



KABARAK UNIVERSITY

INDISTRIAL ATTACHMENT, INTERNSHIP LOGBOOK.

ATTACHMENT LOGBOOK

SCHOOL.....

DEPARTMENT.....

P.O Privatebag 136-90100

Kabarak

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THE LOG BOOK INTRODUCTION

This book aims to assist the attaché to keep a record of the day-to-day activities during the attachment period. It will show the organization in which the attaché has worked on attachment and the period of time spent in that organization.

ATTACHMENT PROGRAMME

The attaché must follow the set-out attachment programme formulated by the department where he/she is attached. This programme should be given to the attaché at the beginning of the activity. The department should provide an atmosphere for learning desired competencies.

REPORT WRITING

The attaché is expected to write a daily report on the experiences acquired during the attachment. The supervisor should give some information on the organization and contact address.

DAILY REPORT

The daily work carried out during the period of attachment is to be recorded clearly with sketches and diagrams where applicable. This is a summary of work done in a week and should cover all the activities and the level of accomplishment of each. Attachés are required to present the Logbook to the Supervisor/Trainer (Technician) for assessment of content and progress at the end of each week.

INDUSTRIAL ATTACHMENT TOOLS

a. Attaché's letter of introduction – containing attaché details, list of areas of practice and familiarization as well as any other important information. The letter is to be distributed to attachés by the industrial attachment coordinator three months before the beginning of attachment period.

b. Logbook - to be downloaded by attachés by from the attachment coordination system two weeks before the end of the term prior to attachment period. The log book is to be filled on a daily basis during the attachment period.

c. Industrial Attachment Assessment Form - to be duly filled and then handed over in duplicate to the Industrial Attachment Officer (ILO) or uploaded to industrial attachment coordination system on completion of attachment period. **(Pages 42 and 43)**

Attaché's Particulars

Last Name:.....

Other Names:..... Identity

Card No:.....

Admission No:.....

Date of Birth: Date.....Month.....Year.....

Course.....Level.....Year/Module.....

Home Address.....Code.....Town.....

.

Telephone.....

Next of Kin

Name:.....Relationship:.....

Postal Address:.....Postal Code:.....Tel:.....

Details of Attachment Place:

Name of Organization:..... Postal

Address.....Code:.....

Tel.....Fax / E-mail

Name of Industry Based Supervisor:..... Position/

Designation:.....

Mobile Contact

Attachment duration period:

From:To:

DAILY INDUSTRIAL ATTACHMENT PROGRESS RECORD

PART I –*To be filled by the Attaché*

Week.....

Date: From.....To:.....

DAY/DATE	DESCRIPTION OF WORK/ACTIVITY DONE	NEW SKILLS LEARNT
MONDAY		
TUESDAY		
WEDNESDAY		

FRIDAY

Remarks by the Attaché:

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Name.....Sign.....Date.....

THURSDAY		

PART II – To be filled by the Industry Based Attachment Trainer/Technician

Comments.....
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Name.....Signature.....Date.....

PART III – To be filled by the Industry Based Attachment Supervisor

Comments.....
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DAILY INDUSTRIAL ATTACHMENT PROGRESS RECORD

PART I –To be filled by the Attaché

Week.....

Date: From.....To:.....

DAY/DATE	DESCRIPTION OF WORK/ACTIVITY DONE	NEW SKILLS LEARNT
.....
.....
.....
.....
.....

Name.....Signature.....Date.....

MONDAY		
TUESDAY		

FRIDAY

.....

Remarks by the Attaché:

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Name.....Sign.....Date.....

WEDNESDAY		
THURSDAY		

PART II – *To be filled by the Industry Based Attachment Trainer/Technician*

Comments.....
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Name.....Signature.....Date.....

DAILY INDUSTRIAL ATTACHMENT PROGRESS RECORD

PART I –To be filled by the Attaché

Week.....

Date: From.....To:.....

DAY/DATE	DESCRIPTION OF WORK/ACTIVITY DONE	NEW SKILLS LEARNT
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PART III – To be filled by the Industry Based Attachment Supervisor

Comments.....
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Name.....Signature.....Date.....

MONDAY		

FRIDAY

Remarks by the Attaché:

.....
.....

Name.....Sign.....Date.....

TUESDAY		
WEDNESDAY		
THURSDAY		

PART II – *To be filled by the Industry Based Attachment Trainer/Technician*

Comments.....
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DAILY INDUSTRIAL ATTACHMENT PROGRESS RECORD

PART I – *To be filled by the Attaché*

Week.....

Date: From.....To:.....

DAY/DATE	DESCRIPTION OF WORK/ACTIVITY DONE	NEW SKILLS LEARNT
.....
.....
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Name.....Signature.....Date.....

PART III – *To be filled by the Industry Based Attachment Supervisor*

Comments.....

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Name.....Signature.....Date.....

FRIDAY
