

Recognition of Student Involvement Student Request Form

1 Identification Section

Name: _____
Student number: ____ - _____
e-mail address: _____

2 Type of Project

TITLE OF ACTIVITY OR PROJECT	

A <u>Type of personal involvement</u>	
<input type="checkbox"/> Contributing (you assumed some level of responsibility in the project)	
<input type="checkbox"/> Participative (you contributed or participated significantly in the project)	
B <u>Area of request: (Select one only)</u>	
<input type="checkbox"/> Social and Community	<input type="checkbox"/> Entrepreneurship
<input type="checkbox"/> Science and Technology	<input type="checkbox"/> Politics
<input type="checkbox"/> Academic	<input type="checkbox"/> Sports
<input type="checkbox"/> Culture and Arts	
C Start date and end date of your involvement:	
Start date (mm/dd/yy) : ___/___/___	
End date (mm/dd/yy) : ___/___/___	
D <u>Semester for which the request is made</u>	
<input type="checkbox"/> Fall 20__ <input type="checkbox"/> Winter 20__ <input type="checkbox"/> Summer 20__	
E <u>Location</u>	
<input type="checkbox"/> Within Quebec <input type="checkbox"/> Outside of Quebec	
F Name of the College event or activity to which your project was linked, if applicable:	

3 Description of your involvement

A How many hours have you spent on this project? _____ hours

B Were you paid for this project?

No [] Yes [] Total amount \$ _____

C Have you received credits for this project?

No [] Yes [] Course number and name _____

D If you have answered Yes to the previous question, please write why your request should be considered.

E Please provide details of activities and tasks you have performed during this project. Please attach a separate sheet if necessary.

F Have you provided the College with a Reference Form?

Yes [] No [] Why in the case of a No answer?

**4 Description of your personal objectives throughout this project.
Evaluation of the manner in which these objectives were attained.
Be as precise as possible. (Please attach a separate sheet if necessary).**

<p>A <u>First objective:</u> Description: _____ _____ _____ _____ _____ Evaluation: _____ _____ _____ _____</p>
<p>B <u>Second objective:</u> Description: _____ _____ _____ _____ _____ Evaluation: _____ _____ _____ _____</p>
<p>C <u>Third objective:</u> Description: _____ _____ _____ _____ _____ Evaluation: _____ _____ _____ _____</p>

5 Description of the knowledge, skills and attitudes you have acquired or improved upon throughout this project. Be as precise as possible.
(Please attach a separate sheet if necessary).

<p>A <u>New knowledge:</u> Description: _____ _____ _____ _____ _____ _____ _____ _____</p> <p>B <u>New hands-on skills:</u> Description: _____ _____ _____ _____ _____ _____ _____ _____</p> <p>C <u>New attitudes</u> Description: _____ _____ _____ _____ _____ _____ _____ _____</p>
--

- 6 Description of knowledge, skills and attitudes exercised by you throughout this activity or project. Be as precise as possible.**
(Please attach a separate sheet if necessary).

A large rectangular box with a thin black border, containing 20 horizontal lines for writing. The lines are evenly spaced and extend across most of the width of the box, leaving a small margin on the left and right sides.

7 Description of the role, and if applicable, the responsibility and leadership you exercised throughout this project. (Please attach a separate sheet if necessary).

8 Signature and Date

I certify that all the information provided above is accurate and I understand that any misrepresentation will result in the refusal of this request.

Student signature: _____ Date: _____

Referee’s signature: _____ Date: _____

Recognition of Student Involvement Reference Form

1 Identification Section

Please enter

The student applicant's name: _____

The title of the project: _____

Your name: _____

Your title: _____

The name, the address, the phone number, the website and the email address of your organisation or company: _____

You may wish to attach a business card.

2 Evaluation of student involvement

Please describe and evaluate in your own words the nature of the student's involvement including his/her role, level of participation and responsibilities, and finally, his/her overall attitude during the activity or project.
(Please attach a separate sheet if necessary).

Role: _____

Continued Participation level: _____

Attitude: _____

Responsibilities: _____

Note: The College may need to contact you by phone or email for further information.

3 Signature and Date

I have read the student applicant’s request and I have signed my name in agreement. To the best of my knowledge, the information provided is true and accurate.

Reference signature: _____ Date: _____

** You may mail this form to the appropriate **Student Services Department**

Champlain-St.Lambert 900, Riverside Drive St-Lambert, QC, J4P 3P2	Champlain-Lennoxville P.O.Box 5003 Lennoxville, QC, J1M 2A1	Champlain-St.Lawrence 790, Nérée-Tremblay St. Sainte-Foy, QC, G1V 4K2
---	---	---