



**Higher Education Inter-state Institute
Cameroon's Representation
PAUL BIYA TECHNOLOGICAL CENTRE OF EXCELLENCE**
P.O Box 13719 Yaoundé (Cameroon) Tel: (237) 22 72 99 58-Fax (237)22 72 99 57
Web site: www.iaicameroun.com E-mail: contact@iaicameroun.com

Appendix 1: Host Centre agreement form

Practical Internship Academic Year 20____ - 20____

Period from ____/____/____ to ____/____/____

Computing center _____

Country _____

Student's _____

Name

AGREEMENT OF THE HOST CENTRE

The Director of the Centre will make sure the specifications set out by IAI-Cameroon in terms of organization, planning, and academic standards and monitoring of work are duly respected. The maintenance internship of the above student will take place within the framework of:

Internship : _____

Tutor _____

Name : _____

Quality : _____

The Director of Host Centre



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Appendix 2: Planning Forecast
Practical Internship Academic Year 20____ - 20____

Period : from ____/____/____ to ____/____/____
Computing Centre : _____
Country : _____
Student's Name : _____

Date : From ____ to ____	Task	Observation

Internship : _____
Tutor : _____
Quality : _____

Signature of the Internship Tutor



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Appendix 3: Bimonthly Report **Practical Internship Academic Year 20_____ - 20_____***

Student's name and surname(s): _____

Second (2nd) Year (First (1st) Cycle)

Period of activity : _____

Internship Location : _____

Internship tutor : _____

Planning Forecast (to fill by the fifteenth and by the tutor)				
1-from _____ to _____	2-from _____ to _____	3-from _____ to _____	4-from _____ to _____	5-from _____ to _____
OBSERVATIONS OF THE TUTOR				
STUDENT'S ACHIEVEMENT (section to be filled by the student)				

Student's Observation (difficulties encountered,) _____

Date : _____

Signature of the Internship Tutor



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Appendix 4: Assessment Form (Period End)

Practical Internship Academic Year 20____ - 20____

Period : from ____/____/____ to ____/____/____
Computing Centre : _____
Country : _____
Student's Name : _____

ASSESSMENT

Criteria	Appreciation (A/B/C/D/E)	Comment
Facility of integration (Team spirit)		
Punctuality, attendance		
Work organization		
Initiative capacity		
Synthesis capacity		
Speed of understanding		
Execution Speed		
Others		

Key Appreciation: A = Very Good; B = Good; C = average; D = Poor; E = Bad

Signature of the Internship Tutor

N.B. this form should be returned with the end of period report to IAI.



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Appendix 5: Internship report

Practical Internship Academic Year 20____ - 20____

Period : from ____/____/____ to ____/____/____

Internship Guidelines

- Be sure to read the specifications;
- Meet deadlines submissions of various reports;
- Work constantly with your Tutors;
- Be punctual and hardworking at the internship center;
- Comply with the Internal Regulations of the internship center;
- Do not criticize the company but provide innovative solutions.