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| **THARAKA** | **UNIVERSITY** |
| P.O Box 193-60215 | Telephone: +(254)-0202008549 |
| MARIMANTI, KENYA | Website: <https://tharaka.ac.ke> |
|  | Social Media: tharakauni |
|  | Email: [info@tharaka.ac.ke](mailto:info@tharaka.ac.ke) |

**DEPARTMENT OF COMPUTER SCIENCE**

**STUDENTS ATTACHMENT LOG-BOOK**

**STUDENTS PARTICULARS**

Name of Student (*Surname First)*

Registration Number of Student:

Department:

Course of Study:

Year of Course:

Name and Address of Company /Establishment Attached:

Name of Industry Based Supervisor:

Duration:

FROM:

TO:

**DURATION(Weeks):**

**INTRODUCTION**

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

**DAILY REPORTS**

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

**WEEKLY REPORTS**

This is a summary of the work done in a week and should cover theory /practical report on the 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 or finish his / her industrial attachment in one establishment. If it becomes absolutely necessary that he/she must change his/her place of attachment that 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 to. Any attachment not properly authorized will be cancelled.

**UNIVERSITY SUPERVISOR VISIT**

The training supervisor of the university (Tharaka University) will check the log- book When he/she visits the project to ensure that proper training is being received and record his/her comment on the paper provided for this purpose, towards the end of the book

**SPECIAL REQUEST –FOR THE INDUSTRY BASED SUPERVISOR**

Please asses the student as per attachment form provided

**REPORT WRITING**

In addition to the daily and weekly record the student should

1. Submit a summary report of the work done during the attachment duration e.g., full coverage of the course, challenges encountered.
2. Suggest improvements to make the attachment program worthwhile.

The report should contain a summary of the activities of the organization or institution and manufacturing/services or the processes the student was involved in. This also includes the highlights of the project the student was involved in if any at all. The student is expected to point out the weak and strong points of the attachment (which areas did you cover adequately)

**REPORT SUBMISSION**

The logbook and report must be submitted to the attachment coordinator within one week after the attachment.

**A student should draw the organizational chart of the organization he/she is attached here under:**

**FOR THE USE OF THE INSTITUION (THARAKA UNIVERSITY) ONLY**

General comments on first /second/third visit

|  |  |
| --- | --- |
| **DATE** | **COMMENTS** |
|  |  |

NAME OF SUPERVISOR

NATURE OF SUPERVISION

|  |  |
| --- | --- |
| **DATE** | **COMMENTS** |
|  |  |

NAME OF SUPERVISOR

NATURE OF SUPERVISION

|  |  |
| --- | --- |
| **DATE** | **COMMENTS** |
|  |  |

NAME OF SUPERVISOR

NATURE OF SUPERVISION

**WEEKLY PROGRESS CHART 1**

(**WEEK ENDING:)**

|  |  |  |
| --- | --- | --- |
| DAY | DESCRIPTION OF WORK DONE | NEW SKILLS LEARNT |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNSDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| SATURDAY |  |  |

**WEEKLY PROGRESS CHART 2**

(**WEEK ENDING:)**

|  |  |  |
| --- | --- | --- |
| DAY | DESCRIPTION OF WORK DONE | NEW SKILLS LEARNT |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNSDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| SATURDAY |  |  |

**WEEKLY PROGRESS CHART 3**

(**WEEK ENDING:)**

|  |  |  |
| --- | --- | --- |
| DAY | DESCRIPTION OF WORK DONE | NEW SKILLS LEARNT |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNSDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| SATURDAY |  |  |

**WEEKLY PROGRESS CHART 4**

(**WEEK ENDING**:)

|  |  |  |
| --- | --- | --- |
| DAY | DESCRIPTION OF WORK DONE | NEW SKILLS LEARNT |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNSDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| SATURDAY |  |  |

**WEEKLY PROGRESS CHART 5**

(**WEEK ENDING**:)

|  |  |  |
| --- | --- | --- |
| DAY | DESCRIPTION OF WORK DONE | NEW SKILLS LEARNT |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNSDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| SATURDAY |  |  |

**WEEKLY PROGRESS CHART 6**

(**WEEK ENDING**:)

|  |  |  |
| --- | --- | --- |
| DAY | DESCRIPTION OF WORK DONE | NEW SKILLS LEARNT |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNSDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| SATURDAY |  |  |

**WEEKLY PROGRESS CHART 7**

(**WEEK ENDING**:)

|  |  |  |
| --- | --- | --- |
| DAY | DESCRIPTION OF WORK DONE | NEW SKILLS LEARNT |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNSDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| SATURDAY |  |  |

**WEEKLY PROGRESS CHART 8**

(**WEEK ENDING** :)

|  |  |  |
| --- | --- | --- |
| DAY | DESCRIPTION OF WORK DONE | NEW SKILLS LEARNT |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNSDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| SATURDAY |  |  |

**WEEKLY PROGRESS CHART 9**

(**WEEK ENDING**:)

|  |  |  |
| --- | --- | --- |
| DAY | DESCRIPTION OF WORK DONE | NEW SKILLS LEARNT |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNSDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| SATURDAY |  |  |

**WEEKLY PROGRESS CHART 10**

(**WEEK ENDING**:)

|  |  |  |
| --- | --- | --- |
| DAY | DESCRIPTION OF WORK DONE | NEW SKILLS LEARNT |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNSDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| SATURDAY |  |  |

**WEEKLY PROGRESS CHART 11**

(**WEEK ENDING**:)

|  |  |  |
| --- | --- | --- |
| DAY | DESCRIPTION OF WORK DONE | NEW SKILLS LEARNT |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNSDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| SATURDAY |  |  |

**WEEKLY PROGRESS CHART 12**

(**WEEK ENDING**:)

|  |  |  |
| --- | --- | --- |
| DAY | DESCRIPTION OF WORK DONE | NEW SKILLS LEARNT |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNSDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| SATURDAY |  |  |

**WEEKLY PROGRESS CHART 13**

(**WEEK ENDING**:)

|  |  |  |
| --- | --- | --- |
| DAY | DESCRIPTION OF WORK DONE | NEW SKILLS LEARNT |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNSDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| SATURDAY |  |  |

**For the use of the institution (THAraka university) only**

**Supervisors name:**

**Comments:**