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**Heads of Division Internship Report**

Name of Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_ /\_\_\_\_\_\_ 20\_\_\_\_

1. Please complete the table below according to the headings provided.

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| **PROGRAMME** | **No. of Students requested for placement** | **No. of Students actually placed** | **No. of Students who failed to complete Internship** |
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1. Please indicate the number of sites visited by your division’s personnel.

No. during first visits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. during second visits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

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1. Please state any challenges encountered with partners.

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1. List, with reasons, any firms with whom partnerships should be discontinued.

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1. List, with reasons, any additional firms that we should approach in the future for internship opportunities.

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1. Any other comments (use an additional page if necessary).

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Signature (Please Print Name)