

REPUBLIC OF CAMEROON

Peace – Work – Fatherland

UNIVERSITY OF BUEA

HIGHER TECHNICAL TEACHER

TRAINING COLLEGE (HTTTC)

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Paix – Travail – Patrie

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KUMBA.....

HTTTC PROFESSIONAL PROGRAMS (PRET)

INDUSTRIAL INTERNSHIP REPORT CARRIED OUT AT

FROM...../...../2019 TO —/—/2019

VOLUME 2 INTERNSHIP REPORT (TO BE FILLED WITH BLUE PEN)

NAME OF STUDENT:.....

OPTION/LEVEL :.....

DEPARTMENT:

CONTACT NUMBER OF STUDENT:.....

PROFESSIONAL SUPERVISOR:.....

ACADEMIC YEAR: 20...../ 20.....

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DEDICATION

ACKNOWLEDGEMENTS

I. ORGANISATIONAL PROFILE OF THE ORGANISATION

I-1. Size of Organization: Large (above 20 workers)/Medium (7to 20 workers)/Small (below 7 workers) (TICK)

I-2- Historical Background of the organisation: (You should discuss on the historical evolution or development of the organisation from conception to the time you went there on internship) .

[illegible]

I-3 - PRODUCTS AND SERVICES OF THE ORGANIZATION: (list the products and services the organization offers to the public or it's members or customers).

[illegible]

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I-4- GEOGRAPHICAL LOCATION OF THE ORGANISATION (ALSO ATTACH THE SITE PLAN)

I-5- Organizational Structure of the organisation:

The student should draw the organizational Chart of the company or firm hereunder to show how it is set up.

(This should be followed by a brief description of the functions or roles of each organ or personnel in the organisation)

[illegible]

This image shows a full page of white paper designed for handwriting practice. It features approximately 20 evenly spaced, horizontal dotted lines extending across the entire width of the page. There are no margins, text, or other markings present.

FOR SKETCHES, DIAGRAMS AND GRAPHS Week number...ONE

(Additional drawings may be attached where necessary)The student may also use this space for additional reports,pictures and tables

Comments by Supervisor:

.....
.....
.....

Name and Signature of supervisor:.....

Date:.....

Training Progress for Week number TWO Date: from.....to.....

DEPARTMENT OR OFFICE WHERE YOU WORKED THIS WEEK:

TYPE OF WORK INVOLVED;.....

TOOLS, MACHINES OR EQUIPMENTS USED:.....

MATERIALS USED:.....

REALISATION PROCEDURE

(Describe the activities carried out each week of the internship. The student should make a copy for each week. NB This is written in the form of a reported speech using simple past tense and the passive voice to describe processes)

.....
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[illegible]

FOR SKETCHES, DIAGRAMS AND GRAPHS Week number...TWO (Additional drawings may be attached where necessary)The student may also use this space for additional reports reports,pictures and tables

Comments by Supervisor:

.....

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Name and Signature of supervisor.....Date:.....

Training Progress for Week number.... THREE Date: from.....to.....

DEPARTMENT OR OFFICE WHERE YOU WORKED THIS WEEK:.....

TYPE OF WORK INVOLVED;.....

TOOLS, MACHINES OR EQUIPMENTS USED:.....

MATERIALS USED:.....

REALISATION PROCEDURE

(Describe the activities carried out each week of the internship. The student should make a copy for each week. NB This is written in the form of a reported speech using simple past tense and the passive voice to describe processes)

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This image shows a full page of a handwriting practice worksheet. It consists of numerous horizontal rows, each defined by two parallel dotted lines. The rows are evenly spaced and extend across the entire width of the page, providing a guide for letter height and placement. There is no text or other markings on the page.

[illegible]

FOR SKETCHES, DIAGRAMS AND GRAPHS Week number...THREE

(Additional drawings may be attached where necessary)The student may also use this space for additional reports reports,pictures and tables

[illegible]

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FOR SKETCHES, DIAGRAMS AND GRAPHS Week number... FOUR

(Additional drawings may be attached where necessary)The student may also use this space for additional reports reports,pictures and tables

Comments by Supervisor:

.....

.....
Name and Signature of supervisor.....Date:.....

MATERIALS USED:.....

(Describe the activities carried out each week of the internship. The student should make a copy for each week. NB This is written in the form of a reported speech using simple past tense and the passive voice to describe processes)

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

[illegible]

FOR SKETCHES, DIAGRAMS AND GRAPHS

(Additional drawings may be attached where necessary) The student may also use this space for additional reports, pictures and tables

Comments by Supervisor:
.....
.....
Name and Signature of supervisor.....Date:.....

III. WEEKLY INTERNSHIP EVALUATION

Please make sure you do the following evaluation each week of the internship.

III.1- BENEFITS DERIVED FROM THE INTERNSHIP PER WEEK. (i.e skills,knowledge, experience, confidence,connections,professional ethics etc gained; job familiarisation, applied classroom knowledge)

- **WEEK ONE**.....

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- **WEEK TWO**.....

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- **WEEK THREE**.....

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- **WEEK FOUR**.....

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- **WEEK FIVE**.....

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- **WEEK SIX**.....

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III.2 THE DIFFICULTIES OR PROBLEMS YOU ENCOUNTERED PER WEEK? (e.g too much work to do or observe, fear, a new life style,disparity between what you know in theory and what is practiced, staff members want to exploit you sexually or socially , not understanding instructions, unable to operate machines etc)

- **WEEK ONE**.....
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- **WEEK TWO**.....
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- **WEEK THREE**.....
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- **WEEK FOUR**.....
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- **WEEK FIVE**.....
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III.3 DESCRIBE THE DIFFICULTIES OR PROBLEMS AND WEAKNESSES YOU NOTICED IN THIS ORGANISATION EACH WEEK AND WHAT ARE YOUR SUGGESTION(S)?

- **WEEK ONE**.....
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- **WEEK TWO**.....
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- WEEK THREE.....
- WEEK FOUR.....
- WEEK FIVE.....

III.4 LIST THE STRENGTHS OF THE FIRM THAT YOU OBSERVED PER WEEK.

members want to exploit you sexually or socially , not understanding instructions, unable to operate machines etc)

- WEEK ONE.....
- WEEK TWO.....
- WEEK THREE.....
- WEEK FOUR.....

- **WEEK FIVE**.....
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III.5 TOPIC OF RESEARCH PROJECT:

This should come from AN IDENTIFIED PROBLEM.(You should concerntrate on a particular problem or difficulty that the organisation or even the society is facing or any situation to be improved upon. Bring out the causes, effects or impacts of the problem on the organisation or society, show what should be done to solve the problem and how you proceeded to solve it) .During your B-TECH RESEARCH PROJECT report THE TOPIC should be a problem that really exists that you identified in the organization or in the society and not fictional or utopic .The student should collect actual data from the organisation or field and judge on the bases of the actual data collected. All our research projects are designed to be practicals oriented and problem solving (not academic).

In the lines below, State the problem and the effects or impacts of the problem on the organisation or society.

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.....
In the lines below, State the resulting topic of your B-TECH research project
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III.6 COMPARISM BETWEEN THEORY(WHAT YOU LEARNT FROM SCHOOL OR BOOKS) AND THE PRACTICAL APPLICATIONS IN THE FIRM. (Bring out those concepts, theories, principles, or procedures that were taught in class (or read from books) which are not being practiced the same way in the field or are applied partially , if such was found say why was it done that way? Also bring out those that were applied or practiced the same way as taught in class or as found in books

• **Similarities**.....

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• **Differences**.....

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SUMMARY MARKS SHEET (FOR THE USE OF HTTTC)

The marks from the company will constitute 30% of the total marks (30marks)

The logbook marking constitutes 70% of the total marks (70marks)

S/N	EVALUATION CRITERIA	MARKS
	SECTION 1 - MARKS FROM THE COMPANY..... 30 MARKS	/30
	SECTION 2- MARKING OF THE LOG BOOK..... 70 MARKS	
2-1	RESPECT OF DEADLINES AND GENERAL PRESENTATION	/5
2-2	ORGANISATIONAL PROFILE OF THE ORGANISATION -Historical background..... -products and services..... -Geographical location with site plan..... -organisational structure..... -Role of each organ or personnel.....	/15
2-3	WEEKLY REPORT OF ACTIVITIES CARRIED OUT DURING THE INTERNSHIP	/20
2-4	INTERNSHIP EVALUATION -Benefits derived from the internship for each week..... -problems encountered each week..... -weaknesses of the organisation and your suggestions..... -strengths of the organisation..... -comparison between theory and practice .similaritiesdisparities	/20
2-5	RESEARCH PROJECT TOPIC FORMULATION -Identification of a problem that really exists, the causes, effects or impacts and proposed solutions to solve the problem..... -topic of B-TECH research project.....	/5
2-6	ATTENDANCE REGISTER	/5
	TOTAL	/100

GENERAL OBSERVATION

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Name and signature of HTTTC marker:

Date: