

REPUBLIC OF CAMEROON

Peace – Work – Fatherland

UNIVERSITY OF BUEA

HIGHER TECHNICAL TEACHER

TRAINING COLLEGE (HTTTC)

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REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

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Ref N°/UB/HTTTC/D/DD/DS/SG/HOD-BCI/HOS-CE/HOS/int of.....

HTTTC PROFESSIONAL PROGRAMS (PRET)

INDUSTRIAL INTERNSHIP

PLACEMENT LOG BOOK FOR STUDENTS OF THE **HIGHER NATIONAL DIPLOMA (HND)** PROFESSIONAL PROGRAMS

VOLUME 1- GENERAL INFORMATION

NAME OF STUDENT:

OPTION/LEVEL :

CONTACT NUMBER OF STUDENT:.....

PROFESSIONAL SUPERVISOR:.....

ACADEMIC SUPERVISOR:

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

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I) GENERAL INFORMATION TO THE STUDENT

1. This log book is to assist you to keep records of the training during internship with an organisation. It will facilitate the recording of the activities you participated in within the internship period .
2. It will show the departments and sections in which you worked as well as the activities carried out and periods of time spent in each. The daily work carried out during the periods of training is to be recorded clearly and supported with sketches, pictures tables and diagrams where applicable. You are required to present the log book regularly to the company-based Supervisor for assessment of each content and progress. The Supervisor can use any page for his comments where necessary.
3. After the internship, this log book should reach the PRET office at most ten (10) days after the internship accompanied by the sealed confidential report (evaluation form), a photocopy of your internship attestation (testimonial) and the attendance form.
4. The Training Supervisor or Monitor of H.T.T.T.C. Kumba will check the log book, evaluate and record his comments.

II) BACKGROUND TO B-TECH INTERNSHIP

Industrial internship at The University of Buea is one of the key academic practices aimed at enabling the student to be more professionally performant.

It is also a required by the Ministry of Higher Education that, all students preparing for the Professional Bachelor's Degree (B-Tech) must undergo an internship period of atleast two (02) months before being eligible to sit for the final examinations. This will also help the student to blend theory (classroom work) with practicals (field work); acquire experience, skills, knowledge, and technics; learn to relate with hierarchy, customers and other workers in an organisation; discover new technologies , tools , machines or equipments in use, new methods or

processes of production as well as see how things are and how they work in an organisation.

III) INTERNSHIP PLACEMENT

A student should carryout his/her internship in an establishment whose area of activity or activities match with the training objectives in his/her field of studies. The responsibility for acquiring a place for the internship is that of the student . Nevertheless, HTTTC may deploy some students to particular organisation with which it is in partnership. Once in the place of internship the PRET office should have information about the firm's name, their contact address and location within the first week in a text message through the phone number **that will be communicated prior to the internship** or email: administrator@httckumba.com

A student is expected to start and finish his internship in one organisation. If it becomes absolutely necessary that he must change his place of attachment, the student should first secure permission in writing from the head of **DIVISION OF BUSINESS, COOPERATION & INNOVATION**. His/her application for change of place of attachment should indicate the full name and address of the Company or organisation to which he/she wishes to be transferred. Any industrial attachment not properly authorized will be cancelled.

IV) INTERNSHIP GUIDELINES TO STUDENTS

Upon graduation from school you will have to move up the executive ladder passing through various positions in the firm. Position comes with responsibility. Following these guidelines will help assure that you will maximise your internship experience and serve as a positive representative of your academic program and of The University of Buea. Your readiness to enter your chosen field will be assessed/evaluated based on these expectations as demonstrated at your internship:

i. PUNCTUALITY: You must arrive or be present at the work place on time.

ii. REGULARITY: You must be regular at the work place. Ask for permission in case your absence is unavoidable.

iii. RESPECT: Respect hierarchy and all the people with whom you are working irrespective of their age, size, educational standard, race, etc. Keep a commendable relationship with every body.

iv. ASSIDUITY: Take every task assigned to you seriously and do it immediately it is given. Do not postpone assigned tasks. Exhibit a higher degree of duty consciousness beginning from this internship.

v. CAREFULNESS: Be very careful in handling official records or documents, files, tools, equipment, and every delicate thing that has been committed to your trust.

vi. PROFESSIONAL CONDUCT: You should develop and maintain a cordial relationship with your supervisor(s) and be open to criticisms as well as demonstrate enthusiasm in the execution of the tasks assigned to you.

vii. HUMILITY AND OBEDIENCE: Avoid excuses and complains when a task is assigned.

viii. ACT IN A PROFESSIONAL AND ETHICAL MANNER. For example:

- Dress in an appropriate manner.
- Follow through on commitments.
- Do not conduct personal business during work hours.
- Be prompt when reporting to work and with completing assignments.
- Give your work your best effort.
- Be positive and supportive.
- Keep an open mind ; avoid jumping to conclusions; develop informed opinions.
- Be observant; note how employees organize their ideas and respond to and ask questions.

- Assert yourself and your ideas in an appropriate and tactful manner.
- accept criticism; continuously strive to improve and grow professionally.
- Enhance your professional effectiveness by improving skills and acquiring new knowledge.
- Seek feedback from your supervisor ,accept suggestions for corrective changes in behavior and work to improve your performance.
- Be fair , considerate, honest, trustworthy, and cooperative when dealing with co-workers and clients or customers.
- Remain drug and alcohol-free , and avoid use of uncontrolled substances.

V) A FINAL WORD TO THE STUDENTS

Each student should ensure that he/she is in possession of the three volume internship document made up of :

- Volume 1: General Information to the Students.
- Volume 2: Internship Report Booklet.
- Volume 3: Supervisor's Guide