

APPENDIX 2
DAILY LOGBOOK TEMPLATE
(10%)

DAILY REPORT

DATE:

WEEK:

ACTIVITIES/ASSIGNMENTS

TIME	ACTIVITIES

Student reflections/comments:

Industrial training supervisor comments:

Industrial Training Supervisor Endorsement

.....

Name:

Date:

APPENDIX 3

INDUSTRIAL TRAINING DAILY LOGBOOK RUBRIC (10%)

STUDENT INFORMATION

Name:

Matric No.:

Internship placement:

Criteria/Score	1-2	3-4	5-6	7-8	9-10	Marks
	Poor	Need improvement	Satisfactory	Good	Excellent	
1. Component of the logbook	Logbook entries are sparse and fail to adequately document daily activities and observations. Minimal effort is evident in the documentation	Satisfactory: Logbook entries contain basic information on daily activities but lack thoroughness and detail. Some effort is shown, but entries are generally minimal.	Entries provide a reasonable overview of daily activities, but some details are missing. Adequate effort is evident in documenting activities.	Entries are detailed and cover daily activities thoroughly with minor omissions. Clear effort is shown in the documentation.	Logbook entries are comprehensive, providing detailed descriptions of daily activities and observations. Exceptional effort is evident with comprehensive, detailed, and insightful documentation.	
2. Description of the tasks/roles/duties given	Tasks/roles/duties were not being stated.	Tasks/roles/duties were not clearly described.	Tasks/roles/duties were briefly described.	Tasks/roles/duties were clearly described.	Tasks/roles/duties were clearly described with additional explanation or descriptions.	
2. Critical reflection on daily activities	Reflections are superficial or absent, showing little engagement with the daily learning process.	Contains basic reflections on daily activities but lacks depth and insight.	Reflections provide some analysis and insight into daily activities; moderately detailed with basic understanding of	Thoughtful reflection on daily activities, demonstrating understanding of their significance and impact, although some aspects	Demonstrate insightful reflection on daily activities, identifying challenges, lessons learned, and areas for improvement.	

			their importance.	could be explored more deeply.		
4. Consistency and timeliness	Not organised, inconsistent, and often submitted late, affecting the overall record-keeping process.	Well organised, but there are noticeable gaps or delays in submission.	Entries are generally consistent with minor delays occasionally; maintains moderate regularity	Well-organized with occasional minor delays in submission.	Very well organised and submitted on time without any delays.	

EVALUATION MARKS: ____ /40 x 10% =

Approved by: _____ Date: _____
Signature

Name: _____