



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 Attachee

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:



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



INDUSTRIAL ATTACHMENT DIARY

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 OF TECHNOLOGY

INDUSTRY BASED SUPERVISOR'S ASSESSMENT FORM

Note: This form should be filled by the Attachment Provider/supervisor halfway through the attachment period and sent directly to the university or through the student in a 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) and 11 rows of assessment criteria.

Overall assessment of the attachee (please tick as appropriate)

Excellent Good Average Fair Poor





MURANG'A UNIVERSITY OF TECHNOLOGY

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 sent directly to the university or through the student in a 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, Good, Average, Fair, Poor) and 11 rows of assessment criteria.

Overall assessment of the attachee (please tick as appropriate)

Excellent Good Average Fair Poor





MURANG'A UNIVERSITY OF TECHNOLOGY

UNIVERSITY SUPERVISOR'S ASSESSMENT FORM

Note: This form should be filled by the university supervisor in consultation with the student's immediate supervisor and presented to the attachment coordinator or COD after the assessment

Full Name of Attachee: Female Male

Admission No: Year of study:

Programme:

Name of Attachment Provider:

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 student's daily records (log book)	
Total Score (out of 50)		

Assessed by:

Name: Signature: Date:.....





MURANG'A UNIVERSITY OF TECHNOLOGY

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





MURANG'A UNIVERSITY OF TECHNOLOGY

WRITTEN REPORT SCORE SHEET

(For Students' use/guide in writing report)

experience to training etc.) (5mrks)

5. Section 3: 10 marks

Summary (4 marks)

Conclusion (3 marks)

Recommendations (3 marks)

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 supervisor's assessment will constitute 20% of the total mark for the course
4. University assessor's report will constitute 20% of the total mark for the course

