# **INDUSTRIAL ATTACHMENT LOGBOOK**

During an Industrial Attachment, one may have different learning experiences. These experiences tend to get mixed up, and therefore, fade away with time. The personal log book will help you benefit as much as possible from your Industrial Attachment. The student must record in the note book his or her daily experiences in the department or section where he or she is attached for the whole Industrial Attachment period.

The student must maintain the logbook of daily operations. Before reporting to work, the student must formulate the objectives of the day depending on the area they are working, a summary of daily activities and challenges encountered at the end of the day, which must then be recorded in the Logbook every day.

The Industrial Attachment Logbook is valid only if it is signed by the industry supervisor at the end of every week. If the signature of the industry supervisor at the department where the student was attached is missing, the university shall reject the student’s logbook.

# The UTB supervisors must read the logbook and sign on it during the supervision visit.

**FORMAT FOR THE INDUSTRIAL ATTACHMENT LOGBOOK**

The logbook should start with the overall Industrial Attachment objectives. These objectives should be individually generated as per the student’s expectations. The objectives must be SMART (Specific, Measurable, Achievable, Realistic and Time scaled)

**Daily to do List**

Formulate objectives to be attained on a daily basis, depending on the department. Example:

Date: 01/03/2011

Department: Front Office department-at the Reception:

Working shift: 7.00 AM-3.00 PM (Morning shift)

**Objectives for the day**

1. Find out how the check-in process is done
2. Check in the day’s arrivals,

Ascertain whether your objectives were achieved at the end of the shift/day. Have different objectives for each day for the 3 months.

Record any major incidences for every day in your **Log book** and how they were addressed/resolved: what you think was done well and what was not. *(e.g. Angry guest protesting against poor service-didn’t see the lion in the game drive).* This will form a basis for your report at the end of the Industrial Attachment period. Gather as much data as possible, every day in your note book. Thank the staff you worked with before you relocate to other department. Record your observations and experiences carefully in your diary or notebook on a daily basis, as the UTB Lecturer will have to assess your progress & notebook when he or she visits you in your place of attachment.

**FORMAT FOR THE INDUSTRIAL ATTACHMENT LOGBOOK**

**Name of student:………………………………...................... Registration number: …………………………Department (HRM/TTM/BIT/IATA/VTP/VIT)…………….**

**Tel *Nº* …………………………………………………….. E mail: ………………………………………………………………………**

**Company/Hotel:…………………………………………………. department:………………………………………. Duration per department: ……………………………..**

**Location : Country…………………… Province…………………… District…………………………………….Sector…………………….. Cell………………………….**

**Name of supervisor: …………………………………………………………………………… Tel number ……………………………..………**

**Starting date:…………………………………………… Ending date:…………………………………………………**

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| --- | --- | --- | --- | --- | --- | --- |
| **Date and Time of work** | **Daily activities** | **Objectives of the day** | **Description of work** | **Challenges faced** | **How you resolved the challenges** | **Supervisor’s signature** |
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