



MATRICULATION NUMBER

THE OBJECTIVES OF THE TRAINING LOG BOOK

- The book is to assist the student to keep records of daily activities during the training. It will show the departments and sections where the student has worked and the period of time spent in each.
- The daily work carried out during the period of training is to be recorded clearly with sketches and diagrams where applicable.
- Students are required to present the log book at intervals to the industry-based Supervisor for assessment of content and progress. The Supervisor can use any page for his comment where necessary
- The training Coordinator of the institution will check the log book at regular intervals to ensure that proper training is being received and record his comments on the page provided for this purpose towards the end of the work.



WEEK PROGRESS SHEET

WEEK NO

WEEK ENDING

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	



STUDENT'S PARTICULARS

NAME OF STUDENT
(Surname First)

COLLEGE

DEPARTMENT

COURSE OF STUDY

LEVEL COMPLETED

NAME OF COMPANY AND ADDRESS

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.....

NAME OF INDUSTRY-BASED SUPERVISOR

NAME OF INSTITUTION SUPERVISOR



FOR SKETCHES, DIAGRAM AND GRAPHS

(Additional drawings may be attached where necessary)

DATE

Student's Signature: DATE:

Comments by INDUSTRY-Based Supervisor:

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Name & Signature: DATE:



COMMENTS BY INDUSTRY-BASED SUPERVISOR

Name of Official:

Company Address:

Signature of Official:

Date:

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STAMP



FOR THE USE OF INSTITUTION SUPERVISOR ONLY

GENERAL COMMENT ON WEEK 1 & 2:

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GENERAL COMMENT ON WEEK 3 & 4:

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GENERAL COMMENT ON WEEK 5 & 6:

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GENERAL COMMENT ON WEEK 7 & 8:

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Name of Supervisor:

Department:

Signature:

Date:



COVENANT UNIVERSITY INDUSTRIAL TRAINING SCHEME (CUITS)