

People's Democratic Republic of Algeria  
Ministry of Higher Education and Scientific Research  
Higher School for Teachers – Bou Saâda  
The Mujahid General Ahmed Gaid Salah  
Directorate of Education, Certificates, and Continuing Training  
Department of Teaching, Internships, and Evaluation



## Interview Guide (First Visit to the Host Institution)

Training Institution:

Student's Full Name: .....

Specialization: .....

Profile: .....

Training Teacher.....

Supervising Instructor: .....

Training Sections (classes): .....

Academic Year: ..... / .....

**This guide includes the interview conducted with the principal (or a representative) of the host institution and the trainee student.**

## **A – Presentation of the Host Institution**

1. Institution Name

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2. Geographic Location

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3. Date of Opening

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4. Type of Institution:                      For Girls ☐                      For Boys ☐                      Mixed ☐

## **B – Organizational Structure**

Number of classrooms:

Number of laboratories:

Number of buildings:

Cafeteria:                      Yes ☐                      No ☐

Sports Hall:                      Yes ☐                      No ☐

Computer Lab:                      Yes ☐                      No ☐

Library: Number of books:

Used by students:                      Yes ☐                      No ☐

Rest Room:

Auditorium:

Number of seats:

## C – Pedagogical Profile

Years	Number of groups	Number of girls	Number of repeaters	Total students
Year:				
Year:				
Year:				
Year:				
Year:				

Total number of teachers:

Female

Number of subject teachers:

Female

## D- Absenteeism (number of absences):

Students:

Average

Low

Teachers:

Average

Low

Reasons for student absence:

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Reasons for teacher absence:

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### E- Administrative staff card:

School Principal	<input type="checkbox"/>	School Bursar	<input type="checkbox"/>	principal/ headmaster	<input type="checkbox"/>
General supervisor	<input type="checkbox"/>	Librarian	<input type="checkbox"/>	Vice Principal	<input type="checkbox"/>
Lab Assistant	<input type="checkbox"/>	Assistant Supervisors	<input type="checkbox"/>		

### F- Cultural and Sports Activities:

Work:    Good   ☐                      Approaching good   ☐                      With difficulty   ☐

Number of workshops:

Workshops conducted:

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Awards:        trophies   ☐        Medals   ☐

### G- Parents' Association:

Does it function:    With Difficulty   ☐                      Approaching Good   ☐                      Good   ☐

Main activities:

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### H- External Relations:

- With the Directorate of Education:

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- With Local Authorities:

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### I- Behavior:

Teachers:    Good   ☐                      Average   ☐                      Poor   ☐

Students:    Good   ☐                      Average   ☐                      Poor   ☐