

**JOMO KENYATTA UNIVERSITY OF  
AGRICULTURE AND TECHNOLOGY  
(JKUAT)**

**FACULTY OF ENGINEERING**

**STUDENTS EXTERNAL ATTACHMENT**

**LOG-BOOK**

**DURATION : 8 WEEKS**

## THE LOG BOOK

1. INTRODUCTION

This book is to assist the student to keep record of the training. It will show the departments and sections in which the student has worked and the periods of time spent in each.

2. DAILY REPORT

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

3. WEEKLY REPORT

This is a summary of 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 comments where necessary.

4. CHANGE OF ATTACHMENT

A student is expected to start and finish his industrial attachment in one establishment. If it becomes absolutely necessary that he must change his place of attachment, the student should first secure permission in writing from the college.

His application for change of place of attachment should indicate the name and the address (not just Post Office Box) of the Company or industry to which he wishes to transfer. Any attachment not properly authorized will be canceled.

5. COLLEGE SUPERVISOR'S VISIT

The training Supervisor of the JKUAT will check the log-book when he/she visits the project to ensure that the proper training is being received, and record his/her comment on the paper provided for this purpose, towards the end of the book.

6. SPECIAL REQUEST FOR THE INDUSTRY-BASED SUPERVISOR

Please assess the student as per assessment form provided.

7. 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. Suggest improvements to make the programme worthwhile.

The report should contain a summary of activities of the organisation, Manufacturing/ services processes the student was involved in.

This also includes the highlights of the project the student was involved in. The student is expected to point out the weak and strong points of the attachment.

8. REPORT SUBMISSION

The log-book and report must be submitted to the relevant departmental Attachment Co-ordinator at the end of the attachment

**STUDENT'S PARTICULARS**

Name of Student : .....

(Surname First)

Registration No. of the student :.....

Department :.....

Course of study : .....

.....

Year of course : .....

Name and Address of Company/Establishment Attached:.....

.....

.....

Name of Industry-Based Supervisor : .....

.....

.....

Duration :      From : .....

To : .....

The student could draw the organisation chart of industry attached hereunder.

ATTACHMENT TIME-PLAN

(The student should draw a time-table indicating time to be spent on each task/section).

WEEKLY PROGRESS CHART

(WEEK ENDING.....)

DAY	DESCRIPTION OF WORK DONE
Mon.	
Tue.	
Wed	
Thur.	
Frid.	
Sat.	

TRAINEE'S WEEKLY REPORT

NOTE : USE BACK PAGE FOR THE CONTINUATION OF THE REPORT

FOR SKETCHES, DIAGRAMS AND GRAPHS

DATE :.....

(Additional drawings, may be attached where necessary)  
The student may also use this space for additional reports.

Student's Signature :.....

Date :.....

Comments by Lecturer/Supervisor:.....

.....

Name : .....

Signature : ..... Date : .....

WEEKLY PROGRESS CHART

(WEEK ENDING:.....)

DAY	DESCRIPTION OF WORK DONE
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Tue.	
Wed.	
Thur.	
Frid.	
Sat.	

FOR SKETCHES, DIAGRAMS AND GRAPHS

DATE: .....

(Additional drawings may be attached where necessary)  
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Student's Signature : ..... Date : .....

Comments by Lecturer/Supervisor:.....

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Name : .....

Signature : ..... Date : .....

WEEKLY PROGRESS CHART

(WEEK ENDING.....)

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Sat.	

TRAINEES' WEEKLY REPORT

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(Additional drawings, may be attached where necessary)  
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Student's Signature : ..... Date : .....

Comments by Lecturer/Supervisor :.....

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Name : .....

Signature : ..... Date:.....

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(WEEK ENDING.....)

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Comments by Lecturer/Supervisor: .....

.....

.....

Name : .....

Signature : ..... Date : .....

FOR THE USE OF INSTITUTION SUPERVISOR ONLY

General comments on first/second/third (Delete as appropriate) Visit

Name of Supervisor:.....

Signature of Supervisor : .....

Date : .....