

THE UNIVERSITY OF  
BUEA

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HIGHER TECHNICAL TEACHER  
TRAINING  
COLLEGE (H.T.T.T.C) KUMBA  
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P.O BOX 249 BUEA RD KUMBA  
TEL : (+237) 233- 35-46-91



UNIVERSITE DE BUEA

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ECOLE NORMALE SUPERIEURE DE  
L'ENSEIGNEMENT  
TECHNIQUE (ENSET) DE KUMBA  
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FAX / (+237) 233-35-46-92

# INTERNSHIP PLACEMENT LOG BOOK

NAME OF STUDENT: .....

PROFESSIONAL

SUPERVISOR: .....

ACADEMIC YEAR: 20\_\_ / 20\_\_

## **THE LOG BOOK**

This book is to assist the student to keep record of the training. It will show the departments and sections in which the student has worked and the periods of time spent in each.

The daily work carried out during the periods of training is to be recorded clearly with sketches and diagrams where applicable.

Students are required to present the log book at intervals to the company-based Supervisor for assessment of each content and progress. The Supervisor can use any page for his comments where necessary.

The training Supervisor or Monitor of H.T.T.T.C. Kumba will check the log book at regular intervals to ensure that the proper training is being received, and record his comments on the paper provided for this purpose, towards the end of the book.

### **CHANGE OF ATTACHMENT**

A student is expected to start and finish his internship in one establishment. If it becomes absolutely necessary that he must change his place of attachment, the student should first secure permission in writing from the Director of Studies's office. His/her application for change of place of attachment should indicate the name and the address (not just Post Office Box) of the Company or organisation to which he/she wishes to transfer. Any attachment not properly authorized will be cancelled.

### **REQUEST FOR THE COMPANY-BASED SUPERVISOR**

Please read page six of this log book and the attached performance Evaluation Sheet and enter your assessment as required.



**STUDENT'S PARTICULARS**

Name of Student\_\_\_\_\_

Matricule No. of  
Student\_\_\_\_\_

Faculty/School\_\_\_\_\_

Department\_\_\_\_\_

Year of  
Course\_\_\_\_\_

Name of Company / Establishment  
Attached\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Company-Based  
Supervisor\_\_\_\_\_

## ORGANISATIONAL PROFILE

Name of

Establishment: \_\_\_\_\_

Location and

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

\_\_\_\_\_  
\_\_\_\_\_

Size of Organization: Large / Medium / Small

### ACTIVITIES / JOBS UNDERTAKEN / NO. OF EMPLOYEES

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

Description of Organization Structure (with chart) or diagrams on a separate sheet

*The student should draw the organization Chart of the company or organisation hereunder*

## ATTENDANCE REGISTER

*(To be completed by company or organisation-based supervisor)*

*No of days present /over number of days in week , e.g. 3/5*

WEEK	PERIOD	ATTENDANCE
1 <sup>st</sup> Week		
2 <sup>nd</sup> Week		
3 <sup>rd</sup> Week		
4 <sup>th</sup> Week		
5 <sup>th</sup> Week		
6 <sup>th</sup> Week		
7 <sup>th</sup> Week		
8 <sup>th</sup> Week		
9 <sup>th</sup> Week		
10 <sup>th</sup> Week		
11 <sup>th</sup> Week		
12 <sup>th</sup> Week		
13 <sup>rd</sup> Week		
15 <sup>th</sup> Week		
16 <sup>th</sup> Week		

### OVERALL COMMENTS

By company or organisation-based  
Supervisor.....

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\_\_\_\_\_  
 Name of Supervisor

\_\_\_\_\_  
 Signature and stamp of Supervisor

**Training Progress Week 1**

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

Monday

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Tuesday

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Saturday

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**FOR SKETCHES, DIAGRAMS AND GRAPHS (Week 1)**

*(Additional drawings may be attached where necessary)  
The student may also use this space for additional reports*

Comments by Supervisor: .....

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Name:..... Date: .....

Signature:.....



**Training Progress Week 2**

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

Monday

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Saturday

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**FOR SKETCHES, DIAGRAMS AND GRAPHS (Week 2)**

*(Additional drawings may be attached where necessary)  
The student may also use this space for additional reports*

Comments by Supervisor: .....

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Name:..... Date: .....

Signature:.....

**Training Progress Week 3**

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

Monday

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Saturday

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**FOR SKETCHES, DIAGRAMS AND GRAPHS (Week 3)**

*(Additional drawings may be attached where necessary)  
The student may also use this space for additional reports*

Comments by Supervisor: .....  
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Name:..... Date: .....  
Signature:.....

**Training Progress Week 4**

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

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**FOR SKETCHES, DIAGRAMS AND GRAPHS (Week 4)**

*(Additional drawings may be attached where necessary)  
The student may also use this space for additional reports*

Comments by Supervisor: .....

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Name:..... Date: .....

Signature:.....

**Training Progress Week 5**

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

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Saturday

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**FOR SKETCHES, DIAGRAMS AND GRAPHS (Week 5)**

*(Additional drawings may be attached where necessary)  
The student may also use this space for additional reports*

Comments by Supervisor: .....  
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Name:..... Date: .....  
Signature:.....



**Training Progress Week 6**

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

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Saturday

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**FOR SKETCHES, DIAGRAMS AND GRAPHS (Week 6)**

*(Additional drawings may be attached where necessary)  
The student may also use this space for additional reports*

Comments by Supervisor: .....

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Name:..... Date: .....

Signature:.....

**FOR THE USE OF INSTITUTION SUPERVISOR ONLY**

*General comments on first/second/third (delete as appropriate) visit*

Name of Supervisor: .....

Signature of Supervisor.....

Date: .....

**FOR THE USE OF INSTITUTION SUPERVISOR ONLY**

*General comments on first/second/third (delete as appropriate) visit*

Name of Supervisor: .....

Signature of Supervisor.....

Date:.....