

Faculty of Information Technology



STUDENTS’ ATTACHMENT LOGBOOK



ACADEMIC YEAR\_\_\_\_\_/\_\_\_\_\_

AUCA

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**STUDENTS’ ATTACHMENT LOGBOOK**

# **MISSION**

The Adventist University of Central Africa (AUCA) is committed to provide Christ-centered quality education founded on a holistic approach that prepares people for the service of this life and the life to come.

# **VISION**

The Adventist University of Central Africa (AUCA) is to be a Centre of excellence in undergraduate and graduate programs.  Quality shall be the hallmark of all its undertaking including research and service delivery to its Students, Faculty, Staff and the Community at large.

# **INTRODUCTION**

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

This is an industrial type of training to students in a business practical environment which expose students with practical responsibilities as a business personnel or executive administrator, solving business problems while exhibiting skills and practice previously acquired. A minimum of 240 hours of 6 continuous weeks of Industrial Attachment / Practicum in a well and relevant established company / business environment is required. Students are expected to exhibit desirable attitude, good work habits, initiative, proper decorum devel­oped through the course.

# **DURATION OF THE ATTACHMENT:**

The duration of the industrial attachment shall be between 6 and 8 weeks.

# **INSTRUCTION TO THE STUDENT**

The attachment program is considered as two examinable units that the students are supposed to undertake and be examined. The whole exercise is marked out of 100 marks. i.e.

The Industry supervisor 30 marks, University supervisor 30 marks, Industrial attachment report 30marks and Log Book Presentation 10 marks.

# **NOTICE OF RESUMPTION OF ATTACHMENT.**

The student is supposed to notify the Attachment coordinator by filling a form provided regarding the details where he/she is attached. This should be communicated to the above within the first week of getting the attachment.

# **DAILY REPORT**

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

# **WEEKLY SUMMARY REPORT**

This is a summary of the work done in a week and should cover a report of work covered. Students are required to present the logbook weekly to the industry-based supervisor for assessment of content and progress. The supervisor can use any page for his/her comments where necessary.

# **CHANGE OF ATTACHMENT**

A student is expected to start and finish his/her attachment in one establishment. If it becomes absolutely necessary that he/she must change his/her 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 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.

# **ATTACHMENT LOGBOOK**

The logbook will be filled by the student at the end of every working day and should comprehensively indicate the tasks done and the skills learnt in that particular day. The logbook should be kept at the work place and MUST NOT be carried home.

# **UNIVERSITY SUPERVISOR’S VISIT**

The university supervisor will check the logbook when he/she visits the students to ensure that proper training is being received, and record his/her comment on the paper provided for that purpose, toward the end of the book.

# **INDUSTRY BASED SUPERVISOR**

The industry-based supervisor(s) will make comments on a weekly basis on the sheet of paper provided. This is to ensure that if the student is to rotate to several departments and units each unit supervisor will comment on the student performance.

# **EXPECTED OUTCOME**

At the end of this training, students or trainee is expected to have gain experience and grasped the job or business core methods, procedures and techniques.

Major objective of the attachment exercise is to gain practical exposure of a business practical environment and practice with responsibilities as a business personnel or executive administrator, solving business problems while exhibiting skills and practice previously acquired (. Adjust according to your faculty)

Students are expected to exhibit desirable attitude, good work habits, initiative, proper decorum devel­oped through the training. Trainees will also be required to keep a daily record of activities as per the format provided and to be presented at the end of the attachment exercise. This can be included in the student’s report as one of the attachments.

# **EXPECTED OUTPUT**

The Industrial attachment is expected to have multi-dimensional benefits looking at students, the Adventist University of Central Africa, and the University partners / Attachment organizations.

**Students**

1. Will acquire new knowledge and practical experiences
2. Will improve his confidence in problem solving
3. Will have opportunity to relate with different categories of people likely to be met in the real-life situation
4. Will gain exposure to the demands and challenges of the workplace
5. Will get opportunity to meet a work with potential employers
6. Will have improved appreciation of the profession and therefore better work

**AUCA.**

1. Will get opportunity to appreciate client demands and the quality of graduates required to fulfill these demands
2. As a result of cooperation, the potential for research will be enhanced and developed with the various partners
3. Will get opportunity to access training and resources that are not available at AUCA

**University partners / Attachment Organization.**

1. Will get opportunity to be involved in the training and review of our programmes
2. Will be exposed to a pool of potential employees from which to select. This will ultimately reduce on the costs of recruitment and induction / orientation of new employees
3. Will get additional Human Resources for effective and efficient service delivery

# **COURSE WORK AND PROCEDURES**

**Expectations from Students (Roles and Responsibilities)**

In this exercise students are expected to identify an organization / company / institution in his or her career. He or she will then apply for Industrial Attachment / Practicum following all requirements of the organization / company / institution. A student applying for Industrial Attachment / Practicum will be issued a recommendation letter which will be submitted together with his or her application to the organization / company / institution.

If accepted, a student is expected to produce an acceptance letter from the organization / company / institution to his or her department and a copy to the School of Business Industrial Attachment / Practicum Coordinator. A student will also be required to submit the physical address to his or her department and a copy to the School of Business Industrial Attachment / Practicum Coordinator.

A student has to make sure that he / she is fully registered before commencing the industrial training exercise. The procedure for registration and the fee amounts will be provided by the registrar’s office.

A student should attend the School of Business Industrial Attachment / Practicum Orientation to be organized Industrial Attachment / Practicum School Coordinator. The said orientation program will be announced and take place in a semester before the Industrial Attachment / Practicum period. All industrial students are expected to attend without fail. Issues to be discussed will include presentation of this Industrial Attachment / Practicum outline and clarification on the issues such as

1. Registration
2. Payment of fees
3. Industrial Attachment / Practicum Instruments
4. Report format
5. Daily Record Keeping (Daily Record Sheet will be provided)
6. Grading structure and procedure
7. AOB

The students should attain the minimum attendance hours that as set per the industrial attachment requirements. Any student who fails to fulfill this requirement will either be referred or will be requested to redo the course/internship.

1. Take field attachment as part and parcel of their training at AUCA and have positive attitude towards learning by practice
2. Respect all field supervisors and any other persons they interact with throughout their field attachment period regardless of their background training and economic differentiation
3. Work willingly wherever they are posted/attached
4. Adhere to the field attachment code of conduct
5. Provide report and other forms of feedback to the University and the host partners
6. A student will be required to submit a draft report at the end of attachment report to the field supervisor for review and endorsement before final submission to their lecturers or staff from the school of Business. The organization / company / institution shall retain a copy of the final report and the original shall be submitted to the School.
7. **Final Industrial or practicum Attachment Report:** Every student shall be required to produce a field attachment report at the end of the exercise to the faculty, which report should be checked and signed by the student himself or herself and both the Field and University Supervisors. It should be well written in good English and systematically organized as indicated in the Section IX on Page 5.
8. Each student is advised to make enough copies of the log book forms for all the days and weeks of his or her Industrial or practicum Attachment period accordingly. ( i.e. Form II for all the weeks & Form III for each day).

# **INDUSTRIAL ATTACHMENT ASSESSMENT**

Students will undergo

1. Progressive assessment throughout the course/attachment
2. Practical assessment
3. Final written assessment

Students will be required to attain a minimum of **75%** grade in order to qualify for graduation.

Grading Shall Consist of the Following

1. Field Supervisor Evaluation 30%
2. Student’s Report 30%
3. University Staff Evaluation 30%
4. Logbook 10%

**Total 100%**

# **FIELD SUPERVSIOR EVALUATION**

The following are some of the attributes where a student will be evaluated by the field supervisor while on Industrial Attachment / Practicum. An Industrial Attachment / Practicum Appraisal form is provided in this booklet (Appraisal Form2) to evaluate the student on the following:

* Knowledge of the job
* Quality of work
* Quantity of work
* Attitude
* Judgment
* Reliability
* Attendance and Punctuality
* Flexibility -adaptability
* Personal characteristics.

An Industrial Attachment / Practicum Appraisal Forms is attached for both self and supervisors Appraisals

# **UNIVERSITY STAFF EVALUATION**

A staff from the University, who will visit the trainee in the field or work place, will assess the student and give the overall progress, performance, quality of the student’s report and the relevancy of the training.

This assessment will be subjected to interactions between the staff from the university and the field supervisor; and from his or her interview with the trainee. In this the staffs from the university will possible have a look at the exact jobs done by the trainee as will be permitted by the organization / company / institution where the trainee is attached.

# **STUDENT’S REPORT**

**Preliminary pages**

Cover page: The cover page should include the following: Name of the University, School, Title of the document; a place where it is done; Course Code; Submitted to the faculty of…in partial fulfillment of the requirements for the degree of (state your programme) of AUCAU name of the student, ID number, to whom you are submitting the report, and the date of submission

Name & Signature of Student: …………………………………… Date……………

Name & sign of field supervisor………………………………….. Date……………

Name & sign of University supervisor…………………………… Date…….…..…

Stamp & Date ………………….................................. (See table 1 on the next page).

**Table of Contents -** This should show the contents of the report by sections and sub-sections with the page numbers on which such content is found in the report.

1. **Acknowledgement**: The student should acknowledge those who contributed the successful completion of his / her industrial attachment / practicum
2. **List of figures:** Every figure in the report should have its caption at its bottom, and such captions should be listed here with the page numbers on which the respective figures are found / indicated, such figures shall be numbered indicating their titles, and the numbering should follow the section numbers e.g figure 2.1. meaning figure 1 in Section 2.
3. **List of table:**  All tables should be numbered and headed just like figures above, and listed on the their full meaning reflected / given
4. **List of acronyms / Abbreviations:** Abbreviation and acronyms used in the report should be listed and their full meaning reflected / given.

Example of the cover page.

FACULTY OF ……..

A REPORT ON

INDUSTRIAL ATTACHMENT / PRACTICUM / AT

(Name of place of Attachment)

COURSE CODE: (i.e. INAT 353 INDUSTRIAL ATTACHMENT / BOFP 200 OFFICE PRACTICUM I /

BOFP 300 OFFICE PRACTICUM II / DSEP 090 SECRETARIAL PRACTICUM / BINA 353 INDUSTRIAL ATTACHMENT / DINA 093 INDUSTRIAL ATTACHMENT)

Submitted to *your Department*- the Faculty of Information Technology in partial fulfillment of the requirements for the degree of (state your programme) of the Adventist University of Central Africa (AUCA)

BY

(NAME OF STUDENT)

(ID NO OF STUDENT)

Field Attachment period (e.g. January – May 2019)

# **THE MAIN REPORT**

This should be arranged in sections and presented coherently with maturity in the way and style of writing. The different sections should include:

## **INTRODUCTION**

Give a brief description of your field report indicating what it is about place of attachment and period, and what the report presents/ covers in order to give direction to the reader. The following should not miss from your introduction

1. Major objective of the attachment exercise**. i.e.** to gain practical exposure of a business practical environment and practice with responsibilities as a business personnel or executive administrator, solving business problems while exhibiting skills and practice previously acquired. Remember students are expected to exhibit desirable attitude, good work habits, initiative, proper decorum devel­oped through the training.
2. Name of the company your attached to; its location, postal and physical address
3. Type or line of business /services rendered / Activities/business carried out by the company
4. Historical background of the company.
5. Mission, Vision, and Values etc. of the company you attached to.

## **CORE BUSINESS**

1. Indicate the department attached to and your job description or what you are/were doing (tasks given) during the period of Industrial Attachment / Practicum
2. Indicate the time record (Date when began your Industrial Attachment / Practicum and date when finished Industrial Attachment / Practicum. (Specify the period of work)
3. Report the routine program in relation to how the company does its activities / sequences of activities you are assigned each day.
4. The organization’s strength, weakness, opportunity and threat or challenges faced by the organization and how they manage to overcome them especially in your department.

## **SELF EVALUATION REPORT (SWOT ANALYSIS)**

In this section, the student is expected to write the following:

1. What you liked most in your work and why.
2. Challenges faced by you during this attachment and how you overcame them.
3. What you disliked most in your work and why.
4. Areas of strength in the academic program done at school in relation to the work that you have been doing.
5. Areas of weakness in the academic program done at school in relation to the work that you have been doing.
6. Practical application of the knowledge learnt at school
7. Where do you think the current program offered at school can be strengthened, improved or maintained?
8. Enumerate and briefly explain what you have learnt during the entire period of the Industrial Attachment / Practicum
9. Any other important information you would like your field trainers to know and what you want us (the school) to know.

## **CONCLUSION:**

The conclusion should include lesson learnt

## **REFERENCES**

All cited sources of information / material used in the field attachment report should be listed using academically acceptable style (either American Psychological association (APA).

## **APPENDICES**

Any other additional relevant and acceptable documents you have referred to in you report. This section could also include material providing further information to the report should be appended and labeled according. These could be filled log book, tables, photographs, charts, demos etc.

## **INDUSTRIAL ATTACHMENT /PRACTICUM FORMS**

Instructions on how to use the Industrial Attachment / Practicum forms (Instruments)

1. **LOG FORM I**: This form serves as the first page of the Industrial Attachment / Practicum Students’ Weekly Log Book. It is to be filled by the trainee. On this form the trainee will be required to give his/her personal information (Bio-data).
2. **LOG FORM II:** This is a weekly summary report. It is to be filled by the trainee on a daily basis. On this form, a trainee is required to give a brief description of his/her work/activity performed. He or she will record time in and time out (total hours worked in a day); he/she will also outline the challenges faced and lessons learnt for the day. At the end of the week, after compiling the total hours of the week, this form will then be signed by the trainee and the trainer.
3. **LOG FORM III:** This will be used by the trainee to give daily detailed description of work done as outlined in LOG FORM II. The trainee will be required to describe the job sequence of operations; tools or equipment used; task completed; task in progress, next day’s work; problems and challenges faced; and give his/her (trainee’s) recommendations. The trainee will always present this filled from to the trainer/field supervisor for comments. It will then be signed by both the trainee and the trainer/field supervisor.
4. **APPRAISAL FORM 1*(Self-Evaluation Form)*:** This form will be used by the traineeto appraise him or herself. For each attribute or factor, he/she will be required to circle the points that best describe his/her judgment and/or how he/she (trainee) evaluates himself or herself from the provided scales. All the points will be added and the total score to be filled in the space provided. The trainee will then be required to return this appraisal form to the university supervisor on his/her visitation.
5. **APPRAISAL FORM 2*(Industrial Attachment Appraisal form)*:** This form will be used by the trainer to appraise the apprentice (trainee). For each attribute or factor, the trainer will be requested to circle the points that best describe his/her judgment and/or your satisfaction from the provided scales. All the points will then be added to get the total score to be filled in the space provided. This appraisal form will be return after endorsement by the field supervisor’s signature and with an official stamp to the university supervisor on his/her visitation.
6. **FACULTY REPORT FORM 1 & 2:** These forms will be used by the university supervisor on his/her visitation as part of his/her end of industrial attachment supervision report. The university supervisor may let the trainee fill the items 1 & 2 on the Faculty Report Form 1. The university supervisor will then fill the rest of items guided by his/her interview (interactions) with the field supervisor(s). This has to be signed by the university supervisor before returning it to the relevant department.

# **FURTHER POINTS TO NOTE/INSTRUCTIONS**

**Ethical code of conduct:** A trainee is expected to present himself or herself in a respectable, decent and professionals’ manner at all times during the training / attachment official hours.

**Dress code:** A trainee is also expected to dress decently (females – the dress should not be above knee level, no see-through, no shorts and no tight trousers; while for males – sandals necklaces, ear rings and bangles are not acceptable).

**Late submission of report:** illness may not always be a sufficient reason to delay submission. Neither are problems with a computer, printer or disk. Students are expected to plan for contingencies in their work schedule. Serious illness and exceptional individual difficult circumstances may be accepted as reasons for late work but **NOTIFICATIONS MUST BE RECEIVED 2 DAYS BEFORE THE SUBMISSION DEADLINE**. Last minute problems may be at the discretion of the lecturer.

**Cheating/Copying**: individual work turned in for credit must be the student’s own work. Cheating in the form of turning in work that is not your own or copying of any form will not be tolerated and will result in automatic failure of the Industrial Attachment / Practicum.

On request, students failing from a report may be given one opportunity of doing another set piece of work in the same period or semester. The maximum available grade for this second piece of work is **70%**.

# **STUDENT DECLARATION /CONCENT**

**I** \_\_\_\_NSHUTI Aimable\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the student

I declare that I have read and understood the contents of this form and I agree to abide by the guidelines stipulated therein.

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

# **ATTACHMENTS**

## **FORM I**

NOTE: Detach this form on reporting for attachment and send it immediately to the university attachment coordinator or Head of Department

**PERSONAL DETAILS**

NAMES: **NSHUTI Aimable** STUDENT ID: **24854**

NATIONAL ID/PASSPORT**:1200280125957011**

FACULTY/SCHOOL: **IT / Adventist University of Central Africa**

DEPARTMENT: **Software Engineering**

ACADEMIC YEAR/SEMESTER: **2024/2025 – Semester3**

MOBILE PHONE NO. (Self): \_ **0783330138**

E-mail**:---nshutiaimable2003@gmail.com---------------------------**

Residence:DistrictKicukiro……Sector:Kicukiro……………Cell:Ngoma…….Vilage:…………….

**PLACE OF HOST COMPANY**

NAME: **Prime Life Insurance**

DEPARTMENT: **ICT & Innovation**

DISTRICT: **Nyarugenge**………Sector: **Muhima** ………………Cell:……. …..Village:…………

MOBILE PHONENO: **0788150100**

**INDUSTRY SUPERVISOR DETAILS**

NAME: **NIYONKURU Pacifique**

POSITION­­:­­­­­­­­­­­ **IT**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: **26/June/2025** SIGNATURE & STAMP:

## **LOG FORM II**

Daily Detailed Description of work

Week No.........1............... Day……1……. Month ………June……………… Date: ......26...........

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sequence of Operation for job | | | | |
| *No.* | Operation | | | Tool, Equipment, etc |
|  | *Tasks completed:*  *Demonstration of company history and Read about the IT policy guidelines and Terms to abide with!* | | | IT POLICY GUIDELINES SYLLABUS |
|  | *Tasks in progress:*  *Documenting myself on REACT Framework and nodeJs for a Full Stack project development!* | | |  |
|  | *Next day’s tasks*  *Documenting myself on REACT Framework and nodeJs for a Full Stack project development!* | | |  |
|  | *Problems / challenges:*  *No Problems, No Challenges* | | |  |
|  | *Student’s Recommendations:*  *Keep Track of my Progress of Learning REACT and NodeJs* | | |  |
|  | Field supervisor’s comments | | |  |
|  | Student Signature: |  | Date | …….… /……………../….. |
|  | Supervisor / Training Officer: |  | Date | …………. /………….. /…. |

## **LOG FORM III**

Daily Summary Report

Week No........................ Month ……………………….. Date: .................

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **# Days** | **Brief Description of work/activity performed** | **Time** | | **Total Hours** | **Lessons Learnt** | **Challenges Faced** |
| In | Out |
| Mon |  |  |  |  |  |  |
|  |  |  |
| Tue |  |  |  |  |  |  |
|  |  |  |
| Wed |  |  |  |  |  |  |
|  |  |  |
| Thu |  |  |  |  |  |  |
|  |  |  |
| Fri |  |  |  |  |  |  |
|  |  |  |
| **Total Hours in a week** | | | |  |  |  |

Signature of Field Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the University Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **LOG FORM IV**

**ASSESSMENT FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment Areas** | | **Rating Scale** | | | | |
| **Excellent** | **Good** | **Average** | **Fair** | **Poor** |
| 5 | 4 | 3 | 2 | 1 |
| 1 | Punctuality |  |  |  |  |  |
| 2 | Adherence to regulations |  |  |  |  |  |
| 3 | Ability to work independently |  |  |  |  |  |
| 4 | Adaptability |  |  |  |  |  |
| 5 | Communication |  |  |  |  |  |
| 6 | Reliability |  |  |  |  |  |
| 7 | Teamwork |  |  |  |  |  |
| 8 | Innovativeness |  |  |  |  |  |
| 9 | Discipline, conduct and dress code |  |  |  |  |  |
| 10 | Ability to meet deadlines |  |  |  |  |  |
| 11 | Ability to handle criticism Positively |  |  |  |  |  |
|  | **OVERALL APPRECIATION** |  | | | | |