



# **MURANG'A UNIVERSITY OF TECHNOLOGY**

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## **STUDENTS' ATTACHMENT LOGBOOK**



# INDUSTRIAL ATTACHMENT DIARY

Dates: From.....To .....

## PART I - To be filled by the Attaché

DAY	NOTES ON WORK DONE
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Remarks by Attachee:

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Name.....Sign..... Date .....

## PART II - To be filled by the Industry supervisor

### Comments

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.....

Name .....Signature (& stamp) ..... Date: .....



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## PART II - To be filled by the Industry supervisor

### Comments

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Name .....Signature (& stamp) ..... Date: .....



# INDUSTRIAL ATTACHMENTDIARY

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*Use this space to capture any charts, diagrams or schedules that you find necessary.*

Remarks by Attachee:

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Name .....Signature (& stamp) ..... Date: .....



# INDUSTRIAL ATTACHMENTDIARY

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## Comments by Student

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

## Comments by Industry Supervisor

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Name .....Signature (& stamp) ..... Date: .....

## Comments by University Supervisor

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1. Name: .....Signature:.....Date:.....

2. Name: .....Signature:.....Date:.....





**MURANG'A UNIVERSITY COLLEGE**

**INDUSTRY BASED SUPERVISOR'S ASSESSMENT FORM**

**Note: This form should be filled by the Attachment Provider/supervisor when attachment is half-way and send directly to the university or through the student in sealed envelope**

Full Name of Attachee ..... Fe   ale

Admission No: ..... Year of Study: .....  
 Programme:.....

Name of Attachment Provider:.....

Please give your assessment of this attachee's performance during the period of attachment on the 5-point scale below (tick appropriately):

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 assessment of the attachee (please tick as appropriate)

Excellent       G       Ave        Fair  Poor



**Assessor's**

**General**

**Remarks**

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Assessed by: Name .....

Position/Designation.....

Signature .....

Date

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MURANG'A UNIVERSITY COLLEGE

INDUSTRY BASED SUPERVISOR'S ASSESSMENT FORM

Note: This form should be filled by the Attachment Provider/supervisor at the end of the attachment period and send directly to the university or through t student in sealed envelope

Full Name of Attachee ..... Female   Male
Admission No: ..... Year of Study:
Programme:.....
Name of Attachment Provider:.....

Please give your assessment of this attachee's performance during the period of attachment on the 5-point scale below (tick appropriately):

Table with 6 columns: Assessment Areas, Rating Scale (Excellent 5, Good 4, Average 3, Fair 2, Poor 1). Rows include Punctuality, Adherence to regulations, Ability to work independently, Adaptability, Communication, Reliability, Teamwork, Innovativeness, Discipline, conduct and dress code, Ability to meet deadlines, Ability to handle criticism positively.

Overall assessment of the attachee (please tick as appropriate)

Excellent  Good  Average  Fair  Poor





**Assessor's**

**General**

**Remarks**

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Assessed by: Name .....

Position/Designation.....

Signature ..... Date .....





## MURANG'A UNIVERSITY OF TECHNOLOGY

### UNIVERSITY SUPERVISOR'S ASSESSMENT FORM

**Note: This form should be filled by the University supervisor in consultation with the students immediate supervisor and presented to the attachment coordinator or HOD, Commerce Department after the assessment**

Full Name of Attachee: ..... Female  Male

Admission No: .....Year of Study:.....Programme:.....

Place of Attachment:.....

Provide assessment of the attachee's performance during the period of attachment on 5-point scale (5-excellent; 4-good; 3-average; 2-Fair; 1-poor) by indicating a number that corresponds to your assessment against every assessment criteria:

Assessment Criteria	Score
1. The student is punctual at work place	
2. The student adheres to company regulations without problems	
3. The student has demonstrated ability to work independently	
4. The student adapted to the new work environment with ease	
5. The student is able to communicate effectively with others	
6. The student can be trusted to do sensitive work within strict time lines	
7. The student gets along well with others	
8. The student is creative and innovative	
9. The student is disciplined and dresses in a manner acceptable to the company	
10. Completeness of students daily records (log book)	
<b>Total Score (out of 50)</b>	

Assessed by:

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



Signature ..... Date .....





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**Note: This form should be filled by the University supervisor in consultation with the students immediate supervisor and presented to the attachment coordinator or HOD, Commerce Department after the assessment**

Full Name of Attachee: .....Female  Male

Admission No: .....Year of Study:.....Programme:.....

Place of Attachment:.....

Provide assessment of the attachee's performance during the period of attachment on a 5-point scale (5-excellent; 4-good; 3-average; 2-Fair; 1-poor) by indicating a number that corresponds to your assessment against every assessment criteria:

Assessment Criteria	Score
1. The student is punctual at work place	
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10. Completeness of students daily records (log book)	
<b>Total Score (out of 50)</b>	

Assessed by:

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



**WRITTEN REPORT SCORE SHEET**  
(For Students' use/guide in writing report)

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**1. Cover Page: 2 marks**

**2. Preliminary pages: 12 marks**

Declaration page (1mark)

Acknowledgement (1mark)

Dedication (1mark)

Table of contents (2 marks)

List of tables (1mark)

List of figures (1 mark)

List of abbreviation and acronyms (1 mark)

Definition of terms (2 marks)

Executive Summary (2 marks)

**3. Section 1: INTRODUCTION-Organizational Profile: 12 marks**

Geographical location (2 marks)

Historical background (2 marks)

Vision (2 marks)

Mission (2 marks)

Core values (2 marks)

Organizational structure (2 marks)

Details of placement department (4 marks)

**4. Section 2: ATTACHMENT EXPERIENCES: 20 marks**

General activities undertaken (3 marks)

Specific activities undertake (3 marks)

An analysis of learnt knowledge and applied skills (6 marks)

A profile of skills and competencies gained/acquired (3 marks)

Observations and critique: (what learned; what not learned; relevance of experience to training etc.) (5mrks)

**5. Section 3: 10 marks**

Summary (4mrk)

Conclusion (3mrk)

Recommendations (3mrk)

**6. References (citation of sources used in report if any): 2 marks**

**7. Appendices (relevant attached): 2 marks**

E.g. Logbook, charts etc.

**Note:**

1. The report should be typed (Times new roman font 12; 1.5 spaced), bound (spiral) and submitted within four weeks of the next semester.
2. The report will be marked out of 60 %
3. Industrial supervisors assessment will constitute 20% of the total mark for the course
4. University assessors report will constitute 20% of the total mark for the course

