



Jomo Kenyatta University of Agriculture and Technology

COLLEGE OF HUMAN RESOURCE DEVELOPMENT

BACHELOR OF
STUDENTS' FIELD ATTACHMENT LOGBOOK



JKUAT is ISO 9001:2008 certified
Setting Trends in Higher Education, Research and Innovation

THE LOG BOOK

INTRODUCTION

This book is to assist the student to keep a record of the field activities. It will show the organisation in which the student has worked on attachment and the period of time spent in that organisation.

DAILY REPORT

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

WEEKLY REPORT

This is a summary of work done in a week and should cover all the activities and the level of accomplishment of each. Students are required to present the logbook periodically to the lecturer/supervisor for assessment of content and progress. The lecturer/supervisor can use any part for his comment where necessary.

ATTACHMENT PROGRAMME

The student must follow the set out attachment programme formulated by the department, which was given to the student at the beginning of the activity.

REPORT WRITING

Write a report on the experiences acquired during the attachment. The write should give some information on the organisation and contact address. The organisation or agency chosen for attachment should provide an atmosphere for learning desired competencies. The organisation of the report should take the following format:

- a) Introduction
- b) Mainframe of report
 - General description of organisation and the departments where attached
 - General activities undertaken in the organisation
 - Specific activities undertaken during attachment
 - A profile in skills and competencies gained
 - Activities in which the student applied his/her skills for the benefit of the organisation
 - Strategy for utilisation of the contacts established during attachment.
- c) Analysis, observations and critique
- d) Summary and conclusions



STUDENT'S PARTICULARS

Name of the student

(Surname first)

Registration number of the student

Department

Course of study

Year of study

Name and address of company/organisation where the student is attached

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.....
.....
.....

Name of industry-based supervisor

Duration of attachment

From

To



WEEKLY PROGRESS CHART

WEEK 1 **WEEK ENDING**

DAY	DESCRIPTION OF WORK DONE
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

WEEK 2 **WEEK ENDING**

DAY	DESCRIPTION OF WORK DONE
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

WEEK 3 **WEEK ENDING**

DAY	DESCRIPTION OF WORK DONE
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

WEEK 4 **WEEK ENDING**

DAY	DESCRIPTION OF WORK DONE
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

WEEK 5 **WEEK ENDING**

DAY	DESCRIPTION OF WORK DONE
Monday	
Tuesday	
Wednesday	
Thursday	



Friday	
Saturday	

WEEK 6 **WEEK ENDING**

DAY	DESCRIPTION OF WORK DONE
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

WEEK 7 **WEEK ENDING**

DAY	DESCRIPTION OF WORK DONE
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

WEEK 8 **WEEK ENDING**

DAY	DESCRIPTION OF WORK DONE
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Additional Information

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Student's signature:.....Date:.....



