



# **MAASAI MARA UNIVERISTY**

## **SCHOOL OF ARTS AND SOCIAL SCIENCES**

**DEPARTMENT OF LANGUAGES, LINGUISTICS & CULTURE  
(LLC)**

**STUDENT'S LOGBOOK**

# **THE LOG BOOK**

## **1. INTRODUCTION**

This log book is to assist the student to keep a 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.

## **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 a summary of work done in a week and should cover theory/practical report on the work covered. Students are required to present the log-book weekly to the industry based 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/her industrial 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, the postal address, telephone contacts of the Company or industry to which he/she wishes to transfer. Any attachment not properly authorized will be canceled.

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

The training Supervisor of MMU will check the log-book when he/she visits the industry/project to ensure that the proper training is being received, and record his/her comment on the page provided for this purpose, towards the end of the book.

## **6. 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.

## 7. INDUSTRY BASED SUPERVISION EVALUATION

Towards the end of the attachment program the industry based supervisor will undertake an overall assessment as per the form that shall be provided. These should be filled in confidence and sent to the university in a sealed envelope.

## 8. 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, problems encountered. Suggest improvements to make the programme worthwhile. The report should contain a summary of activities of the organization, services and processes the student was involved in. This concludes the highlights of the project the student was involved in. The student is expected to point out the weak and strong points of the attachment. The report should be comprehensive and covering key issues learnt in the organization.

## 9. REPORT SUBMISSION

The log-book and report must be submitted to the Departmental Industrial Attachment Coordinator at the end of the attachment. Attach the letter from the organization that granted you the attachment vacancy indicating when the attachment started and when it will end. The Logbooks should be well bound.

## 10. EVALUATION

The attachment program is considered as one examinable unit that the students are supposed to undertake. The whole exercise is marked out of 100 marks using the following format:

	<b>ASSESSMENT</b>	<b>MARKS</b>
1	Industry Supervisor's Assessment	50
	University Supervisors Assessment	50
	Sub-total	100
2	Students Logbook	20
	Final Internship Report	80
	Sub-total	100
	TOTAL	200
	FINAL MARK	$x/200 \times 100$

**STUDENT'S PARTICULARS**

**Name of Student:**

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**(Surname First)**

**Registration No. of the student:**

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**Department:**

.....

**Course of study:**

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**Year of course:**

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**Name, Address (include postal code), Telephone and Location of the Company/Establishment**

**/Project attached:**

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**Name of Industry-Based Supervision**

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**Duration: From:**

.....

**To :**

.....

## **ORGANIZATIONAL CHART OF ORGANIZATION**

The student could draw the organization chart of industry attached hereunder

**ATTACHMENT TIME-PLAN**

(The student should draw a time-table indicating time to be spent on each task/section).

**WEEKLY PROGRESS CHART**

**(WEEK ENDING.....)**

<b>DAY/DATE</b>	<b>DESCRIPTION OF ACTIVITIES OR TASKS DONE</b>	<b>SUPERVISOR'S COMMENTS</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		

<b>Thursday</b>		
<b>Friday</b>		



**TRAINEE'S WEEKLY REPORT**

NOTE: USE BACK PAGE FOR THE CONTINUATION OF THE REPORT

**FOR SKETCHES, DIAGRAMS AND GRAPHS**

DATE: .....

(Additional drawings, may be attached where necessary)

The student may also use this space for additional reports.

Student's Signature: ..... Date: .....

Comments by Visiting Academic Supervisor/Industry based Supervisor:

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Name:.....

Signature: ..... Date: .....

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