



KENYA METHODIST UNIVERSITY
FACULTY OF SCIENCES AND TECHNOLOGY
DEPARTMENT OF PURE AND APPLIED SCIENCES

P.O. Box 267-60200 Meru

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**STUDENT'S LABORATORY/INDUSTRIAL
ATTACHMENT LOG-BOOK**

DAILY ACTIVITIES RECORD

COURSE CODE: BIOL 499/COMP 400

COURSE TITLE: LABORATORY/INDUSTRIAL ATTACHMENT

KENYA METHODIST UNIVERSITY
DEPARTMENT OF PURE AND APPLIED SCIENCES

STUDENT'S PARTICULARS

Name of student.....
(Surname first)

Registration No. of the student.....

Faculty.....

Course of Study.....

Stage/year of study.....

Name and address of company/establishment attached:

.....
.....
.....

Name of Industry based supervisor.....

.....

Designation.....

Telephone contact..... Mobile.....

Duration From:

To:

KENYA METHODIST UNIVERSITY

DEPARTMENT OF PURE AND APPLIED SCIENCES

LABORATORY/INDUSTRIAL ATTACHMENT

Definition and Purpose of Laboratory Attachment

Laboratory/Industrial Attachment is a structured, credit-bearing work experience in a professional work setting during which the student applies and acquires knowledge and skills. It's a strictly supervised attachment in a biological research or other suitable institution will cover a period of at least eight weeks. It involves the application of learned skills in an organization related to the students' major. An Industrial Attachment should challenge the student to examine the values of the organization involved in the experience, and to assess the student's education as it relates to the Industrial Attachment.

A report will be expected after the attachment and will be evaluated and graded.

Course Objectives

1. To provide an opportunity for an off-campus leaning experience relevant to the student's educational program.
2. To permit students to explore a field of interest and assist them in establishing and achieving appropriate career goals.
3. To increase student motivation by integrating classroom with planned and supervised practical experience.
4. To prepare students for employment through field training and professional experience.

Operating Principles

1. Each student should have at least one well-defined work activity that is regarded as worthwhile by the attaching organization, intern and the student academic advisor.
2. Each intern should develop specific learning objectives that can be readily identified and reviewed periodically throughout the work period.
3. Each intern should be supported by the attaching Organization / Institution representative/ supervisor. The roles of these support people are to assist with identifying tasks, defining learning objectives, counseling the intern, carrying through the projects initiated, and evaluating the intern's performance.

4. Each intern contracts as an independent agent with the off-campus organization/ Institution to do work and pursue learning objectives.
5. Each intern assesses the worth of the internship experience and produces a report and a log of daily activities illustrative of the learning realized through the experience.

LABORATORY ATTACHMENT LOG BOOK

As part of Laboratory Attachment requirement, a student is expected to account for daily activities undertaken during the attachment period. The logbook acts as a record of the student daily activities and helps the student write the attachment report. By completing the logbook regularly, a student will become more aware of his/her development areas and personal strengths. And help the student make the most of the internship experience. The log book should be signed by the assigned supervisor(s) in the attached organization/ institution every week of the attachment period.

Academic Supervisor Visits

The student is assigned an academic supervisor from the teaching staff. This supervisor will visit the student at least once during their attachment preferably when they are in their last quarter of the attachment. The academic supervisor would:

- Have an informal discussion with the student to facilitate understanding of the context of the attachment.
- Have a private discussion with the Host Supervisor
- Leave a copy of the feedback form with the Host Supervisor. This form will be the tool by which the host-supervisor will assess the student and will form an important component of the final assessment.
- If (s)he finds it necessary/possible, have a short tour of the organization that the student is attached in.

Assessment Requirements

The laboratory/industrial attachment is an examinable unit that the students are supposed to undertake and be examined. Within two weeks of the university's opening date students should submit the following to their respective academic supervisors:

- a) The feedback form from the host supervisor in a **SEALED** envelope (or by other means, such as through e-mail). The student is responsible for ensuring that such feedback has been sent to the university supervisor.
- b) Attachment report.
- c) Logbook

NOTICE OF RESUMPTION OF ATTACHMENT

The student is supposed to notify the Chairman of the Department by filling a form (**Industrial Attachment Details Form - Page 5-6**) provided regarding the details where he/she is attached. This should be communicated to the above within the first week of getting the attachment.



KENYA METHODIST UNIVERSITY

Department of Pure and Applied Sciences

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E-mail pas@kemu.ac.ke

INDUSTRIAL ATTACHMENT DETAILS FORM

This form should be submitted to the Department of Pure and Applied Sciences before commencing Industrial Attachment (Scan and email)

STUDENT DETAILS

Student's Name _____ Student's Reg. No. _____

Mobile Number _____

Start Date: _____ End Date: _____

Working Days of the Week and Working Hours per Day _____

ORGANIZATION DETAILS

Organization Name _____

(Attach/Draw a map to scale (Nearest Town) at the back of the form with landmarked locations - scan and email)

Mailing Address _____

Physical Address _____

Floor/Building Road/Avenue Constituency County

Supervisor's Name _____ Designation _____

Supervisor's Email _____ Mobile number(s) _____

The objective of the Laboratory/Industrial Attachment is to supplement the intern's general theoretical knowledge that has been gained through academic course work with a practical work experience. The attachment objective will be achieved by the intern performing the following duties. (Please list 4 or 5 key activities in which you will involve the intern)

- 1.
- 2.

3.	
4.	
5.	
List specific skills that the Intern will develop over the duration of the Internship e.g. Software, Reporting, Story Conferencing, Project Development (Writing and/or Research), etc.	
Opportunities for Training and Professional Development (including participation in industry events).	

Intern's Signature

Date

Supervisor's Signature

Date (Include Organization Stamp)

- This intern will have an experience of a paraprofessional nature. Clerical tasks will not be the primary function of the assignment.
- I understand that I will be asked to evaluate this intern's performance and that my comments will be considered in assigning the intern's final grade. Upon completion of the internship the student will submit a report to the university summarizing his or her duties during the internship and how the knowledge they gained can be applied to their future career.

Chairman, Pure and Applied Sciences

Date (Include Department Stamp)

LABORATORY/INDUSTRIAL ATTACHMENT PROGRESS FORM

Week No: _____ Date from: _____ To: _____

DAY	DESCRIPTION OF WORK DONE	NEW SKILLS LEARNT
Mon.		
Tue.		
Wed.		
Thur.		

Fri.		
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CHALLENGES

.....

TRAINEE'S WEEKLY REPORT/SUMMARY

.....

WEEKLY INDUSTRY/DEPARTMENTAL/UNIT SUPERVISOR'S COMMENTS

.....

Name of the supervisor.....

Department/unit.....

Sign Date

LABORATORY/INDUSTRIAL ATTACHMENT PROGRESS FORM

Week No: _____ Date from: _____ To: _____

DAY	DESCRIPTION OF WORK DONE	NEW SKILLS LEARNT
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Name of the supervisor.....

Department/unit.....

Sign Date

FOR THE USE BY THE VISITING UNIVERSITY SUPERVISOR ONLY

.....

Name of the supervisor.....

Sign Date



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ATTACHMENT GUIDLINES

COURSE CODE: **BIOL 499**

COURSE TITLE: **LABORATORY/INDUSTRIAL ATTACHMENT**

Laboratory Attachment Report Guidelines for Students Attached to Various Institution

1.0 BIOL 499: INDUSTRIAL ATTACHMENT

1.1 Purpose of the Course

The aim of this course is to expose the students to the practical application of the coursework taken in lectures and other forms of classroom instruction. The Student will be required to work in an organization related to their area of specialty for a minimum period of eight weeks. During this period, the student will be required to daily account the attachment activities in the industrial attachment log book, provided by the department.

At the end of this course, student will be required to write a report of the work activities undertaken in the attached organization and make an oral presentation of the report before an informed audience as decided by the department.

1.2 Expected Learning Outcomes of the Course

By the end of this course the student should be able to:

- i. Demonstrate broad skills in practical application of learnt techniques.
- ii. Solve practical problems using theoretical knowledge gained in class.
- iii. Design, and conduct experiments based on real life situations.
- iv. Write a report of the work activities undertaken in the attached organization
- v. Present the report orally before an informed audience as decided by the department.

1.3 Course Content

A strictly supervised attachment in a Biological research or other suitable institution will cover a period of eight weeks. This will be a non-university setting and is expected to integrate academic study with work experience. A report will be expected after the attachment and will be evaluated and graded.

2.0 Implementation

The attachment will be executed in two phases.

Phase 1: Planning

Planning will be done a trimester before proceeding for the attachment.

- Register with the department.
- Assignment of the supervising lecturer by the department.
- Identification and contacting the organization where the attachment will be carried out
- Determination of time of the attachment period (dates)
- Applications and recommendations to be sent to the organization or firm.

Phase II: Attachment Activities and Report

During the attachment trimester, student proceeds to the identified organization, and will be required to do the following during and after the attachment period.

- i. Execution of attachment
- ii. Filling of the logbook
- iii. Writing the report
- iv. Handing in of the logbook and the report to your supervisor not later than the 12th week following the start of the succeeding trimester.
- v. Oral presentation of the Industrial Attachment experience to the audience as determined by the department

3.0 GRADING

A committee of at least two lecturers chaired by the Attachment Supervisor will grade the overall course based on the student's report, presentation, Attachment advisor's report and the report from the organization where the attachment took place.

3.1 Grading guidelines

	Measures	Weight
Oral presentation		
a) Quality of oral presentation	<ul style="list-style-type: none"> ▪ Quality of slides, ▪ Clarity, ▪ Dressing code, ▪ Time keeping and ▪ Evidence of being prepared. 	2 Marks 2 Marks 2 Marks 2 Marks 2 Marks
b) Response to questions NB: At least two questions		4 Marks
c) Content	<ul style="list-style-type: none"> ▪ Achievement, ▪ Self-assessment, ▪ challenge 	4 Marks 4 Marks 4 Marks
Total 20 Marks		
Written report		
Title		2 Marks
Dedication		2 Marks
Acknowledgement		2 Marks
Abstract	Less than 250 words	4 Marks
Table of Content	Showing all Page Numbers	4 Marks
Chapter 1	Background	10 Marks
Chapter 2	Summary Identification	10 Marks
Chapter 3	Conclusion	10 Marks
Physical Presentation	<ul style="list-style-type: none"> ▪ Spelling, ▪ Format of presentation, ▪ format of written report 	2 Marks 2 Marks 2 Marks
Total: 50 Marks		

4.0 GUIDELINESS FOR WRITING ATTACHMENT REPORT

4.1. Page I: The Title Page

Example

- Report on Attachment at “KEPHIS or KARI for the period of June –August 2012.
- Name of student
- Admission Number
- Name of supervising lecturer

Report submitted to the Department of Pure and Applied Sciences in a particular fulfillment of the requirements for the degree of Bachelor of Science in Applied Biology.

Submission Date: i.e. September 15th 2012.

4.2. Page II: Declaration & Confirmation

The student declares and the supervising lecturer confirms.

Declaration by the Student

Ideclare that this is my original work and has not been presented anywhere else to the best of my knowledge.

Confirmation by the host institution supervisor

I.....confirm this report has not been presented anywhere to the best of my knowledge. (*The signature must be accompanied with the Institution’s / organization’s official rubber stamp*)

Confirmation by the Supervisor

I.....confirm this report has not been presented anywhere to the best of my knowledge.

4.3. Page III: Dedication

4.4. Page IV: Acknowledgement

4.5. Page V: Abstract: A summary of the whole report. (*This should be written in less than 250 words.*)

4.6. Page VI: Table of Content

4.7. Page VII: List of symbols, abbreviations and their respective meanings

4.8. CHAPTER 1 - Knowledge of the Institution

- Introduction
- Organization background
- Organization’s contacts and physical location.
- Mission, Vision and core values of the attached organization.

- Administrative/ Organization structure
- Description of area of operation and integration with other areas.
- Specific tasks/ mandate of the institution as per the establishment.

4.9. CHAPTER 2 - *The technique/practical work done*

- Summary of activities undertaken during the attachment period
 - Emphasis on integration of scientific principles and practical operations.
- List all tasks undertaken
- You should pick on **2** or **3** specific assignments performed and describe wholly the **setup, performance** and **results** (show the data) obtained and **their implication** (i.e. any exceptional tasks performed).

4.10. CHAPTER 3 – *Course Evaluation*

- Conclusion –Summary of the attachment experience
- Significance of the course to the attachment
- Significance of the student learning
- Critiques of the organization and the programme
- Technical and organizational challenges encountered
- Recommendations

4.11. *List of references*

- Should be in the American Psychological Association (APA) Style

5.0 Format for Writing Report

The report should be written in the following format:

a) **Body:**

- New Times Roman font,
- 12 –Font size
- 1.5 Spacing
- Justified

b) **Titles:** font size -14 and Bolded,

c) **Chapters:** bolded.

NB: The report should be presented in Spiral binding and Sky-blue or maroon cover.

6. Format for oral presentation

For PowerPoint presentation; at most 15 slides, each not more than seven lines.

7. **Dressing code:** Formal

8. **Time:** 10 minutes for presentation.

9. Course Assessment

Supervisor at the Institution where the student is attached will assess the student on items like punctuality, discipline, and enthusiasm/personal interest, inter-personal relations in the work discipline, enthusiasm/personal interest, inter-personal relations in the work place, ability to perform tasks with/without supervision (refer attached assessment forms)

- Institution supervisor assessment - 15 Marks
- University supervisor assessment - 15 Marks
- Oral presentation - 20 Marks
- Attachment report (Write up) - 50 Marks



KENYA METHODIST UNIVERSITY
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ATTACHMENT ASSESSMENT FORM (HOST INSTITUTION SUPERVISOR)

Student: _____ **Reg. No:** _____

Please assess the student under your supervision on the following aspects:

S/No	Item	Score	Award	Comment
1.	Attendance and Punctuality	3 Marks		
2.	General Work Discipline	3 Marks		
3.	Enthusiasm/Personal Interest	3 Marks		
4.	Inter-personal relations in the work place	3 Marks		
5.	Demonstrated capacity to relate learning to new experiences)	3 Marks		
	Total	15 Marks		
	Supervisor's General Comments on overall performance:			

Institution: _____ **Station:** _____

Name of Supervisor: _____

Supervisor's Signature _____ **Date** _____

(Please include the Institutional Rubber Stamp)

(For confidentiality, hand it over to the student in sealed-stamped envelope).



KENYA METHODIST UNIVERSITY
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ATTACHMENT ASSESSMENT FORM (UNIVERSITY SUPERVISOR)

Student: _____ **Reg. No:** _____

Institution: _____ **Station:** _____

Period of Attachment: from: _____ **To:** _____

This form is designed to assist you to objectively evaluate the student with the help of the Institution supervisor where the student is attached. Your assessment will be highly valued.

S/No	Item	Score	Award	Comment
1.	Initiative/ Creativity	3 Marks		
2.	Ability to learn and perform tasks	3 Marks		
3.	Readiness to accept responsibility	3 Marks		
4.	Scientific and Technical Knowledge	3 Marks		
5.	Organization and Planning	3 Marks		
	Total	15 Marks		
	Supervisor's General Comments on overall performance:			

Name of Supervisor: _____

Supervisor's Signature _____ **Date** _____