



## **MULTIMEDIA UNIVERSITY OF KENYA**

P.O. Box 15653 - 00503, Mbagathi, Nairobi Tel: +254 020 2071391,  
+254 020 735900008 Fax: +254 020 2071243 Email: [info@mmu.ac.ke](mailto:info@mmu.ac.ke)  
*Leader in Innovative Technology*

---

# ATTACHMENT LOGBOOK

---

FACULTY OF COMPUTING AND INFORMATION TECHNOLOGY

REGISTRATION NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

ATTACHMENT FIRM: \_\_\_\_\_

FIELD SUPERVISOR: \_\_\_\_\_

## **DURATION: 8 WEEKS**

### **THE LOG BOOK**

#### **1. INTRODUCTION**

This book is to assist the student to keep record of the training. It will show the departments / sections in which the student has worked and the periods of time spent in each.

#### **2. DAILY REPORT**

The daily work carried out during the periods of training is to be recorded clearly with sketches and diagrams where applicable.

#### **3. WEEKLY REPORT**

This is the summary of work done in a week. Students are required to present the log book weekly to the industry based / field supervisor for assessment of content and progress. The supervisor can use any page for his comments where necessary.

#### **4. CHANGE OF ATTACHMENT**

A student is expected to start and finish his industrial attachment in one establishment. If it becomes absolutely necessary that he/she must change his place of attachment, the student should first secure permission in writing from the university.

His/her application for change of place of attachment should indicate the name and the address (not just Post Office Box) of the company or industry to which he/she wishes to transfer. Any attachment not properly authorized will be cancelled.

#### **5. UNIVERSITY SUPERVISOR'S VISIT**

The university supervisor from Multimedia University of Kenya will check the logbook when she/he visits the student to ensure that proper training is being received and record his/her comment on the page provided for this purpose towards the end of the logbook.

#### **6. SPECIAL REQUEST FOR THE FIELD/INDUSTRY BASED SUPERVISOR**

Please assess the student as per the assessment form provided.

#### **7. REPORT WRITING**

In addition to the daily and weekly record, the student should submit a summary report of the work done during the attachment duration e.g. full coverage of the course of attachment including problems encountered and areas of improvement that the university needs to address to add value and relevance to the programme being undertaken by the student. The report should contain a summary of activities of the organization and processes the student was involved in.

The student is expected to point out the weak and strong points of the attachment.

**WEEK 1**

DATE/DAY	WORK DONE	HOURS WORKED	REMARKS BY INTERNS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Remarks by Supervisor	
-----------------------	--

Field Supervisor Signature. .... Date .....

**STUDENT'S WEEKLY REPORT (WEEK 1)**

Student Signature. .... Date .....

**WEEK 2**

DATE/DAY	WORK DONE	HOURS WORKED	REMARKS BY INTERNS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Remarks by Supervisor			

Field Supervisor Signature. .... Date .....

**STUDENT'S WEEKLY REPORT (WEEK 2)**

Student Signature. .... Date .....

**WEEK 3**

DATE/DAY	WORK DONE	HOURS WORKED	REMARKS BY INTERNS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Remarks by Supervisor	
-----------------------	--

Field Supervisor Signature. .... Date .....

**STUDENT'S WEEKLY REPORT (WEEK 3)**

Student Signature. .... Date .....



**WEEK 4**

DATE/DAY	WORK DONE	HOURS WORKED	REMARKS BY INTERNS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Remarks by Supervisor	
-----------------------	--

Field Supervisor Signature. .... Date .....

**STUDENT'S WEEKLY REPORT (WEEK 4)**

Student Signature. .... Date .....

**WEEK 5**

DATE/DAY	WORK DONE	HOURS WORKED	REMARKS BY INTERNS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Remarks by Supervisor	
-----------------------	--

Field Supervisor Signature. .... Date .....

**STUDENT'S WEEKLY REPORT (WEEK 5)**

Student Signature. .... Date .....

**WEEK 6**

DATE/DAY	WORK DONE	HOURS WORKED	REMARKS BY INTERNS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Remarks by Supervisor	
-----------------------	--

Field Supervisor Signature. .... Date .....

**STUDENT'S WEEKLY REPORT (WEEK 6)**

Student Signature. .... Date .....

**WEEK 7**

DATE/DAY	WORK DONE	HOURS WORKED	REMARKS BY INTERNS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Remarks by Supervisor	
-----------------------	--

Field Supervisor Signature. .... Date .....

**STUDENT'S WEEKLY REPORT (WEEK 7)**

Student Signature. .... Date .....



**WEEK 8**

DATE/DAY	WORK DONE	HOURS WORKED	REMARKS BY INTERNS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Remarks by Supervisor	
-----------------------	--

Field Supervisor Signature. .... Date .....

**STUDENT'S WEEKLY REPORT (WEEK 8)**

Student Signature. .... Date .....

TO BE FILLED BY UNIVERSITY SUPERVISOR ONLY

General comments:

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

Signature: \_\_\_\_\_

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