

WEEK 1

DATE/DAY	WORK DONE	HOURS WORKED	REMARKS BY INTERNS
Monday	Sharing printer among the staff on the network. Configuring network connectivity and internet access in the computer lab	8 hours	Successfully learned to configure printers. Learned to troubleshoot network connectivity.
Tuesday	Added the computers in the lab to the student domain. Updating Kaspersky antivirus database . Installed SPSS software for data analysis.	8 hours	Learned how to join computers to active directory.
Wednesday	Installation of epson printer drivers. Sharing hp printer among staff.	8 hours	Successfully learned working with printers.
Thursday	Installed Microsoft erp (enterprise Resource Planning)software solution on a staff computer. Recovering staff password. Solving boot loop for a staff PC.	8 hours	Learned configure different software and diversity of software.
Friday	Troubleshooting ETR printer. Dual booting PC in the computer lab. Installation of software on the PC in the computer lab. Rebooted the router to troubleshoot internet access.	8 hours	Successfully learned how to operate ETR printers. Learned how to troubleshoot internet access.
Saturday			

Remarks by Supervisor	
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Field Supervisor Signature..... Date

WEEK 2

DATE/DAY	WORK DONE	HOURS WORKED	REMARKS BY INTERN
Monday	Rebooted a students DHCP server. Configured network access in library E-resource section. Installed windows on PCs in the lab. Installed eNPS software on PC in the lab to aid comfortable learning in the lab.	8 hours	Successfully learned how a DHCP server works and leases IP addresses Learned how to work with virtual networking tools
Tuesday	Crimping Ethernet cables. Setting up and configuring and router. Recovered a staff password. Troubleshooted an ETR printer at conference. Troubleshooting a printer that was not able to print and shared it among staff PC.	8 hours	Learned different ways of crimping and learned how to crimp Ethernet cables.
Wednesday	Troubleshooted internet access in the security office. Restarted a switch for the network line that was done.	8 hours	Learned troubleshooting internet access. Learned how to operate a switch.
Thursday	Installed Hp printer on staff PC and shared it among the staff. Installed Epson L850 on staff PC and shared it among staff PCs Troubleshooted HP printer that was unable to print in the games office.	8 hours	Learned successfully how to handle and operate printers from different vendors.
Friday	Troubleshooted a printer that was unable to print in the business department. Troubleshooted a staff PC that was too slow. Formatted a staff PC affected with virus after backing up her files and documents.	8 hours	Learned how to troubleshoot slow running PCs.
Saturday			

Remarks by Supervisor	
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Field Supervisor Signature..... Date

WEEK 3

DATE/DAY	WORK DONE	HOURS WORKED	REMARKS BY INTERN
Monday	Setting up and managing domain account. Troubleshooted a PC that was not able to turn on due to hardware failure. Installed Windows 7 on staff PC. Troubleshooted network problem on a staff PC at the printing press department.	8 hours	Successfully learned how to work with active directory. Learned how to install Microsoft Windows operating System.
Tuesday	Configured a Cisco switch . Configured a Comfast router. Troubleshooted internet access on a staff PC . Rebooted a staff server that was down.	8 hours	Learned how to and successfully configured a access point.
Wednesday	Joined a staff PC to the staff network domain. Troubleshooted a Laptop that was unable to boot because of corrupted files on the command prompt by use of commands and transferred the configuration files and security files to a configuration folder.	8 hours	Learned troubleshooting PC booting problems and successfully solved the problem.
Thursday	Installed Windows 10 operating system on a staff PC. Installed Kubuntu 18.04 LTS operating system on interns PC. Configured Kubuntu operating System repositories.	8 hours	Learned how to install Microsoft Windows operating system. Learned how to dual boot operating system on PCs
Friday	Installed Hp printer drivers on staff PC and shared the printer among the staff. Troubleshooting network connection and internet access on a staff PC and Joined the staff PC to the domain.	8 hours	Learned to troubleshoot advanced network connectivity problems. Learned how to troubleshoot advanced printer problems.
Saturday			

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Field Supervisor Signature..... Date

WEEK 4

DATE/DAY	WORK DONE	HOURS WORKED	REMARKS BY INTERN
Monday	Troubleshooted hard disk failure on intern PC. Configured Cisco router. Formatted a staff PC after backing up the data and files that were on the PC. Rebooted the staff that was down and inaccessible.	8 hours	Learned how to successfully troubleshoot hard disk failure. Learned to successfully configure Cisco access point.
Tuesday	Deleted user temporary files and cleared the recycle bin for PCs in the computer lab that were running slow. Updating network drivers for a staff PC that had no network and access to the internet. Troubleshooted network inaccessibility problem at the conference reception	8 hours	Removed temporary files and the machine started running faster. Learned how to update utility programs and software drivers on a PC.
Wednesday	Checking the status of PCs in lab to enhance efficient learning in the lab. Installing printer drivers on a staff PC and sharing the printer among staffs on the network. Updated Kaspersky on a staff PC.	8 hours	Successfully shared printer among staffs PC.
Thursday	Troubleshooted a network printer by removing and adding it back on the PC from the network. Installed Adobe package suite on PC in the computer lab. Formatted a staff PC that was running slow after backing up the data and files.	8 hours	Learned how to operate network printer and successfully troubleshooted the problem.
Friday	Recovered a staff password. Deleted user accounts on a staff PC that was running slow. Installed windows on a staff laptop and updated all drivers. Configured a D links router.	8 hours	Learned how to support other staff workers and successfully recovered the password.
Saturday			

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