



**C. K. TEDAM UNIVERSITY OF TECHNOLOGY AND
APPLIED SCIENCES (CKT-UTAS)
POST OFFICE BOX 24, NAVRONGO, U/ER REGION
SCHOOL OF COMPUTING AND INFORMATION SCIENCES**

**DEPARTMENT OF CYBER SECURITY AND
SOFTWARE ENGINEERING**

**INDUSTRIAL ATTACHMENT PRACTICE
LOG BOOK FOR STUDENT**

NAME OF STUDENT:

STUDENT NUMBER:

PROGRAMME:

LEVEL/YEAR OF STUDY:

COURSE CODE:

STUDENT CONTACT:

STUDENT EMAIL:

NAME OF ORGANISATION:

DEPARTMENT/SECTION/UNIT:

NAME OF THE SUPERVISOR:

SUPERVISOR'S TEL. & EMAIL:



INTRODUCTION

This log book is to assist the student to keep records of the training. It is supposed to show the records on the departments and sections or units in which the student has worked and the periods of time the student spent in the sectors.

ABOUT THE INDUSTRIAL ATTACHMENT PRACTICE

The industrial attachment practice is a compulsory course component of the programmes in the Department of Cyber Security and Software Engineering. This is to introduce the student to industry of work to bridge the gap between academic and industry. This training programme is examinable at the end of the exercise. The whole exercise is scored out of **100** marks (The industry supervisor's assessment is scored **30** marks, the log book completion is scored **10** marks, the industrial attachment practice coordinator's assessment of the student's training is scored **30** marks on behalf of the Department of Cyber Security and Software Engineering, and the industrial attachment report completed and submitted by student is assessed and scored **30** marks at the Department).

NOTICE OF ASSUMPTION OF DUTY AT POST

The student upon assuming duty at the organisation is obliged to notify the Industrial Attachment Practice Coordinator acting on behalf of the Department of Cyber Security and Software Engineering. The student will have to complete the **assumption of duty form** and email a copy to the coordinator within the first week of the training.

DAILY REPORT

The student is supposed to record the daily work or activities carried out during the training period. This should be clearly written including sketches or the use of appropriate diagrams or programming codes where applicable to detail the work done or activity carried out.

WEEK SUMMARY REPORT

The student is supposed to summarize the work done per week. Student is therefore to present or show the log book in every week to the industry supervisor for confirmation and assessment of the content and progress of work done or activities carried out by the student, and be scored by the supervisor out of **5 marks** each week.



LOG BOOK HANDLE

The student should keep the log book very safe and free from dirt or any form of damage. The best practice is for the student to keep the log book at the work place and it is not recommended the work book be carried home by the student. Keep in a place where the industry supervisor can access it when necessary.

CHANGE OF PLACEMENT

The industrial attachment practice programme is such that the student is supposed to begin and complete the training at one establishment. However, it is ONLY when it becomes absolute necessity such that the student may be allowed to change or amend the placement by formal writing to the Industrial Attachment Practice Coordinator of the Department of Cyber Security and Software Engineering.

REPORT WRITING

At the end of the training the student should write a comprehensive report covering the activities carried out during the training and submit a bind copy as well as softcopy (in pdf format) to Department of Cyber Security and Software Engineering by passing it through the industrial attachment coordinator. The report should contain full coverage of the attachment training, key issues learn in the organisation during the training, problems and/or challenges encountered and how they were resolved, etc. Students can suggest possible measures to improve the training programme in the report. The report should therefore cover the following headings:

- 1. Background, History, Organogram, Functions of the Organisation.*
- 2. Activities and Key Things Learnt in the Organisation.*
- 3. Problems/Challenges Identified During Training in the Organisation.*
- 4. Suggestions for Improving Training from Technical Perspective.*
- 5. Summary of Report.*
- 6. Recommendations.*
- 7. References.*



THE INDUSTRY SUPERVISOR

The industry supervisor of the student at the organisation is supposed to see to the well-rounded training of the student during the period of the student's stay, as a contributing quota to manpower training and development for the nation. The supervisor will do assessment and make relevant comments on a weekly basis in the student's log book. This activity is to ensure proper keeping of records of performance of the student's training in the department, section, unit, etc. where the student may likely rotate where applicable. Student is therefore to present or show the log book in every week to the industry supervisor for confirmation and assessment of the content and progress of work done or activities carried out by the student, and be scored by the supervisor out of **5 marks** each week. The industry supervisor's assessment is scored **30** marks in total. At the end of the training of the student, the industry supervisor will confidentially complete the overall ***STUDENT'S PERFORMANCE EVALUATION FORM (FORM-I)***, enclosed it in a sealed envelope and sent to the address below:

THE HEAD OF DEPARTMENT

**DEPARTMENT OF CYBER SECURITY AND SOFTWARE ENGINEERING
SCHOOL OF COMPUTING AND INFORMATION SCIENCES**

CKT-UTAS – NAVRONGO

P O BOX 24 NAVRONGO, UPPER EAST REGION, GHANA, W/A.

OR

EMAIL TO THE HEAD OF DEPARTMENT

EMAIL: hodcscet@cktutas.edu.gh





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**DEPARTMENT OF CYBER SECURITY AND
SOFTWARE ENGINEERING
STUDENT'S PERFORMANCE EVALUATION FORM
(FORM-I)**

To be completed by industry supervisor and sent under confidential
together with FORM-II to:

**THE HEAD OF DEPARTMENT OF CYBER SECURITY AND SOFTWARE
ENGINEERING, SCHOOL OF COMPUTING AND INFORMATION
SCIENCES, CKT-UTAS – NAVRONGO
P O BOX 24 NAVRONGO, UPPER EAST REGION, GHANA, W/A.**

OR EMAIL TO: THE HEAD OF DEPARTMENT (HOD)

EMAIL: hodcscet@cktutas.edu.gh

Name of Student:

Name and Address of Attachment Organisation:

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Tel./Email of Organisation:

Period of Training: From: To:

Name and Rank/Designation of Reporting Officer:

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Tel./Email of Reporting Officer:

.....

Name of Head of Organisation/Department/Section:

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EVALUATION METRICS (FORM-II)

Industry Supervisor should kindly write on the following about the student by indicating **Very Low** (Grade E), **Low** (Grade D), **Average** (Grade C), **High** (Grade B), **Very High** (Grade A).

a) Attendance:

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b) Punctuality:

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c) Co-operation:

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d) Aptitude for learning:

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e) Understanding of job:

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f) Adherence to safety rules:

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g) Ability to work in a team:

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h) Ability to work with little supervision:

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.....

i) Ability to work under pressure:

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.....

Please Kindly Quote the Total Assessment Score Indicated in The Student's Log Book in the Box provided:



**WEEKLY ACTIVITY LOG TO BE COMPLETED BY STUDENT
(FORM-III)**

	DAY OF THE WEEK:	DATE:
No.	ACTIVITY	WHAT YOU'VE LEARNT
	DAY OF THE WEEK:	DATE:
	ACTIVITY	WHAT YOU'VE LEARNT



**WEEKLY ACTIVITY LOG SUMMARY TO BE COMPLETED BY
STUDENT (FORM-IV)**

	WEEK NUMBER:	DATE:
No.	ACTIVITY	WHAT YOU'VE LEARNT



**ASSUMPTION OF DUTY FORM TO BE COMPLETED BY STUDENT
(FORM-V)**

NAME OF STUDENT:
STUDENT NUMBER:
PROGRAMME:
LEVEL/YEAR OF STUDY:
COURSE CODE:
STUDENT CONTACT:
STUDENT EMAIL:
NAME OF ORGANISATION:
ADDRESS AND LOCATION:
DEPARTMENT/SECTION/UNIT:
NAME OF THE SUPERVISOR:
SUPERVISOR'S TEL. & EMAIL:
DATE OF ASSUMPTION OF DUTY:

