SCHOOL OF ICT
DEPARTMENT OF INFORMATION TECHNOLOGY
ACADEMIC YEAR: 2018 - 2019

WEEKLY LOG BOOK

Name of student…………………………………………………… Reg. No…………………………..

Department/Programme: ……………………………………………………………………..

Name of company/Organization: …………………………………………………………….

Weekly Report No: 1/6 to 6/6 from: ………………………….. To ………………………………….

Day/date	Brief description of work performed	No. of hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total hours		

Sequence of activities for main job/assignment		

Note: Absence of trainee must be indicated on the log book

Details of main job

Name of Training Officer: ……………………………………………………………………

Signature: …………………………………………………………………………………….

Checked date: ………………………………………………………………………………