



Kirinyaga University

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INDUSTRIAL ATTACHMENT LOG BOOK

KyUC is ISO 9001:2015 Certified



KIRINYAGA UNIVERSITY

ATTACHMENT PERSONAL DETAILS:

A. Personal Details

Last Name
Other Names Female Male
Identity Card No..... Date of birth: Date Month year
Course Section Year.....
E-mail:
Religion.....
Home Address Telephone:
Next of Kin (Name) Relationship.....
Postal Address: Postal Code Tel. No.
Students signature Date

B. Details of Attaching Organization

Name of Organization
Postal Address: Postal Code
Tel. No. Email

C. Industrial Attachment Supervisor/Trainer

Name
Position/Designation
Supervisor's signature.....Date



KIRINYAGA UNIVERSITY

THE LOG BOOK

1.0 INTRODUCTION

This logbook is meant to assist students keep detailed description of the tasks done, and new skills learnt over the course of attachment period. It is also meant to enable industry- based and university supervisors to keep track of the students' progresses, assess their work, and offer guidance where necessary. It should be neatly bound.

1.1 DAILY REPORT

The daily work carried out during the periods of training is to be recorded clearly with sketches and diagrams where applicable.

1.2 WEEKLY REPORT

This is a summary of the work done in a week and should cover theory/practical report on the work covered. Students are required to present the log book weekly to the industry- based supervisor for assessment of content and progress. The supervisor can use any page for his or her comments where necessary.

1.3 CHANGE OF ATTACHMENT

A student is expected to start and finish his/her industrial attachment in one establishment. If it becomes absolutely necessary that he/she must change to a different company, the student should secure permission by writing to the University his/her application for a change of place of attachment and should indicate the name and address of company he/she wants to change to.

1.4 UNIVERSITY SUPERVISOR'S VISIT

The University supervisor will check student's log book when he/she visits the students on attachment to ensure that proper training is being received, and record his/her comments on the space provided at the end of log book. During this time, the University supervisor can cancel the attachment and advise the student to look for attachment elsewhere if he/she feels that proper training is not being offered.

1.5 REPORT WRITING

In addition to the daily and weekly record, the student should submit a summary report of the work done during the attachment duration e.g. full coverage of the course, problems encountered, suggested improvements to make the programme worthwhile. The report should contain a summary of the activities the student was involved in, challenges met and new skills learnt.

1.6 REPORT SUBMISSION

The log book must be submitted to the Department/Centre attachment coordinator at the end of the attachment together with the report both clean and neatly bound.

KIRINYAGA UNIVERSITY

WEEK 1 PROGRESS CHART

(WEEK ENDING DATE:)

DAY	DESCRIPTION OF WORK DONE AND NEW SKILLS LEARNT
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	

KyU

TRAINEE'S WEEKLY REPORT

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Student's Signature: Date:

Comments by Industrial based Supervisor:

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Name:

Signature: Date:



ATACHEE ASSESSMENT FORM

Name of the Student

Reg. No.

School.....

Department

Programme

Name of the attaching organization.....

Address.....

Name of Industrial Supervisor.....

Contact of Industrial Supervisor.....

Period of attachment..... Weeks

From To.....

TO THE ASSESSOR

ATTRIBUTE TO BE ASSESSED	MAXIMUM MARKS AWARDED	REMARKS
Practical orientation to tasks	4	
Application of intellectual skills to tasks	4	
Level of supervision	4	
Proficiency in communication (spoken & written)	4	
Relationship with colleagues	4	
Use of tools (e.g. computers & related software)	4	
Level of creativity in tasks performed	4	
Level of initiative to perform tasks beyond normal hours	4	
Level of honesty, integrity and trust	4	
Presentability (e.g. dressing)	4	
TOTAL	40%	

NB: This is a Log Book Sample Form



UNIVERSITY SUPERVISORS ASSESSMENT

Comments

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Name:

Signature: Date:

Comments

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Name:

Signature: Date: