



JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY
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CENTRE FOR URBAN STUDIES

STUDENT'S LOG BOOK
FOR
ABU 3111 INTERNSHIP IN SUSTAINABLE URBAN DEVELOPMENT

DURATION 12 WEEKS

THE LOG BOOK

1. INTRODUCTION

This book is to assist the students 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 therein.

2. DAILY REPORT

The daily work carried out during the period 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/her industrial attachment in one establishment. If it becomes absolutely necessary that he/she must change his/her place of attachment, the student should first secure permission in writing from Centre for Urban Studies.

His/her application for change of place of attachment should indicate the name and the address (not just the Post Office Box) of the company or industry to which he/she wishes to transfer. Any attachment not properly authorised will be cancelled.

5. UNIVERSITY 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(s) on the paper provided for this purpose, towards the end of the book.

6. SPECIAL REQUEST FOR THE INDUSTRY-BASED SUPERVISOR

Kindly 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 and problems encountered. Suggest improvements to make the course worthwhile.

The report should contain a summary of activities of the organization, /services/processes the student was involved in. This 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 Centre for Urban Studies Attachment Co-ordinator at the end of the attachment.

STUDENT'S PARTICULARS

Name of Student: _____

Admission No.: _____

Name and adress of organisation where attached: _____

Name of industry based supervisor: _____

Duration:

From: _____

To: _____

BRIEF OUTLINE OF THE ORGANISATION

The student should provide a brief outline of the organisation where attached.

WEEKLY PROGRESS RECORD: (WEEK ENDING: _____)

Day	Description of Work done
Monday	
Teusday	
Wednesday	
Thursday	
Friday	
Saturday	

STUDENT'S WEEKLY REPORT

Student's signature: _____ Date: _____

Comments by Supervisor: _____

Name: _____

Signature: _____ Date: _____

WEEKLY PROGRESS RECORD: (WEEK ENDING: _____)

Day	Description of Work done
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Comments by Supervisor: _____

Name: _____

Signature: _____ Date: _____

FOR THE USE OF UNIVERSITY SUPERVISOR ONLY

General comments during the visit:

Name of Supervisor: _____

Signature: _____

Date: _____