**INDUSTRIAL TRAINING (UBITS) LOGBOOK WRITING AND REPORT WRITING**

**SCORE SUMMARY**

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| --- | --- | --- | --- |
| **Field work** | **IT Logbook** | **IT report** | **Oral defense and attendance** |

INDUSTRIAL TRAINING LOGBOOK

1. Every day the student is required to write comprehensive report of what you did in your note-book

* Including diagrams (circuit diagrams, tools & equipments, Process diagram etc).
* Also name plate data is important to show the ratings of the equipments

2. Summary of the above should be transferred to into the logbook

3. the details in the note is used to write the report.

B. INDUSTRIAL TRAINING REPORT

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|  | DESCRIPTION |
| SECTION 1 | Preliminary pages |
| SECTION 2 | Chapter one – introduction |
| SECTION 3 | Chapter two – detailed intern’s role/responsibilities and daily activities |
| SECTION 4 | Chapter three – discussion, analysis and evaluation |
| SECTION 5 | Chapter four – conclusion, limitations and recommendations |
| SECTION 6 | Report format and presentation |

**SECTION 1: PRELIMINARY PAGES**

1. Title Page
2. Declaration
3. Letter of certification
4. Acknowledgements
5. Abstract/Executive Summary (it summarizes the body of the report, outlining its scope, purpose and major findings, highlighting the key conclusions and recommendations)
6. Table of Contents
7. List of Tables and Figures
8. Abbreviation

**SECTION 2: CHAPTER ONE – INTRODUCTION**

1. **Organisation history :** this section should give a brief history of the Organisation, nature of the Organisation, products or services of the Organisation, business volume, number of employees etc)
2. **Organogram and responsibilities:**  this shows the pyramid of the Organisation and relative responsibilities of major positions
3. **Intern’s role/responsibilities and activities:** this section should describe basically the intern’s role, specific schedule and type of work done, when and how the intern fit into the overall organisation structure. A basic summary of exactly what the intern di, for whom, and

**SECTION 3: CHAPTER TWO – DETAILED INTERN’S ROLE/RESPONSIBILITIES AND DAILY ACTIVITIES**

1. **Intern’s role/responsibilities and activities:** list and describes in details all activities throughout the six months internship.

* This may be chronological, describing what the student did in the order it was done or
* By skill group, describing, for example, the planning jobs, then the design jobs and finally the execution jobs.
* Or order of importance, beginning with the lower level tasks and working toward the more challenging and larger projects.

**SECTION 4: CHAPTER THREE – DISCUSSION, ANALYSIS AND EVALUATION**

1. Analyze experience gained and what he learnt during the internship to reflect on professional identity and practice in work places, as well as the nature and quality of job or service.
2. Analyze problems encountered and how it was solved.
3. Evaluate his or her own overall performance as well as the quality of jobs of tasks carried out
4. Discuss, analyze and criticize the procedures of all the jobs.
5. Evaluate the organizations treatment him or her, as well as other employees

**SECTION 5: CHAPTER FOUR – CONCLUSION, LIMITATIONS AND RECOMMENDATIONS**

1. Conclusion: findings of the intern.
2. Limitations: identify limitations in the utilization of the instruments and tools, and procedures for carrying out the jobs. Also in the course of the Internship.
3. Recommendations: Recommendations based on the limitations.

**SECTION 6: REPORT FORMAT AND PRESENTAION**

1. Page: Page should be of A4 size
2. Font: times new roman, 12
3. Justification: the whole document should be fully justified
4. Spacing: the body of the report should have 1.5 line spacing
5. Margin: 3cm all round
6. Paragraphs and sections: extra blank line before and after every section and subsection. Paragraphs must be separated by blank line. Paragraph must be justified
7. Headings & Subheading: All subheadings and their subheading should be properly formatted.
8. Punctuation, spelling and grammar check. Use correct punctuation marks, spelling and grammar should be accurate
9. Page Numbering: all pages before chapter one should be given in roman numerals. First page of chapter one should start with 1.
10. Figures and table labelling (label for figures are below figure, label for a tables are above the table)
11. Spiral bond