

AFRICA NAZARENE UNIVERSITY



STUDENT'S INTERNSHIP LOGBOOK

Student Names: _____ Student No: _____

Degree Program & Concentration: _____

Name of Organization: _____

Physical Address: _____

Postal Address: _____ Tel No: _____

E-mail: _____ Website: _____

Department/s Attached: _____

Internship Starting Date: _____ End Date: _____

INTRODUCTION

Notes to the Interns, Academic and Industry Supervisors.

INTERN STUDENT

This is an exciting time for you as you leave academia to find your footing in industry and perhaps begin to solidify your thoughts on your career path. This book is simply to assist you keep daily record of your internship (you will need to make copies of the **Daily Progress Chart**). The log book shows the departments and sections in which a student may work and the periods of time spent. Tasks description should be clearly outlined. The weekly report is the summary of tasks done in a given week and should cover theory/practical report on the tasks done. You are required to present the logbook to your immediate industry supervisor for assessment of content and progress. Comments should be on any improvement or recommendations or observations that might assist the company/organization.

ACADEMIC SUPERVISOR

As the Academic Supervisor, you will check the logbook during the student evaluation visit to ensure that proper training/internship is being received. You may use this log book in addition to the industry supervisor's evaluation and the student's final report to assess the student upon completion of the internship.

INDUSTRY SUPERVISOR

Thank you for your commitment to develop our student professionally.

Assess the student as follows:

- i) Weekly Assessment based on the student's filled progress chart
- ii) At the end of internship as per **Student Evaluation form** (see attachment)

REPORT WRITING

Beside daily weekly reports, the intern should submit a report **BEFORE** the end of the **FIRST WEEK** in the next reporting trimester. The report should contain a summary of the activities/assignments the student was involved in. It should also include what new technical aspects one learnt, interests developed, challenges, personal development, recommendations to the organization and the University e.t.c.

REPORT FORMAT

- i) Cover page (University name, Student's name, Student number, Academic supervisor)
- ii) Acknowledgment
- iii) Table of contents
- iv) Introduction
- v) Profile and brief history of the organization
- vi) Organization's objectives, mission and visions
- vii) Profile of department worked in
- viii) Main body (Skills& professional experience gained, knowledge transfer experience & challenges encountered, & implications on personal career progression)
- ix) Recommendations (to the Company & the University)
- x) Conclusion
- xi) Reference
- xii) Left margin 1 ½ in, right, top and bottom margins 1 in
- xiii) Double spaced

DAILY PROGRESS CHART		WEEK: _____ MONTH: _____		
DAY	SESSION	DESCRIPTION OF TASKS	NEW SKILLS LEARNT	SUGGESTIONS/ COMMENTS
1	Morning			
	Afternoon			
2	Morning			
	Afternoon			
3	Morning			
	Afternoon			
4	Morning			
	Afternoon			
5	Morning			
	Afternoon			
6	Morning			
	Afternoon			
<div>Industry Supervisor Comments:</div> <div></div> <div></div> <div></div> <div></div>				
<div>Signature:.....Date:.....</div>				