

Internship placement

- [Index \(Search Student Internship Placements\)](#)
- [Placement sites](#)
- [Configuration \(Internship site\)](#)
- [Make selection](#)
- [Interns report](#)
- [payments](#)
- [Placement reports](#)

Index (Search Student Internship Placements)

Allows for the search of the student's internship placement sites, the class on internship, payment status, and the academic year.

- 1) A student's internship site can be swapped.
- 2) Internship payment fee for a student could be recorded
- 3) Delete a student from a specific internship site

Placement sites

Creation of internship placement sites, e.g., Regional Hospital Buea, Mount Mary Hospital Buea, etc. To create an internship site do the following:

- 1) Click on the button at the top-right, "Create placement site."
- 2) Enter the name of the internship site, and if it is a paid site, indicate the fee.
- 3) Click save

Configuration (Internship site)

New internship sites can be created here as well as specify the number of students for a given site. Configure as follows

- 1) Click on "select an option" to select the academic year for which the internships are open.
- 2) Select the semester and click the button "Next."
- 3) Next select the class to whom a given internship site and number of students are to be assigned.
- 4) Click save.
- 5) The number of students for a given internship site can be updated

Make selection

If a placement site that requires payment is selected, you must proceed to make the payment at the cashier's desk or at the student's dashboard before this operation is complete.

Interns report

Reports the number of allocated internship placement sites for students of a given program and semester.

payments

Allows for payment reports of a given internship site and record of payment for fees of a given internship site to be obtained.

Placement reports

Reports detail the class assigned for a given internship site and the number of students allowed, number registered, and vacant spaces for a given semester in an academic year.

class	number allowed	number registered	vacant spaces
-------	----------------	-------------------	---------------