supervision of qualified and experienced personnel from both the agency and Concordia University. The opportunity to engage in the practical application of theories and skills learned in the classroom is afforded each student through the internship. This program should aid students to evaluate and further develop skills and professional stature as well as solidify their professional goals.

## Program Goals

The program goals are general and further developed by the needs of individual students and their placement site in consultation with Concordia University. The general internship goals are:

- To provide students with an opportunity to integrate theory and practice.
- To encourage the exchange of contemporary views on current issues and insights between the intern, agency personnel and supervisors.
- To enable the student to obtain information to be used as a basis for making choices in relation to future jobs, future learning experiences, and further areas of study.
- To enable the student to recognize personal strengths and weaknesses.
- To provide an opportunity for students to gain professional experience within an agency.
- To gain an understanding and appreciation for the role, duties and responsibilities of a full time professional.
- To provide the students with experiences that will enable development of human relations and communication skills.
- To strengthen relationships between professional agencies and the AHSC program at Concordia University.

## **Length of Internship**

AHSC 437 (6- credits). The internship is a minimum of 240 hours over at least six weeks. A maximum of eight hours per day and 40 hours per week may be counted towards the required total.

Student may choose to extend their internship by working fewer hours per day/week over the semester. The internship schedule should be determined with the agency supervisor based on the needs of the agency and then approved by the course instructor.

## **Location and Restrictions**

There are very few restrictions in terms of where an internship can be carried out. Internship placements must be at a bona fide agency. Space must be provided for internship students to work. Supervisors should hold an undergraduate degree and have significant, relevant experience. The internship and agency must be approved by the university supervisor, prior to students accepting an internship placement. In addition:

- The internship may be done in an English or French setting.
- The internship may be paid or not paid.
- For students seeking an internship outside of Montreal, special arrangements for supervision will be necessary.
- A location where the student works (has worked) will be considered under special circumstances.
- The internship supervisor should ideally, only supervise one student, unless the scope of the department is diverse, and the internship students have different projects.
- A database of internship sites is on the AHSC Internships Database on Moodle. This is only a list of places that have hosted AHSC students in previous years. Students are not required to find a placement from this list.

## **Internship Eligibility Requirements**

Failure to meet any of the following requirements will result in rejection of the student's application for the internship course. Students must be enrolled in the Leisure Sciences Specialization. Students in the Leisure Sciences Major may be considered if there is space available.

Coursework: Students should have completed most of the core elements of their program and some courses towards their specialization. The following courses are required before enrolling in internship: 60 university credits including AHSC 361, 371 and permission of the Department. It is recommended that students complete their internship as close to graduation as possible. Students must be on good academic standing and must have a CGPA of 2.0 or higher to take part in their internships.

This affords students the opportunity to transfer from the role of internship student to employee and the conclusion of a successful placement.

**Form A- Verification of Eligibility and Form B – Confirmation of Placement/Proposal** must be completed by the students and approved by the university supervisor.

### **International Students**

International student must contact the International Students Office (ISO) to update your student VISA to accommodate the internship.

## **Procedures for finding an Appropriate Internship**

The following steps must be taken before starting the internship. The process should begin at least three months prior to the proposed start date.

Complete **Form A – Verification of Eligibility** and submit to your academic advisor when registering. This ensures that all eligibility requirements are met.

After you are registered meet with your internship supervisor to discuss potential agencies that suit your interests. You are also encouraged to consult the database of internship placement sites. This is in the Moodle system which you should be able to access via your Student Hub. We have arranged that you can have access to the database when you are registered for AHSC 371 and you will also have access once you are registered for AHSC 437.

There is no guarantee that you will find a placement from the Moodle database. It is simply a startingpoint to learn about internship opportunities as you begin your search.

No internship sites will be disqualified based upon geographic location. Therefore, potential interns can propose sites anywhere in the world, as long as the following conditions can be met:

1. Supervision by a university graduate in an appropriate discipline.
2. A means of weekly communication that will keep the professor up-to-date on the student's progress.
3. Appropriate health care insurance and travel permits.

Internships may or may not be paid, travel to and from the site, housing and meal allowances are acceptable depending on the internship. Students must obtain all pertinent information on the site they are interested in and present it to their professor, before accepting an internship. DO NOT accept an internship before consulting with your professor.

Students should select the site(s) and make an appointment with the appropriate agency staff or send letter(s) of application to the agency. Letter should be brief and to the point, including an indication of interest in an internship experience with the agency, potential dates for the internship, a request for an informational meeting and an up-to-date resume. Finding an internship is similar to finding a job.

## Procedures for Completing Internship Paperwork

Once an agency has been selected, students must complete **Form B – Confirmation of Placement/Proposal** and submit it to the agency supervisor. The agency supervisor must sign this form, thus confirming their willingness to act as supervisor. **Your professor will need to talk to you and your placement supervisor before you complete Form B.** To confirm your internship placement, the university supervisor must also sign Form B. Allow for a couple of weeks delay for an official approval of a new site, it will be necessary for the university supervisor to confirm that the site meets all the requirements.

Students and internship supervisors **MUST** complete and sign **Application for Industrial Accident Coverage (CNESST) (Form C)** and return it to their professor **BEFORE** starting their internship.

Students must complete and sign the **Student Agreement (Form D)**

Students must complete the **Supervisor/Internship Agreement (Form E)**, and ask their internship sight supervisor to sign the document. (French copies of the form available in MS Teams.)

Once all the above has been satisfied the student is free to start their internship.

The student, internship supervisor and University professor should review the mid-term evaluation form at around, 120 hours. The mid-term evaluation will be coordinated by the internship student. **The Mid-Term Evaluation is Form F.**

The student and internship supervisor will review and complete the final internship evaluation form and return it to the University professor. **The Final Evaluation is Form G.**

## General Policies

The student should plan to complete the internship in one semester, it is expected that the internship be half-time work placement. (12 weeks x 20 hrs per week). However, this may be adjusted due to special events related to the internship job functions. Taking additional course work or working outside the internship will be to be balanced with the internship requirements. With special approval from the internship professor, the student can start the internship before the semester and extend the internship after the semester.

Students can choose, with consultation with their placement supervisor, to adjust the days and hours they work to be appropriate for the internship and hours can fluctuate on a weekly basis.

The course grades are made-up of a variety of components, including, but not limited to, the internship work, mid-term evaluation, and internship journals. In the unlikely event that the student is removed from, fired, or abandons their internship, the course cannot be passed, even if the other course work adds up to a passing grade.

Student interns can receive financial remuneration for their internship, internships may be paid or unpaid. They may also receive stipend for living expenses, transportation, meals, and conferences. Any such benefits must be reported and approved by the university supervisor.

At the end of each day of work related to the internship, students are encouraged to spend time writing a journal. A **Daily Journal (form H)** is to be submitted for the first three weeks of the internship. The university supervisor will decide which journal platform(s) are acceptable. The university professor will discuss submission guidelines and specific topics to be covered and the grades allocated for journals.

The journal will include an ongoing timeline of internship hours completed.

### ***Responsibilities of the student to the agency***

The intern will...

- Conform with the regulations and policies of the organization including appropriate dress code
- Plan thoroughly and in advance of all assignments including attending internship seminar classes
- Carry out all assignments and behavior in a professional manner
- Evaluate each meeting that has been planned/conducted.
- Schedule time sensitive meetings with your site supervisor for mid-term and final evaluations and a site visit from a university supervisor
- Notify the agency supervisor well in advance if you cannot meet your obligations
- Accept the agency's philosophy, methods, and leadership
- Be tactful, friendly, respectful, and open to criticisms
- Be positive and cooperative
- Maintain appropriate confidentiality
- Ask for help in a timely manner from your agency or your university supervisor

### ***Responsibilities of the Agency supervisor to the student Intern***

The agency supervisor will...

- Develop a working agreement with the student which clearly delineates the student's role and responsibilities in the agency. This should be developed during the first week of the internship. A copy of the agreement should be sent to the university professor. A time-line of responsibilities is very helpful, so that interns can learn to self-manage
- Provide an orientation and overview of the agency's mandate, policies, administration, philosophy and approach to program design and service delivery
- Inform interns of rules and regulations
- Present interns to agency staff as a co-worker, in order to ensure professional status for the intern student
- Orient the student to the population/community. Its value-based system, basic

- needs, socio-economic status and special needs
- Meet as required to provide feedback and guidance. Meetings should be a minimum of once per week
- Provide practical educational experiences that broaden the student's knowledge, skill and experience. This may include, interdisciplinary meetings and assignments
- Support the student intern in their specific duties
- Fill out the **Mid-Term Evaluation (form F)** and review it with the student and internship professor.
- Complete **Final Evaluation (form G)** at the end of the internship

### ***Responsibilities of the University Supervisor (Professor)***

The university professor will...

- Ensure that the proposed experience is appropriate
- Schedule internship seminar classes
- Clarify, with the agency supervisor, the expectations of the university
- Provide feedback to the student as required
- Make, when practical and appropriate, an on-site visit to observe the student
- Be available to the student and on-site supervisor on an "as needed" basis
- Ensure that the final grade assigned is equitable



## Form A - Verification of Eligibility

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Student is enrolled in the Specialization: \_\_\_\_\_

If student is in the Major, special permission has been granted: \_\_\_\_\_

Student has completed the following courses:

<b>Leisure Sciences Coursework</b>	<b>Semester Completed</b>
AHSC 241	_____
AHSC 260	_____
AHSC 361	_____
AHSC 371	_____

It can take up to three months to find an appropriate internship site. Students are encouraged to contact the professor after registering for the Leisure Internship AHSC 437. \_\_\_\_\_ (Student initials)

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

## Form B - Proposal/Confirmation of Placement

Students Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Proposed Agency: \_\_\_\_\_

Site supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

e-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

Starting Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Hours (explain):

The intern should be contributing significantly to at least one definable project or special event (explain):

**Note to Agency supervisor:** This is a proposal only. Your signature indicates your willingness to have the student as an intern. The professor will be contacting you regarding this internship, prior to final approval.

**I am willing to supervise the above-named student and assist in the mid-term and final evaluation of the internship student:**

\_\_\_\_\_  
Signature of Agency Supervisor

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Approval by Professor

# Form C – To Enroll Students into Concordia University’s CNESST Plan

PLEASE READ: It is imperative that the student have or should acquire personal health insurance coverage (medical, dental, dismemberment, death) prior to commencing this stage/internship. In the event of a work-related injury sustained while engaged in activities related to this non-remunerated stage/internship, any **incurred expenses not normally covered by Quebec Medicare must be assumed by the student's private** insurance plan, or in the absence of such a plan, the student herself or himself. Students may be covered as part of a family or a partner's plan. Concordia University Student Union health plans (<http://ihaveaplan.ca>) and *Blue Cross* (<http://www.bluecross.com>) are possible options for obtaining individual health insurance coverage.

## STUDENT INFORMATION

Full Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Social Insurance #: \_\_\_\_\_

Medicare #: \_\_\_\_\_

Concordia Student ID #: \_\_\_\_\_

Academic Program Name: \_\_\_\_\_

## Emergency Contact

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Relation: \_\_\_\_\_

## University Contact (Professor, Internship Coordinator, Etc.)

Full Name: \_\_\_\_\_

Department Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Internal Add/Office #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

## COURSE INFORMATION

Course Name: \_\_\_\_\_

Course #: \_\_\_\_\_

Description of Assignment: \_\_\_\_\_

## HOST ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor/On-Site Contact

Full Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

INTERNSHIP DETAILS

Brief Description of Duties: \_\_\_\_\_

\_\_\_\_\_

Length of Assignment (Ex. 6 mos) \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Please make sure that all the questions are answered and that all the information is complete.  
The undersigned has understood and completed the application.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Please return the attached form to your Professor or Internship Coordinator. Thank you for your cooperation.

## Form D - Student Agreement



Enter Date

Dear Internship Students,

We at Concordia University's Department of Applied Human Sciences (the "**Department**"), congratulate you for your interest in participating in an internship at (Add the name of your internship organization)

In order to ensure that everyone involved is aware of the expectations for this internship (the "**Internship**"), we ask that you agree to respect the expectations listed below. Prior to commencing the Internship, kindly read the expectations below and, if you agree to such expectations, sign where indicated below and email, mail or hand-in this letter to the Department at the address indicated below:

**Name:** Steven Henle  
**Email:** steven.henle@concordia.ca  
**Phone Number:** 514-848-2424 Ext: 5607  
**Fax:** 514-848-2262  
**Address:** Concordia University  
Applied Human Sciences, suite VE225  
7141 Sherbrooke St. West  
Montreal, QC. H4B 1R6

If you have any questions about these expectations, please discuss them with the Department.

Kindly note that you are not entitled to begin the Internship if you do not agree to the expectations below. Also, kindly note that, prior to commencing the Internship, the Institution will be required to sign a similar letter outlining expectations, a copy of which we have attached for your information. Furthermore, both you and the Institution will be required to complete and sign documents relating to CNEST coverage, copies of which we have attached hereto.

Again, congratulations for your interest and your commitment to your education.

Yours truly,

Steven Henle, Ph.D., ETA Professor,  
Internship Coordinator,  
Applied Human Sciences

Encl. \_\_\_\_\_

## Student Agreed Upon Expectations of Internship

The Internship provides students the chance to:

- Link academic skills with real-world practice
- Gain practical field experience
- Build self-confidence through applied practice and skill development
- Develop a professional reputation
- Explore career options

The Internship may provide organizations with the chance to:

- Work with an eager and motivated student
- Strengthen community-university relationships
- Conduct needs assessments, program evaluation, best practices research
- Design & implement new programs and services
- Supervise internships as part of your professional order mandate

The internship opportunity provides Concordia University the chance to:

- Strengthen university-community relationships
- Provide unique and applied learning opportunities through associated academic assignments
- Seek possible interest in research collaboration
- Help students transition from academic to professional roles

### **By signing the present, you acknowledge, agree and undertake the following:**

- You are interested in completing the Internship at the Institution. Accordingly, you will diligently work in order to learn from the experience and will complete the work assigned to you. You understand that, during the Internship, the Institution is relying on you just as you are relying on it and agree to consistently make your best effort to meet or exceed the expectations of the Institution, including with regards to your work and attendance.
- You intend to and will complete the minimum number of hours of fieldwork during the Internship:
  - For AHSC 436 – Youth Work and Family Relations (6 credits) – a minimum of 360 hours during the semester.
  - For AHSC 437 – Leisure Sciences Internship (6 credits) – a minimum of 240 hours during the fall academic semester.
  - For AHSC 438 – Therapeutic Recreation Internship (9 credits or 12 credits) – a minimum of 360 or 540 hours during the fall, winter or summer academic semester.
  - For AHSC 439 – Human Relations Internship (6 credits) – a minimum of 200 hours, during the fall and winter academic semesters.
- The Institution will provide you with a qualified supervisor (the “**Site Supervisor**”) and an equitable amount of work as part of the Internship depending on the needs of the Institution as well as your interests and ability.

- The Site Supervisor will ensure your orientation, training and supervision and will maintain ongoing communication with the Department regarding items such as work-related issues, objectives for the educational experience, methods and your evaluation, etc.
- Each Site Supervisor will complete Student performance evaluations on the forms provided by the Department for each Student under his/her supervision at the midpoint and end of the Internship and will provide these evaluations to the Department in a timely manner.
- At all times, the Institution will be responsible for the care and safety of its participants (clients/patients/students, etc.) (the “**Participants**”). In keeping with such responsibility, the Institution has and maintains the right to intervene in your actions where you act in a manner considered by the Institution to be of potential danger to the well-being of its Participants and, to the extent that it deems appropriate, to ensure the safety and well-being of its Participants.
- If your performance in an internship is deemed to be unsatisfactory or is not progressing as expected, the Site Supervisor must inform you and the Department as soon as possible. Following notification, a meeting may be convened with you, the Site Supervisor and the Department to review your work and assess your performance. Following the meeting, the Site Supervisor and the Department will decide together what actions to take, including, but not limited to, requiring you to respect additional conditions in order to be allowed to complete the Internship or early termination of your internship.
- You may or may not be paid for any work completed in relation to the Internship. However, you should normally, at the Institution’s sole discretion, be reimbursed by the Institution for expenses such as, but not limited to, a police background check, room & board and travel costs if the Internship requires time away from the greater Montreal area. This does not apply if the Internship is completed outside of Quebec or Canada. You may address any questions regarding such reimbursement directly with the Institution.

Signed on (date): \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

Student’s Name: \_\_\_\_\_

# Supervisor/Institution Agreement Form E



Date:

Organization:

Dear Internship Supervisor,

We at Concordia University's Department of Applied Human Sciences (the "**Department**"), thank you for your willingness to supervise one or more internship students at your organization, Name of Organization.

In order to ensure that everyone involved is aware of the expectations for this internship (the "**Internship**"), we ask that your Institution agrees to respect the expectations listed below. Prior to commencing the Internship, kindly read the expectations below and, if your Institution agrees to such expectations, sign where indicated below and email, mail or give this letter to the student to return to the Department at the address indicated below:

<b>Name:</b>	Steven Henle
<b>Email:</b>	steven.henle@concordia.ca
<b>Phone Number:</b>	514-848-2424 Ext: 5607
<b>Address:</b>	Concordia University Applied Human Sciences, suite VE225 7141 Sherbrooke St. West Montreal, QC. H4B 1R6

If you have any questions about these expectations, please discuss them with the Department.

Kindly note that we will not send students to your Institution to complete the Internship if you do not agree to the expectations below. Also, kindly note that, prior to commencing the Internship, the student(s) completing the Internship at your Institution will be required to sign a similar letter outlining expectations, a copy of which we have attached for your information. Furthermore, both the Institution and the student(s) will be required to complete and sign documents relating to CNESST coverage, copies of which we have attached hereto.

Again, many thanks for your co-operation and for your commitment and dedication to student education.

Yours truly,

Steven Henle, Ph.D.  
AHSC Internship Coordinator  
steven.henle@concordia.ca



## **Institutional Agreed Upon Expectations of Internship**

The Internship provides students the chance to:

- Link academic skills with real-world practice
- Gain practical field experience
- Build self-confidence through applied practice and skill development
- Develop a professional reputation
- Explore career options

The Internship may provide organizations with the chance to:

- Work with an eager and motivated student
- Strengthen community-university relationships
- Conduct needs assessments, program evaluation, best practices research
- Design & implement new programs and services
- Supervise internships as part of your professional order mandate

The internship opportunity provides Concordia University the chance to:

- Strengthen university-community relationships
- Provide unique and applied learning opportunities through associated academic assignments
- Seek possible interest in research collaboration
- Help students transition from academic to professional roles

### **By signing the present, the Institution acknowledges, agrees and undertakes the following:**

- The Institution will provide the students in one or more of the Human Relations, Leisure Studies, Therapeutic Recreation and/or Youth Work and Families, programs of the Department, as selected by the Department, (the “**Students**” or the “**Student**”) with the opportunity to complete an Internship within the Institution. The Institution agrees that the primary objective of the Internship is to provide Students with a guided, rewarding and a comprehensive learning experience while exposing them to the reality of a workplace environment.
- The Institution will, in consultation with the Department, determine the number of Students for whom educational experience, necessary facilities, and supervision can be provided at any given time; and collaborate with the Department in the placement process.
- The Institution will provide Students with the opportunity to complete the minimum number of working hours during the Internship:
  - For AHSC 436 – Youth Work and Families Internship (6 credits) - a minimum of 2 day shifts per week (14 -16 hours), during the fall and winter academic semesters.
  - For AHSC 437 – Leisure Sciences Internship (6 credits) – a minimum of 240 hours during the academic semester.
  - For AHSC 438 – Therapeutic Recreation Internship (9 credits or 12 credits) – a minimum of 360 or 540 hours during the summer, fall or spring academic semester.
  - For AHSC 439 – Human Relations Internship (6 credits) – a minimum of 200 hours, during the fall and winter academic semesters.

- The Institution will provide each Student with a qualified supervisor (the “**Site Supervisor**”) and an equitable amount of work as part of the Internship depending on the needs of the Institution and the interests and ability of each Student. If the Site Supervisor is absent, a replacement Site Supervisor will be appointed and the professor teaching the course will be informed as soon as possible of the replacement’s name and contact information.
- The Site Supervisor will ensure the orientation, training and supervision of a student and will maintain ongoing communication with the Department regarding items such as work-related issues, objectives for the educational experience, methods and tools for evaluation, etc.
- Each Site Supervisor will complete Student performance evaluations on the forms provided by the Department for each Student under his/her supervision at the midpoint and end of the Internship and will provide these evaluations to the Department in a timely manner.
- At all times, the Institution will be responsible for the care and safety of its participants (clients/patients/students, etc.) (the “**Participants**”). In keeping with such responsibility, the Institution has and maintains the right to intervene in a student’s actions where a student acts in a manner considered by the Institution to be of potential danger to the well-being of its Participants and, to the extent that it deems appropriate, to ensure the safety and well-being of its Participants.
- When a student’s performance in an internship is deemed to be unsatisfactory or is not progressing as expected, the Site Supervisor must inform the Department and Student as soon as possible. Following notification, a meeting may be convened with the Student, the Site Supervisor, and the Department to review the student’s work and assess the student’s performance. Following the meeting, the Site Supervisor and the Department will decide together what actions to take, including, but not limited to, requiring the student to respect additional conditions in order to be allowed to complete the Internship or early termination of the Student’s Internship.
- Students may or may not be paid for any work completed in relation to the Internship. However, Students should normally, when feasible, be reimbursed by the Institution for expenses such as, but not limited to, a police background check, room & board and travel costs if the Internship requires time away from the greater Montreal area. This does not apply if the Internship is completed outside of Quebec or Canada.
- The Institution shall ensure that there is adequate professional liability coverage with respect to the performance of the duties of the Internship Students under its supervision.
- The Institution agrees that it will not assign the Internship, in whole or in part, without the Department’s written consent.

Date Signed: \_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_

Supervisor’s Title: \_\_\_\_\_

## Form F - Mid-term evaluation (page 1 of 2)

Supervisor: \_\_\_\_\_

Agency: \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Internship hours completed: \_\_\_\_\_

**Note:** The agency supervisor should rate the student in each of the following sections. Space is provided for comments. Use the following scale and place the appropriate rating in the space provided before each statement. Please use this opportunity to guide the student and provide meaningful feedback.

### Grading scale

- E = Excellent:** Shows high competence (top 10%)
- G = Good:** Surpasses expectations (Top 30%)
- S = Satisfactory:** Meets minimum requirements
- P = Poor:** Needs improvements (below expectations)
- U = Unacceptable**

### Section 1                      Personal Competencies

- \_\_\_\_\_ 1.                      Demonstrates initiative and motivation.
- \_\_\_\_\_ 2.                      Is courteous and tactful.
- \_\_\_\_\_ 3.                      Displaces a sense of humor.
- \_\_\_\_\_ 4.                      Demonstrates enthusiasm.
- \_\_\_\_\_ 5.                      Is cheery and friendly.
- \_\_\_\_\_ 6.                      Displays concern for others.
- \_\_\_\_\_ 7.                      Effective working with client groups
- \_\_\_\_\_ 8.                      Dependable (on-time, reliable, trustworthy)
- \_\_\_\_\_ 9.                      Responds appropriately to constructive criticism.

### General Comments and/or Observations:

# Form F - Mid-term evaluation (page 2 of 2)

## Section II Professional & Work Competencies

\_\_\_\_\_ 1. Objectives. Based on the job description of the intern position, the student is meeting the criteria and fulfilling the agency goals.

\_\_\_\_\_ 2. Organizational Ability: Displays the ability to reduce abstract/complex situations and problems to systematic, organized bodies of knowledge and take appropriate action.

\_\_\_\_\_ 3. Leadership Qualities: Demonstrates ability to supervise, lead and direct people, programs and resources.

\_\_\_\_\_ 4. Adaptability: Quickly and effectively adjusts to new or different situations, clients and staff. Displays imagination, ingenuity, creativity with common sense. Has a back-up plan ready.

\_\_\_\_\_ 5. Communication: Communicates ideas and feelings to others in easily understandable fashion. Writes and speaks in clear, effective manner.

\_\_\_\_\_ 6. Professional Judgment: Ability to analyze situations and take appropriate actions. Knows when to ask for assistance.

\_\_\_\_\_ 7. Professional Attitude and Behavior: Ability to display positive, optimistic, and constructive attitude. Conducts her/him self in a professional manner in accord with the agency.

### General Comments and Observations:

What would you like to see the intern do/learn/experience during the second half of the internship?

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

(Return the original completed evaluation to your professor)

## Form G – Final Evaluation (page 1 of 2)

Supervisor: \_\_\_\_\_

Agency: \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Internship hours completed on: \_\_\_\_\_

The student should give you this form when they start their internship. Kindly complete this final evaluation as soon as the student completes their internship hours. You can return this completed form to the university confidentially, by fax: 514-848-2262 or by mail:

Professor Henle  
Concordia University  
AHSC VE 223  
7141 Sherbrooke St. West  
Montreal, Quebec. H4B 1R6

Rate the intern student in comparison with other individuals who are at the entry level of employment within your agency. Comment as needed.

### Grading scale

- E = Excellent:** Shows high competence (top 10%)
- G = Good:** Surpasses expectations (Top 30%)
- S = Satisfactory:** Meets minimum requirements
- P = Poor:** Needs improvements (below expectations)
- U = Unacceptable**

Comment in general to help the student succeed as a professional in the field.

## Form G – Final Evaluation (page 2 of 2)

Use the grading scale to complete this section.

Grade	Qualities	Comments
	Punctuality	
	Appropriate dress	
	Professionalism	
	Effort & motivation	
	Ability to work with superiors	
	Ability to work with peers	
	Goal setting	
	Shows initiative	
	Understand agency needs	
	Confidence	
	Ability to say no	
	Flexible	
	Considerate of others	
	Leadership	
	Creativity	
	Responsible & reliable	
	Ability to plan	
	Organizational skills	
	Completion of tasks	
	Meeting deadlines	
	Attention to details	
	Problem solving	
	Understands clients	
	Negotiating	
	Shows ability to learn	

*I feel comfortable providing a letter of recommendation to this internship student based on the work they completed:*

- Yes. I have confidence they will continue to learn new skills with experience.  
 No. They still need to learn important skills.

\_\_\_\_\_  
Agency Supervisors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
University Professor

\_\_\_\_\_  
Date

## Form H - Daily Journal

Space will be provided on MS Teams so you can maintain your journal online.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Hrs: From \_\_\_\_\_ to \_\_\_\_\_

Total hours completed: \_\_\_\_\_/240

1. What was your main activity today?
  
2. What was your role? What skills did you use in this role?
  
3. What planning did you do for today?
  
4. Evaluation:
  - a. Positive things
  
  
  
  
  
  
  
  - b. Negative things
  
5. What I learned:
  
  
  
  
6. What do I need to learn:

Other insights:

## Form I - Weekly Self-Evaluation

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Week #: \_\_\_\_\_

Hrs completed this week: \_\_\_\_\_ Total hrs: \_\_\_\_\_

Please email this form to the professor weekly. Other submission tools may be acceptable.

1. What new skills did you learn or apply this week?
2. What challenged you this week?
3. What aspects of this week do you feel that you need to improve upon?
4. Identify three objectives for next week
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
5. Make an informed observation related to your internship.
6. Additional comments? Problems? Questions?