



**MASENO UNIVERSITY**  
**Office of the Dean**  
**School of Computing and Informatics**

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**Industrial Attachment Handbook**

**BSc. Information Systems, BSc. Information Technology, BSc. Information Communication  
Technology Management and Diploma in Information Technology**

May 2024

NAME:

REGISTRATION NUMBER:

## 1. INTRODUCTION

Industrial attachment is a requirement to all the students pursuing undergraduate and diploma programs in the School of Computing and Informatics. This mandatory requirement, and the noble role that industrial attachment plays in producing adequately baked graduates, has led the school to come up with this Industrial Attachment Handbook which seeks to provide all the necessary information to students and other parties involved in the industrial attachment.

### 1.1 OBJECTIVES

Industrial attachment seeks to;

- i. Enhance training and develop the practical and communication skills/competencies of the attachees.
- ii. Provide a mechanism for the school to get feedback from the ICT industry about the performance of students on industrial attachment.
- iii. Strengthen liaison between the ICT industry and the School of Computing and Informatics for possible mutual benefits.

### 1.2 INVOLVED PARTIES

#### 1.1.1. ATTACHEE

Attachee is a student of the School of Computing and Informatics pursuing a Bachelors degree or Diploma and has been permitted to be on industrial attachment in a particular approved place for an approved length of time. The responsibilities of the attachee include the following;

- i. Apply their skills, knowledge and talents by engaging in assigned activities in a manner that is in line with the organizations general objectives and policy on industrial attachment.
- ii. Produce and deliver required documents to the industrial attachment coordinator, assessor and supervisors in relation to their attachment as required.

#### 1.1.2. COORDINATOR

This is a member of academic staff in the School of Computing and Informatics who coordinates all the affairs relating to industrial attachment in the school; the responsibilities of the attachment coordinator include the following;

- i. Approve a place of attachment before a student can commence attachment and permit transfer from one place of attachment to another.

- ii. Maintain information relating to industrial attachment and liaise with the other parties involved in industrial attachment activities such as assessment to ensure harmony in those activities.
- iii. To provide leadership in implementing the laid down guidelines of the school in the running of industrial attachment affairs.

### 1.1.3. ASSESSOR

This is a member of academic staff of the School of Computing and Informatics who evaluates a particular student(s) based on the laid down criteria and procedures; the responsibilities of the attachment coordinator with respect to the task of evaluations include the following;

- i. Visit the student at his place of attachment and practically evaluate the attachee's performance.
- ii. Strengthen the relationship between the School of Computing and Informatics and the institution where a student is attached for future placement.
- iii. Interrogate reports submitted to him/her by the attachee and supervisor(s) and consolidate the student's marks from the reports.

### 1.1.4. SUPERVISOR

This is a member of staff in the institution where the attachee is based who is appointed to work with the student during the entire period of industrial attachment. The responsibilities of the supervisor include;

- i. To provide mentorship to the attachee throughout the industrial attachment period and to liaise with the industrial attachment coordinator on any problems that may arise during attachment.
- ii. To check and sign the attachee's log book at least once every week and ensure that the attachee is on track with respect to fulfillment of expected outcomes.
- iii. To assist in grading the attachee in the field and submit such marks to the student's assessor during the visit by the assessor.

## 1.3 RULES AND REGULATIONS

Industrial attachment shall be undertaken under the following rules and regulations;

### 1.1.5. Period and Place

- i. Industrial attachment shall take a period of not less than twelve weeks or three months.
- ii. A place of industrial attachment must be approved formally upon submission of a duly filled note of confirmation of attachment (MU/SCI/IA/001) by the attachee to the industrial attachment coordinator within the first week of commencement of attachment in a new station.



- iii. Transfer from one place of attachment to another must be granted formally by the industrial attachment coordinator upon submission of request of transfer place of attachment (MU/SCI/IA/002) and a duly filled note of confirmation of attachment (MU/SCI/IA/001) for the new station.

#### 1.1.6. Deliverables

- i. A copy of the note of confirmation of attachment (MU/SCI/IA/001), the letter of acceptance by the institution and note of transfer place of attachment (MU/SCI/IA/002) [optional] must be submitted to the assessor during the assessor's visit(s).
- ii. The industrial attachment plan of activities (MU/SCI/IA/003) must be filled by the attachee in advance, in concurrence with the supervisor, and available during the assessor's visit(s) and the compiled plan of activities made available together with the final attachment reports not later than one week after attachment.
- iii. The industrial attachment daily log (MU/SCI/IA/004) must be filled daily by the attachee, checked and signed weekly by the supervisor, and copies submitted weekly via email to the industrial attachment coordinator and the compiled daily logbook submitted to the assessor not later than one week after attachment together with other reports.
- iv. The final industrial attachment report must be submitted to the assessor not later than one week after industrial attachment together with other reports.

#### 1.1.7. General Conduct

- i. Time must be kept by the attachee and attendance at the place of attachment must be regular. The employer and industrial attachment coordinator must be notified of any absence at the earliest opportunity.
- ii. The attachee must be well dressed and groomed at the place of attachment throughout the industrial attachment period and industrial attachment must be conducted in such a manner that reflects credit upon the attachee and upon industrial attachment programme.
- iii. All duties must be performed in a commendable manner and assignments performed with earnestness and sincerity.

### 1.4 ASSESSMENT

Industrial attachment will be assessed as follows;

- i. Field assessment by the supervisor constituting 30% of the total mark.



- ii. Oral assessment (Activities and Achievements) by the assessor constituting 20% of the total mark. iii. Final report assessment by the assessor constituting 50%.

### 1.5 GRADING SYSTEM

Industrial attachment will be graded as follows;

Above 70%	A
60%-69%	B
50%-59%	C
40%-49%	D
Below 40 %	Fail

**2. CONFIRMATION OF ATTACHMENT (MSU/SCI/IA/001)****PART A (TO BE FILLED BY THE STUDENT)****Student Details**

Student Name: \_\_\_\_\_

Admission Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Place of Attachment**

Institution's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

(Include details such; City, Town, Highway, Street, Building, Floor, Wing, Room)

Commencement Date: \_\_\_\_\_

Anticipated End Date: \_\_\_\_\_

**PART B (TO BE FILLED BY THE SUPERVISOR)**

Supervisor Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART C (TO BE FILLED BY THE INDUSTRIAL ATTACHMENT COORDINATOR)**

Coordinator's Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

**Approved/Not Approved**

Comments: \_\_\_\_\_

Coordinator's Signature \_\_\_\_\_ Date: \_\_\_\_\_



### 3. TRANSFER OF PLACE OF ATTACHMENT (MSU/SCI/IA/002)

#### PART A TO BE FILLED BY THE STUDENT Student Details

Student Name: \_\_\_\_\_  
 Admission Number: \_\_\_\_\_  
 Mobile Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

#### Current Place of Attachment

Institution's Name: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Facsimile Number: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_

(Include details such; City, Town, Highway, Street, Building, Floor, Wing, Room) Commencement

Date: \_\_\_\_\_  
 End Date: \_\_\_\_\_

#### New Place of Attachment

Institution's Name: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Facsimile Number: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_

(Include details such; City, Town, Highway, Street, Building, Floor, Wing, Room) Commencement

Date: \_\_\_\_\_  
 Anticipated End Date: \_\_\_\_\_

#### Reasons for Transfer

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#### PART B (TO BE FILLED BY THE INDUSTRIAL ATTACHMENT COORDINATOR)

Coordinator's Name: \_\_\_\_\_  
 Date Received: \_\_\_\_\_

#### Approved/Not Approved

Comments/Reasons

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Coordinator's Signature \_\_\_\_\_ Date: \_\_\_\_\_



4. **PLAN OF ACTIVITIES (MSU/SCI/IA/003)**  
**(TO BE FILLED BY THE ATTACHE)**

**WEEK 1**

DATE	Activities and Methods	Supervisors Remarks

**Supervisor's Comments**

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**Supervisor's Name**

**Signature**

**Date**





**5. DAILY LOGBOOK (MSU/SCI/IA/004)**  
**(TO BE FILLED BY ATTACHEE)**  
**WEEK 1**

Date	Activities and Methods	Things Learned	Challenges faced	Way forward

**Supervisor's Comments**

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**Supervisor's Name**

**Signature**

**Date**



4. **PLAN OF ACTIVITIES (MSU/SCI/IA/003)**  
**(TO BE FILLED BY THE ATTACHE)**

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**WEEK 2**

DATE	Activities and Methods	Supervisors Remarks

**Supervisor's Comments**

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**Supervisor's Name**

**Signature**

**Date**



**5. DAILY LOGBOOK (MSU/SCI/IA/004)**  
**(TO BE FILLED BY ATTACHEE)**  
**WEEK 2**

Date	Activities and Methods	Things Learned	Challenges faced	Way forward

**Supervisor's Comments**

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**Supervisor's Name**

**Signature**

**Date**



4. **PLAN OF ACTIVITIES (MSU/SCI/IA/003)**  
(TO BE FILLED BY THE ATTACHE)

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**WEEK 3**

DATE	Activities and Methods	Supervisors Remarks

**Supervisor's Comments**

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**Supervisor's Name**

**Signature**

**Date**

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**5. DAILY LOGBOOK (MSU/SCI/IA/004)**  
**(TO BE FILLED BY ATTACHEE)**  
**WEEK 3**

Date	Activities and Methods	Things Learned	Challenges faced	Way forward

**Supervisor's Comments**

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**Supervisor's Name**

**Signature**

**Date**



4. **PLAN OF ACTIVITIES (MSU/SCI/IA/003)**  
**(TO BE FILLED BY THE ATTACHE)**

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**WEEK 4**

DATE	Activities and Methods	Supervisors Remarks

**Supervisor's Comments**

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**Supervisor's Name**

**Signature**

**Date**



**5. DAILY LOGBOOK (MSU/SCI/IA/004)**  
**(TO BE FILLED BY ATTACHEE)**  
**WEEK 4**

Date	Activities and Methods	Things Learned	Challenges faced	Way forward

**Supervisor's Comments**

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\_\_\_\_\_  
**Supervisor's Name**

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**Signature**

\_\_\_\_\_  
**Date**



4. **PLAN OF ACTIVITIES (MSU/SCI/IA/003)**  
**(TO BE FILLED BY THE ATTACHE)**

**WEEK 5**

DATE	Activities and Methods	Supervisors Remarks

**Supervisor's Comments**

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**Supervisor's Name**

**Signature**

**Date**

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**5. DAILY LOGBOOK (MSU/SCI/IA/004)**  
**(TO BE FILLED BY ATTACHEE)**  
**WEEK 5**

Date	Activities and Methods	Things Learned	Challenges faced	Way forward

**Supervisor's Comments**

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**Supervisor's Name**

**Signature**

**Date**



4. **PLAN OF ACTIVITIES (MSU/SCI/IA/003)**  
**(TO BE FILLED BY THE ATTACHE)**

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**WEEK 6**

DATE	Activities and Methods	Supervisors Remarks

**Supervisor's Comments**

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**Supervisor's Name**

**Signature**

**Date**



**5. DAILY LOGBOOK (MSU/SCI/IA/004)**  
**(TO BE FILLED BY ATTACHEE)**  
**WEEK 6**

Date	Activities and Methods	Things Learned	Challenges faced	Way forward

**Supervisor's Comments**

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**Supervisor's Name**

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**Signature**

\_\_\_\_\_  
**Date**



4. **PLAN OF ACTIVITIES (MSU/SCI/IA/003)**  
(TO BE FILLED BY THE ATTACHE)

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**WEEK 7**

DATE	Activities and Methods	Supervisors Remarks

**Supervisor's Comments**

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**Supervisor's Name**

**Signature**

**Date**



**5. DAILY LOGBOOK (MSU/SCI/IA/004)**  
**(TO BE FILLED BY ATTACHEE)**  
**WEEK 7**

Date	Activities and Methods	Things Learned	Challenges faced	Way forward

**Supervisor's Comments**

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**Supervisor's Name**

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**Signature**

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**Date**



4. **PLAN OF ACTIVITIES (MSU/SCI/IA/003)**  
**(TO BE FILLED BY THE ATTACHE)**

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**WEEK 8**

DATE	Activities and Methods	Supervisors Remarks

**Supervisor's Comments**

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**Supervisor's Name**

**Signature**

**Date**



**5. DAILY LOGBOOK (MSU/SCI/IA/004)**  
**(TO BE FILLED BY ATTACHEE)**  
**WEEK 8**

Date	Activities and Methods	Things Learned	Challenges faced	Way forward

**Supervisor's Comments**

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**Supervisor's Name**

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**Signature**

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**Date**



4. **PLAN OF ACTIVITIES (MSU/SCI/IA/003)**  
(TO BE FILLED BY THE ATTACHE)

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**WEEK 9**

DATE	Activities and Methods	Supervisors Remarks

**Supervisor's Comments**

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**Supervisor's Name**

**Signature**

**Date**





**5. DAILY LOGBOOK (MSU/SCI/IA/004)**  
**(TO BE FILLED BY ATTACHEE)**  
**WEEK 9**

Date	Activities and Methods	Things Learned	Challenges faced	Way forward

**Supervisor's Comments**

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**Supervisor's Name**

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**Signature**

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**Date**



4. **PLAN OF ACTIVITIES (MSU/SCI/IA/003)**  
**(TO BE FILLED BY THE ATTACHE)**

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**WEEK 10**

DATE	Activities and Methods	Supervisors Remarks

**Supervisor's Comments**

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**Supervisor's Name**

**Signature**

**Date**



**5. DAILY LOGBOOK (MSU/SCI/IA/004)**  
**(TO BE FILLED BY ATTACHEE)**  
**WEEK 10**

Date	Activities and Methods	Things Learned	Challenges faced	Way forward

**Supervisor's Comments**

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**Supervisor's Name**

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**Signature**

\_\_\_\_\_  
**Date**



4. **PLAN OF ACTIVITIES (MSU/SCI/IA/003)**  
(TO BE FILLED BY THE ATTACHE)

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WEEK 11

DATE	Activities and Methods	Supervisors Remarks

Supervisor's Comments

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Supervisor's Name

Signature

Date



**5. DAILY LOGBOOK (MSU/SCI/IA/004)**  
**(TO BE FILLED BY ATTACHEE)**  
**WEEK 11**

Date	Activities and Methods	Things Learned	Challenges faced	Way forward

**Supervisor's Comments**

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**Supervisor's Name**

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**Signature**

\_\_\_\_\_  
**Date**



4. **PLAN OF ACTIVITIES (MSU/SCI/IA/003)**  
(TO BE FILLED BY THE ATTACHE)

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WEEK 12

DATE	Activities and Methods	Supervisors Remarks

Supervisor's Comments

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Supervisor's Name

Signature

Date



**5. DAILY LOGBOOK (MSU/SCI/IA/004)**  
**(TO BE FILLED BY ATTACHEE)**  
**WEEK 12**

Date	Activities and Methods	Things Learned	Challenges faced	Way forward

**Supervisor's Comments**

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**Supervisor's Name**

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**Signature**

\_\_\_\_\_  
**Date**



## 6. ACTIVITIES AND ACHIEVEMENTS ASSESSEMENT (MSU/SCI/1A/005)

(TO BE FILLED BY THE ASSESSOR)

Week	Start Date	End Date	Remarks on attachee's relevance of activities and achievements	Maximum Score	Student's Score
One				2 Marks	
Two				2 Marks	
Three				2 Marks	
Four				2 Marks	
Five				2 Marks	
Six				2 Marks	
Seven				2 Marks	
Eight				2 Marks	
Nine				2 Marks	
Ten				2 Marks	
Eleven			Data collection/Report writing	-	
Twelve			Data collection/Report writing	-	
<b>Total Marks</b>				<b>20 Marks</b>	

Assessor's Comments

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Assessor's Name

Signature

Date





## 7. FINAL REPORT ASSESSMENT (MSU/SCI/IA/006)

## (TO BE FILLED BY THE ASSESSOR)

Main Areas of Assessment	Maximum Score	Specific Areas of Assessment	Maximum Score	Marks
Structure of the report and overall organization.	10 Marks	Title, introduction and preliminary pages	4 Marks	
		Main body, subtopics, conclusions and recommendations	4 Marks	
		Cover and binding	2 Marks	
Writing Style	5 Marks	Grammar and spelling	3 Marks	
		Clarity and neatness	2 Marks	
Synthesis of observations and interpretation of course objectives.	15 Marks	Pertinent facts about the establishment/industry	5 Marks	
		Synthesis of ideas, plans organization chart, etc	5 Marks	
		Interpretation as per course objectives	5 Marks	
Analysis of experiences in view of training program.	5 Marks	Concise analysis of experiences encountered	2 Marks	
		Constraints of deficiencies on current program	2 Marks	
		Aspects needing improvement	1 Mark	
Supporting/illustration Materials.	5 Marks	Neatness of diagrams, illustrations and charts	2 Marks	
		Relevant pictures, brochures, leaflets, maps etc	2 Marks	
		Other reference materials	1 Mark	
Statement of accomplishments & value of experience.	5 Marks	States what achieved	2 Marks	
		States what was not achieved	2 Marks	
		States what might have been done differently	1 Mark	
Summary, conclusion and recommendations	5 Marks	Summary, conclusion and recommendations	2 Marks	
		List of Reference and resources used	2 Marks	
		Acknowledgement	1 Marks	
Total Marks			50 Marks	

## Assessor's Comments

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Supervisor's Name

Signature

Date



## 8. FIELD ASSESSEMENT (MSU/SCI/IA/007)

(TO BE FILLED BY THE SUPERVISOR)

Please tick where necessary and fill marks as per the rating scale provided							Mark
No.	Rating scale	Poor = 0.5	Below Average = 1	Average = 1.5	Good = 2	Excellent = 2.5	
1	Punctuality	Frequently tardy for	Very often tardy	Punctuality	Seldom tardy	Always	
2	Attendance	Frequently absent	Not regular	Usually	Dependable	Never absent	
3	Personal Appearance	Is extremely careless	Often neglects	Is passable in appearance but should	Is very good in appearance:	Is very good in appearance:	
4	Work Habits	Habitually wastes time, has to be	Frequently wastes time,	Wastes time occasionally	Seldom wastes time	Is industrious	
5	Work Accomplishment	Is very slow: output is unsatisfactory	Is slower than average	Work with ordinary speed. Work is generally	Work rapidly: output is	Is fast and efficient: production is well	
6	Adaptability	Can't adjust to changing situations	Is slow in grasping ideas, has difficulty adapting to	Makes necessary adjustments after consideration	Adjusts readily	Learns quickly, is adept at meeting	
7	Work Efficiency	Is extremely careless	Is frequently	Makes errors: shows	Makes few errors: Is careful,	Very seldom makes	
8	Knowledge of Job	Has not tried to learn	Pays little attention to learning job	Has learned necessary routine	Understands work, needs little	Knows job well and shows	
9	Constructive Criticism	Doesn't profit by criticism, resents	Doesn't pay much attention to	Accepts criticism and	Accepts criticism and	Accepts criticism and	
10	Initiative	Takes no initiative, has to be instructed repeatedly	Takes very little initiative requires urging	Does routine work acceptably	Is fairly resourceful, does well by himself or	Is resourceful, looks for things to	
11	Courtesy	Has been discourteous to the public &	Is not particularly courteous in	Usually is polite and is considerate of others	Is considerate and	Is very courteous and very considerate	
12	Cooperation	Is antagonistic, pulls against rather than	Is difficult to handle	Usually gets along with others	Cooperate willingly, gets along with	Gets along well with others, is	
Total Marks (Maximum 30 Marks)							

Supervisor's Comments

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Supervisor's Name

Signature

Date

