**Week 1 –Pre Industrial Experience Logbook**

**Student : Bikash Baral (NPI000021)**

***(Record activity on a weekly basis)***

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| **Date: 6th February** |
| **Objective of the Activity:** 1st Internship briefing |
| **Contents: -**  On 6th of February, we had our first internship briefing. During the internship briefing we were handed our APU Support Letter. The letter was required when applying for internship as it endorsed us as students of APU. We were briefed about different requirements of internship needs to be fulfilled and documents required to secure an internship. We were provided a template of Curriculum Vitae (CV) and cover letter, which we used to make our own modified CV and cover letter. The same day, listing for Internship supervisor was assigned to all of the students and Ms. Sandhya acharya was assigned as my supervisor. |

**Very Important Note: -**A student needs to keep Weekly logbook report on a weekly basis. A students need to have 10 minimum Weekly logbooks. Minimum 300 words are required in a logbook. Logbook should be handwritten; no soft copy of logbook would be accepted if it is not handwritten.