

# **KISII UNIVERSITY**



## **SCHOOL OF BUSINESS & ECONOMICS**

**DEPARTMENT OF BUSINESS ADMINISTRATION,  
DEPARTMENT OF ACCOUNTING AND FINANCE,  
DEPARTMENT OF MANAGEMENT SCIENCE,  
DEPARTMENT OF HUMAN RESOURCE & STRATEGIC  
MANAGEMENT AND DEPARTMENT OF TOURISM &  
HOSPITALITY MANAGEMENT**

## **STUDENT'S INDUSTRIAL ATTACHMENT**

### **LOG-BOOK**

**DURATION: 12 WEEKS**

## **THE LOG BOOK**

### 1. **INTRODUCTION**

This log book is to assist the student to keep a 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/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 the University.

His/her application for change of place of attachment should indicate the name, the postal address, telephone contacts of the Company or industry to which he/she wishes to transfer. Any attachment not properly authorized will be canceled.

### 5. **UNIVERSITY/ COLLEGE SUPERVISOR'S VISIT**

The training Supervisor of the KUC will check the log-book when he/she visits the industry/project to ensure that the proper training is being received, and record his/her comment on the page 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 organization, manufacturing/services processes the student was involved in.

This concludes 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 Attachments 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, Address (include postal code), Telephone and Location of the Company/Establishment /Project attached:

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

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Duration: From: .....

To: .....

The student should draw the organization 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.....)**

<b>DAY</b>	<b>DESCRIPTION OF WORK DONE</b>
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	
<b>Saturday</b>	

**TRAINEE'S WEEKLY REPORT**

NOTE: USE BACK PAGE FOR THE CONTINUATION OF THE REPORT

**FOR SKETCHES, DIAGRAMS AND GRAPHS**

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

DATE: .....

Student's Signature: ..... Date: .....

Comments by Company Supervisor: .....

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Name: .....

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



**WEEKLY PROGRESS CHART**

**(WEEK ENDING.....)**

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Comments by Company Supervisor:.....

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Name: .....

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

**FOR THE USE OF THE UNIVERSITY SUPERVISOR ONLY**

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

Name of 1<sup>st</sup> University Supervisor: .....

Signature of Supervisor: .....

Date: .....

Name of 2<sup>nd</sup> University Supervisor: .....

Signature of Supervisor: .....

Date: .....