



F-2-58-6-1

JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

MAIN CAMPUS: P.O BOX 62000,CITY SQUARE –NAIROBI 00200, KENYA TELEPHONE:067 5870001-4
KISII CBD CAMPUS: P.O BOX 268 (40200). Tel. 020-05831129, +254 0722795482. Fax no. 05831129.

Email- kisiicbd@jkuat.ac.ke, website: <http://www.jkuat.ac.ke>

STUDENT FIELD ATTACHMENT LOGBOOK

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PROGRAMME:

DIPLOMA IN.....

BACHELOR OF.....

MASTERS IN.....

NB: All Students Undertaking Industrial Attachment are insured. They are covered under the Group Personal Accident Policy. A copy of the Insurance policy is issued together with this Logbook to the student By the Department.



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**JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY****INSTRUCTIONS ON HOW TO USE THE LOGBOOK****INTRODUCTION:**

This booklet is to assist the student keep records of the field activities on Daily Basis. It will show the organization in which the student has worked on attachment and the period of time spent in that organization.

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

WEEKLY REPORT: This is a summary of work done in a week and should cover all the activities and the level of accomplishment of each task. Students are required to periodically present the logbook to the Industrial supervisor for assessment of content and progress. The University supervisor can use any part for his comment where necessary.

INSTRUCTIONS ON ATTACHMENT PROGRAMME

NB: The student must follow the set out attachment programme formulated by the department, which was given to the student at the beginning of the activity.

Guidelines on Report Writing:

1. Write a report on the experiences acquired during the attachment.
2. Give some information on the organization and contact address.
3. The organization or agency chosen for attachment should provide an atmosphere for learning competencies.
4. The report should be organized in the following format:-

i. INTRODUCTION**ii. MAIN FRAME OF REPORT**

(HINTS: Give general description of the organization and the departments attached, give the general activities undertaken during the attachment, explain the specific activities undertaken during the attachment period, elaborate on the profile in skills and competencies gained during the attachment in the organization, highlight the activities where own skills were applied for the benefit of the organization, suggest own strategy for utilization of the contacts established during attachment)

iii. ANALYSIS, OBSERVATIONS AND CRITIQUE**iv. SUMMARY AND CONCLUSIONS**



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STUDENT PARTICULARS

Name:
[Surname First]

Registration Number:

Department:

Faculty/College/School:

Campus:

Course/Programme:

Year: Semester:

Academic Year:

Period [e.g. January –April 2000 semester]:

PLACE OF ATTACHMENT DETAILS

Name of Company /Organization /Institution Attached:

.....

Address:

.....

.....

.....

Name of Industry Based Supervisor:

Signature:PHONE CONTACT:

[DURATION OF ATTACHMENT 8 weeks]

Official Date of Commencing Attachment:

Official Date of Ending Attachment:

UNIVERSITY BASED SUPERVISOR

Name:Signature:

Phone Contact:





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JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**WEEKLY PROGRESS CHART**

WEEK 1

[From DATES: to:]

DAY	DESCRIPTION OF DAILY WORK DONE
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

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SUMMARY OF THE WEEK/LEVEL OF ACCOMPLISHMENT OF EACH ACTIVITY

Checked by:

Name of Industry based Supervisor: Signature: Date:



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JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**WEEKLY PROGRESS CHART**

WEEK 2

[From DATES: to:]

DAY	DESCRIPTION OF DAILY WORK DONE
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

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SUMMARY OF THE WEEK/LEVEL OF ACCOMPLISHMENT OF EACH ACTIVITY

Checked by:

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JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**WEEKLY PROGRESS CHART**

WEEK 3

[From DATES: to:]

DAY	DESCRIPTION OF DAILY WORK DONE
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

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SUMMARY OF THE WEEK/LEVEL OF ACCOMPLISHMENT OF EACH ACTIVITY

Checked by:

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JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**WEEKLY PROGRESS CHART**

WEEK 4

[From DATES: to:]

DAY	DESCRIPTION OF DAILY WORK DONE
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

SUMMARY OF THE WEEK/LEVEL OF ACCOMPLISHMENT OF EACH ACTIVITY

Checked by:

Name of Industry based Supervisor: Signature: Date:



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JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**WEEKLY PROGRESS CHART**

WEEK 5

[From DATES: to:]

DAY	DESCRIPTION OF DAILY WORK DONE
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

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SUMMARY OF THE WEEK/LEVEL OF ACCOMPLISHMENT OF EACH ACTIVITY

Checked by:

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JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**WEEKLY PROGRESS CHART**

WEEK 6

[From DATES: to:]

DAY	DESCRIPTION OF DAILY WORK DONE
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

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SUMMARY OF THE WEEK/LEVEL OF ACCOMPLISHMENT OF EACH ACTIVITY

Checked by:

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JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**WEEKLY PROGRESS CHART**

WEEK 7

[From DATES: to:]

DAY	DESCRIPTION OF DAILY WORK DONE
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

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SUMMARY OF THE WEEK/LEVEL OF ACCOMPLISHMENT OF EACH ACTIVITY

Checked by:

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JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**WEEKLY PROGRESS CHART**

WEEK 8

[From DATES: to:]

DAY	DESCRIPTION OF DAILY WORK DONE
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

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SUMMARY OF THE WEEK/LEVEL OF ACCOMPLISHMENT OF EACH ACTIVITY

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ADDITIONAL INFORMATION BY THE STUDENT

Student Signature:Date:

[The student to submit attachment report between the end of the allocated attachment semester and the first one month of the following semester, failure to which the student will be deemed to have failed, hence will redo attachment]

COMMENTS BY THE INDUSTRY BASED SUPERVISOR:

[The attachment facility to issue a recommendation letter to the student upon completion of the attachment period/ or a confidential letter sent directly to the University]

Checked by:

Name of Industry based Supervisor: Signature:Date:

Official Stamp:

[We take this opportunity to thank the Attachment facility for continual support towards our programs]

LAST PAGE



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