Internship assessment grid

POLYTECH LYON
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Student's name :

First name :

Year: Major: IT engineering Internship dates:

Professional tutor: Company/organization:

Address: Tel: E-mail:

Please tick the skills applied during the internship in the first column (left) & the proficiency level attained in the grid (right).

	SKILL #1 & key features	Tutor				Student			
		Fully capable	Capable	Not capable	Not at all capable	Fully capable	Capable	Not capable	Not at all capable
	Develop an IT application								
	by defining adequate goals, constraints, requirements								
	specifying the functionalities								
	designing the solution's architecture & interface								
	using relevant technologies & algorithms								
	deploying & maintening the application								

	Critical/threshold learnings	Achieved	In progress	Not acquired	Achieved	In progress	Not acquired
	designing an application's architecture						
	identifying layers & developing modular components						
	designing & managing a data base						
	implementing the basics of front-end and back-end development						
	managing basic authentication						
	using a software forge						
	structuring communication between processes & components						
	designing and managing a distributed database						
	testing and approving components & their integration						
	writing out a functional specification						
	Comments / feedback :						

	SKILL #2 & key features	Tutor				Student			
		Fully capable	Capable	Not capable	Not at all capable	Fully capable	Capable	Not capable	Not at all capable
	Manage an IT project								
	by efficiently planning project phases according to customer needs and context								
	implementing a project management method adapted to the context (agile, V-cycle)								
	effectively managing project teams and stakeholders								
	taking into account IT security issues and risks								
	communicating effectively throughout the project, both internally and externally								
	taking into account eco-design and CSR approaches								

	Critical/threshold learnings	Achieved	In progress	Not acquired	Achieved	In progress	Not acquired
	analyzing the client's needs						
	implementing an agile (scrum) method to organize the project						

	communicating on the progress of the IT project (progress reports, daily meetings, presentations, etc.)						
	drafting technical and user documents						
	implementing a versioning tool (GIT)						
	drawing up an analysis of the organization's operations, missions and tools						
	communicating with various interlocutors in an international and intercultural context						
	Comments / feedback :						

SKILL #3 & key features	**Tutor**				**Student**			
	Fully capable	Capable	Quite capable	Capable	Fully capable	Capable	Quite capable	Capable
Develop solutions based on data and artificial intelligence								
by selecting appropriate algorithms and tools for the project								
implementing these algorithms								
setting up a protocol for evaluating the methods and algorithms implemented								
complying with standards and recommendations in terms of data law and ethics (GDPR, AI Act)								
adapting its communications to a wide range of socio-economic players								

Critical/threshold learnings	Achieved	In progress	Not acquired	Achieved	In progress	Not acquired
developing algorithms and applications using programming languages (Python, Java, etc.)						
setting up databases (relational & NoSQL)						
carrying out statistical analyses						
implementging algorithms						
structuring data						
designing dashboards						
Comments / feedback :						

SKILL # 4 & key features	**Tutor**				**Student**			
	Fully capable	Capable	Quite capable	Capable	Fully capable	Capable	Quite capable	Capable
Set up an IT system and infrastructure								
by defining the objectives, constraints and requirements of the specifications								
implementing adequate technologies								
implementing relevant safety mechanisms								
adapting communication to the various project stakeholders								

Critical/threshold learnings	Achieved	In progress	Not acquired	Achieved	In progress	Not acquired
designing a relational and object data model						
Designing a processing model						
Set up a software forge and versioning tool						
Managing workstation.s and server.s						
Managing a local network						
Responding to the specification of a distributed application						
Comments / feedback :						

Attitude	Yes	No	Comments / feedback
integrated well into the team			
demonstrated autonomy			
proved respectful of punctuality & regularity			
adapted communication (& politeness) according the interlocutor			

GLOBAL ASSESSMENT	❑ **A- Exceptional:** the student demonstrates skills, autonomy and involvement beyond expectations for his level of studies ❑ **B- Very good**: the student is efficient, proactive, totally autonomous, and demonstrates initiative. ❑ **C- Good**: the student is efficient, globally autonomous, and his work meets the expectations. ❑ **D-Acceptable:** the student is partially autonomous, and carries out his work properly following the supervisor's guidelines. ❑ **E- Fair:** the student shows limited autonomy and hardly carries out the assigned tasks and missions. ❑ **F- Poor:** the student doesn't demonstrate autonomy and doesn't carry out the assigned tasks and missions revealing significant shortcomings regarding technical and soft skills.

Would you offer the trainee a position in your company? ❑ **yes** ❑ **No**
What advice would you give to this future engineer?

Would you like to make any observation about the student's (academic) training or its management?

Further observations or comments :

Date : **Internship Supervisor's signature :** **Company Stamp :**