Industrial Training

Faculty of Computer Science and Information Technology
University of Malaya

Log Book

Week ___ (Start date) to Week ___ (End date)

Student Name:	
Matriculation Number:	
Degree:	
Specialisation:	
Supervisor from the Faculty:	
Company Name:	
Details of Supervisor from the Company	
Name:	
Designation:	
Department:	

Important Note to Student:
The purpose of the Log Book is for the student to record his/her activities and tasks undertaken during Industrial Training.

Zero mark will be given for:
1. First Log Book submitted after 5pm Friday of Week 9, Second Log Book submitted after 5pm Friday of Week 17 of industrial training and Final Log Book submitted after Week 26.
2. Log Book not signed by the supervisor from the company.
3. Log Book not following the required format (WXES 2193 Log Book Format.docx). The student should consult the supervisor from the faculty if the company requires the use of a log book of different format.

Week 1 Daily Log

Day	Date	Activity
1		
2		
3		
4		
5		
6		

Week 1 Tasks Summary (Rows can be added if needed)

No.	Task Assigned	Problems Encountered and Solutions	Lessons Learnt	Comments from Supervisor #
1				
2				
3				
			Mark^:	
			Supervisor's Signature	

Note to Student:
Prepare the Daily Log and Weekly Task Summary for Week 1 to Week 8 for the First Log Book, and Week 9 to Week 16 for the Second Log Book. The Final Log Book comprises Daily Log and Weekly Task Summary for Week 17 to Week 24, plus the First Log Book, and the Second Log Book.

Note to Supervisor from the Company:
^ Use the following scale to assess the student's performance: 0 - No, 1 - Very Poor, 2 - Poor, 3 - Satisfactory, 4 - Good, 5 - Very Good

The supervisor should comment on the student's ability to complete the tasks given satisfactorily within the deadlines, understanding of the problems faced and the ability of applying reasonable solutions to the problems, and reflection on lessons learnt.

Supervisor's overall comment for Week 1 to Week 8/Week 9 to Week 16/Week 17 to Week 24*:

_____

_____

Overall Mark^   : _____

Supervisor's Signature   : _____

*Delete where appropriate