



MURANG'A UNIVERSITY OF TECHNOLOGY

STUDENTS' ATTACHMENT LOGBOOK





MURANG'A UNIVERSITY OF TECHNOLOGY

ATTACHMENT DETAILS FORM

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

PERSONAL DETAILS

NAMES IN FULL: _____

REG. NO. _____

SCHOOL _____

DEPARTMENT _____

PROGRAMME: _____

ACADEMIC YEAR: _____ YEAR OF STUDY: _____

MOBILE NO. (Self): _____

REPORTING DATE: _____

PLACE OF ATTACHMENT

NAME: _____

DEPARTMENT: _____

NEAREST TOWN: _____

POSTAL ADDRESS: _____ CODE: _____

OFFICE TEL. NO.: _____ FAX: _____

OFFICE MOBILE NO.: _____

INDUSTRY SUPERVISOR DETAILS

NAME: _____ DESIGNATION: _____

SIGNATURE: _____ DATE & STAMP: _____

FOR OFFICIAL USE

(To be filled by Department upon issuance)

NAME: _____ DESIGNATION: _____

SIGNATURE: _____ DATE & STAMP: _____

ATTACHMENT APPROVED: YES NO

START DATE: _____ END DATE: _____



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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NameSignature (& stamp) Date:



INDUSTRIAL ATTACHMENT DIARY

Dates: From.....To

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

PART II - To be filled by the Industry supervisor
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NameSignature (& stamp) Date:



INDUSTRIAL ATTACHMENT DIARY

Dates: From.....To

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Remarks by Attachee:

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

PART II - To be filled by the Industry supervisor

Comments

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NameSignature (& stamp) Date:



INDUSTRIAL ATTACHMENT DIARY

Dates: From.....To

PART I - To be filled by the Attaché

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Remarks by Attachee:

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

PART II - To be filled by the Industry supervisor

Comments

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NameSignature (& stamp) Date:



INDUSTRIAL ATTACHMENT DIARY

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

Remarks by Attachee:

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NameSignature (& stamp) Date:



INDUSTRIAL ATTACHMENT DIARY

Comments by Student

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

Comments by Industry Supervisor

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NameSignature (& 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 the 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):

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 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 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	
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)	
Total Score (out of 50)	

Assessed by:

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



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 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	
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	
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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)	
Total Score (out of 50)	

Assessed by:

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



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

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

