



# The Catholic University of Eastern Africa

| TITLE   | AUTHOR   |
|---|--|
| <b>PROCEDURE FOR INDUSTRIAL ATTACHMENT<br/>(CUEA/DVC ACD/FSC/02)</b>  | <b>DEAN, FACULTY OF SCIENCE</b>                              |
|   | NO. OF APPENDICES:   |
|   | <b>SIX (6)<br/>A - F</b>                                     |
| <b>AUTHORIZATION</b><br>This Standard Operating Procedure is issued under the authority of:   |  |
| <b>TITLE</b>  | <b>DEPUTY VICE CHANCELLOR, ACADEMIC AFFAIRS AND RESEARCH</b> |
| <b>SIGNATURE</b>  |  |
| <b>DATE</b>   | <b>3<sup>rd</sup> March 2016</b>                             |
| <b>ISSUE DATE</b>   | <b>3<sup>rd</sup> March 2016</b>                             |
| <b>STAMP CONTROLLED / UNCONTROLLED</b>  |  |
| <b>NOTE:</b> <ol style="list-style-type: none"> <li>Write amendments on the page provided (Clause 0.2)</li> <li>Controlled copies of this document will be in the DVC Academic Affairs and Research and Dean, Faculty of Science</li> </ol> |  |

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| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|

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|---|--|---------------------------------|
|  | <h1>Standard Operating Procedure</h1>      | <b>CUEA/ DVC<br/>ACD/FSC/02</b> |
| <b>Title</b>  | <b>PROCEDURE FOR INDUSTRIAL ATTACHMENT</b> | <b>Page 2 of 18</b>             |

## 0. CONTENTS AND RECORD OF CHANGES

### 0.1 Table of Contents

|     |                                      |   |
|-----|--------------------------------------|---|
| 0.  | CONTENTS AND RECORD OF CHANGES ..... | 2 |
| 1.0 | PURPOSE .....                        | 2 |
| 2.0 | SCOPE .....                          | 2 |
| 3.0 | TERMS AND DEFINITIONS .....          | 3 |
| 4.0 | REFERENCES .....                     | 3 |
| 5.0 | PRINCIPAL RESPONSIBILITIES .....     | 3 |
| 6.0 | METHOD .....                         | 3 |
| 7.0 | APPENDICES .....                     | 6 |

### 0.2 Record of Changes

| No. | Date        | Details of Changes |   | Authorization |
|-----|-------------|--------------------|---|---------------|
|     | (dd-mm-yy)  | Page               | Clause/subclause  | Title         |
| 1.  | 24 Feb 2016 | 4 - 5              | Cls 6.0, alterations on sub cls. 6.1.1, 6.1.3, 6.2.4, 6.3.6, 6.4.1, & 6.4.2 | Dean, Science |
| 2.  | 24 Feb 2016 | 4 - 5              | Cls 6.0, insertions sub cls. 6.2.3, 6.3.7, 6.2.8                            | Dean, Science |
| 3.  | 24 Feb 2016 | 6                  | Cls. 7.0, sub cls. 7.1 to 7.6, inclusion of Appendices A - F                | Dean, Science |
|     |             |                    |   |               |
|     |             |                    |   |               |

### 0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.


## 1.0 PURPOSE

The procedure describes the steps that shall be followed in the preparation, conducting and finalization of Industrial Attachment.

## 2.0 SCOPE

The procedure applies to all lecturers who shall participate in the supervision / observation of Bachelor of Science in Biology, Chemistry, Computer Science and Physics students doing Industrial Attachment.

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|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|

|   |  |                                 |
|---|--|---------------------------------|
|  | <h2>Standard Operating Procedure</h2>      | <b>CUEA/ DVC<br/>ACD/FSC/02</b> |
| <b>Title</b>  | <b>PROCEDURE FOR INDUSTRIAL ATTACHMENT</b> | <b>Page 3 of 18</b>             |

### 3.0 TERMS AND DEFINITIONS

For the purposes of this procedure the following terms shall apply:

- 3.1 **Industrial Attachment:** This is the period in which a student gets attached to Government ministries, research institutions, local and international firms, NGOs as well as private institutions in order to practice skills and apply knowledge that he / she has learned.
- 3.2 **Industrial Attachment Observation Session:** This is the assessment of a student on industrial attachment in an institution by a lecturer for purposes of helping the student improve his / her practical skills and understanding, and to evaluate the student attachee.
- 3.3 **Industrial Attachment Coordinator:** The lecturer in charge of coordinating the supervision exercise within the Faculty.
- 3.4 **University Supervisors:** These are experts in specific scientific fields who are assigned to assess and mentor students on attachment.
- 3.5 **Institution's Supervisors:** These are experts in specific fields and employed at where the students are attached and give guidance and supervision on a daily basis to the student attachees.

### 4.0 REFERENCES

The procedure makes reference to the documents indicated below:

- 4.1 Guidelines for Industrial attachment policy document;
- 4.2 Student logbook
- 4.3 University supervisor assessment forms
- 4.4 CUEA Quality Manual

### 5.0 PRINCIPAL RESPONSIBILITIES

The Dean, Faculty of Science shall ensure that this procedure is adhered to.

### 6.0 METHOD

#### 6.1 Pre qualification for Industrial Attachment

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|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|

|   |  |                                 |
|---|--|---------------------------------|
|  | <h2>Standard Operating Procedure</h2>      | <b>CUEA/ DVC<br/>ACD/FSC/02</b> |
| <b>Title</b>  | <b>PROCEDURE FOR INDUSTRIAL ATTACHMENT</b> | <b>Page 4 of 18</b>             |

Upon completion of the first two trimesters and having done the required number of core courses, Industrial Attachment students shall be expected to undertake an Industrial Attachment exercise for a period of not less than two months in a reputable organization of his / her choice within Kenya.

6.1.1 Prior to the attachment the student requests for a letter of introduction to use in seeking for attachment vacancies in Government ministries, local and international firms and NGOs as well as private institutions. Such a student will be required to fill their details in the Request for Industrial Attachment Letter (CUEA/DVC ACD/FSC/02/fm 01).

6.1.2 Students already working in research institutions as instructors, or technicians shall be allowed to do the attachment in their institutions if they so wish.

6.1.3 All students shall be expected to inform the Coordinator of Industrial Attachment about the institution in which they have been accepted to do the attachment by filling their details in the Industrial Attachment Registration Form (CUEA/DVC ACD/FSC/02/fm 02).

### 6.2 Preparation for Industrial Attachment

6.2.1 One month before the commencement of Industrial Attachment the Coordinator shall call for a meeting with the students in which the students shall be verified on the requirements, expectations and procedures of industrial attachment exercise.


6.2.2 Once the student secures an attachment and fills in the details in the Industrial Attachment Registration Form, she / he will be provided with the Logbook (CUEA/DVC ACD/FSC/02/LB 01), and Institution Assessment Form (CUEA/DVC ACD/FSC/02/fm 03) and proceed for attachment.

6.2.3 The Coordinator, in consultation with the Dean, shall allocate at least two University Supervisors to each student attachee indicating the months in which the supervision is to be conducted.

### 6.3 Actual Practicum / Industrial Attachment

6.3.1 During the Industrial Attachment period, the student shall be expected to report to the Institution / Organization during the normal working days where they shall be assigned duties by the Institution's supervisor.

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|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|

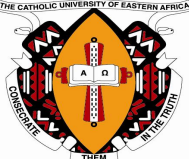
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|---|--|---------------------------------|
|  | <h2>Standard Operating Procedure</h2>      | <b>CUEA/ DVC<br/>ACD/FSC/02</b> |
| <b>Title</b>  | <b>PROCEDURE FOR INDUSTRIAL ATTACHMENT</b> | <b>Page 5 of 18</b>             |

- 6.3.2 During this period the student shall make brief daily entries in the logbook regarding the tasks undertaken.
- 6.3.3 A day prior to the supervision exercise, the university supervisor will book an appointment with the institution's supervisor to visit the student attachee.
- 6.3.4 On arrival at the Institution, the University Supervisor shall seek permission from the Institution's authority to assess the student attachee.
- 6.3.5 After obtaining permission, the supervisor shall have a brief pre-observation session with the student before going to the working / attachment section.
- 6.3.6 The supervisor shall conduct the practicum supervision according to the Attachment Assessment Guidelines and enter the student mark in duplicate using the University Supervisor's Attachment Assessment Form (CUEA/DVC ACD/FSC/02/fm 04).
- 6.3.7 A student attached in a foreign country or region that is not easily accessible will be assessed online through video or teleconferencing provided he/she is able to organize with the host institution. Such a student will be required to inform the coordinator at least one week in advance via email in order to set the modalities for supervision.
- 6.3.8 At the end of the practicum supervision, the student will be required to sign the Industrial Attachment Supervision Checklist (CUEA/DVC ACD/FSC/02/L 01).

#### 6.4 **Completion of the Practicum / Industrial Attachment**

- 6.4.1 Upon completion of the practicum, the students shall obtain the Institution Attachment Assessment Form (CUEA/DVC ACD/FSC/02/fm 03) in the sealed envelope and submit it to the Industrial Attachment Coordinator.
- 6.4.2 The supervisors shall process and submit marks of the students to the Coordinator of Industrial Attachment using the original copy of the supervisor's Attachment Assessment Form accompanied by the signed checklist form.

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|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|

|   |  |                                 |
|---|--|---------------------------------|
|  | <h2>Standard Operating Procedure</h2>      | <b>CUEA/ DVC<br/>ACD/FSC/02</b> |
| <b>Title</b>  | <b>PROCEDURE FOR INDUSTRIAL ATTACHMENT</b> | <b>Page 6 of 18</b>             |

6.4.3 The Coordinator shall average the marks from the two university supervisors and award a final grade to the student and then present the mark for moderation in Faculty Examination Board for onward transmission to the Registry.

## 7.0 APPENDICES

7.1 Appendix A: Request for Industrial Attachment Letter (CUEA/DVC ACD/FSC/02/fm 01).

7.2 Appendix B: Industrial Attachment Registration Form (CUEA/DVC ACD/FSC/02/fm 02)


7.3 Appendix C: Industrial Attachment Logbook (CUEA/DVC ACD/FSC/02/LB 01)

7.4 Appendix D: Institution Assessment Form (CUEA/DVC ACD/FSC/02/fm 03)


7.5 Appendix E: University Supervisor's Attachment Assessment Form (CUEA/DVC ACD/FSC/02/fm 04)

7.6 Appendix F: Industrial Attachment Supervision Checklist (CUEA/DVC ACD/FSC/02/L 01)

|          |    |  |      |                            |
|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|

|   |  |                                 |
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|  | <h1>Standard Operating Procedure</h1>      | <b>CUEA/ DVC<br/>ACD/FSC/02</b> |
| <b>Title</b>  | <b>PROCEDURE FOR INDUSTRIAL ATTACHMENT</b> | <b>Page 7 of 18</b>             |

7.1 Appendix A: Request for Industrial Attachment Letter (CUEA/DVC ACD/FSC/02/fm 01).



**THE CATHOLIC UNIVERSITY OF EASTERN AFRICA**  
**FACULTY OF SCIENCE**  
**REQUEST FOR INDUSTRIAL ATTACHMENT LETTER**

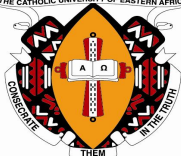
Academic Year:

| NO. | NAME | ADM. NO. | YEAR OF STUDY | DEGREE/ COURSE | ATTACHMENT PERIOD | CONTACTS |       | DATE COLLECTED | SIGN |
|-----|------|----------|---------------|----------------|-------------------|----------|-------|----------------|------|
|     |      |          |               |                |                   | Mobile   | Email |                |      |
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CUEA/DVC ACD/FSC/02/fm 01

**CUEA/DVC ACD/FSC/02/fm 01**

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|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|

|   |   |  |
|---|---|--|
|  | <h1>Standard Operating Procedure</h1>             | <p><b>CUEA/ DVC<br/>ACD/FSC/02</b></p> |
| <p><b>Title</b></p>   | <p><b>PROCEDURE FOR INDUSTRIAL ATTACHMENT</b></p> | <p><b>Page 8 of 18</b></p>             |

**7.2 Appendix B: Industrial Attachment Registration Form (CUEA/DVC ACD/FSC/02/fm 02)**



**THE CATHOLIC UNIVERSITY OF EASTERN AFRICA**  
**FACULTY OF SCIENCE**  
**INDUSTRIAL ATTACHMENT REGISTRATION FORM**

Academic Year: \_\_\_\_\_

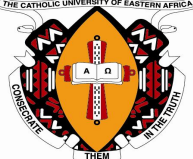
| NO. | NAME | ADM. NO. | YEAR OF STUDY | DEGREE/ COURSE | CONTACTS |       | ATTACHMENT DETAILS |          |        | SIGN | DATE |
|-----|------|----------|---------------|----------------|----------|-------|--------------------|----------|--------|------|------|
|     |      |          |               |                | Mobile   | Email | Place              | Starting | Ending |      |      |
|     |      |          |               |                |          |       |                    |          |        |      |      |
|     |      |          |               |                |          |       |                    |          |        |      |      |
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CUEA/DVC ACD/FSC/02/fm 02

**CUEA/DVC ACD/FSC/02/fm 02**

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|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|



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|---|--|---------------------------------|
|  | <h2>Standard Operating Procedure</h2>      | <b>CUEA/ DVC<br/>ACD/FSC/02</b> |
| <b>Title</b>  | <b>PROCEDURE FOR INDUSTRIAL ATTACHMENT</b> | <b>Page 9 of 18</b>             |

### 7.3 Appendix C: Industrial Attachment Logbook (CUEA/DVC ACD/FSC/02/LB 01)



## THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A.M.E.C.E.A.

### FACULTY OF SCIENCE

P.O. Box 62157, 00200 Nairobi, KENYA

Mobile: (254) 719 468 821

Fax: (254) 20 88 91 084

Email: [deanscience@cuea.edu](mailto:deanscience@cuea.edu)

Website: [http // www.cuea.edu](http://www.cuea.edu)

## ATTACHMENT LOGBOOK

This book is to assist the student to keep a record of the field activities. It shows the Institution/Organization in which the student has been attached and the period of time spent in that Institution/Organization.

### Daily Report

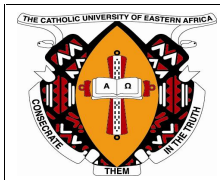
The student should record clearly the work done on each day during the period of attachment. The student is required to present the logbook periodically to the Lecturer/Supervisor for assessment of content and progress. The Supervisor can use any part for his/her comment where necessary.

### Report Writing

At the end of the attachment exercise, a student is expected to write a report on the experience. The organization of the report should take the following format:

- a) Introduction
- b) Mainframe of report
  - General description of the Institution/Organization and departments where attached
  - General activities undertaken in the Institution/Organization
  - Specific activities undertaken during attachment
  - A profile in skills and competencies gained

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|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|



# Standard Operating Procedure

CUEA/ DVC  
ACD/FSC/02

**Title**

**PROCEDURE FOR INDUSTRIAL ATTACHMENT**

**Page 10 of 18**

- Activities in which the student applied his/her skills for the benefit of the Institution/Organization
- c) Analysis, observations and critique
- d) Summary and conclusions

**Page 1 of 3**

**CUEA/DVC ACD/FSC/02/LB 01**

## A. PERSONAL DETAILS (ATTACHEE)

Last Name: ..... Other Names.....

Gender: Male  Female

ID/Passport No.....

Date of Birth..... Month ..... Year.....

Home Postal Address..... Postal Code..... Town.....

Telephone..... Email.....

Next of Kin (Name).....

Relationship..... Telephone .....

Postal Address..... Postal Code..... Town.....

## B. TRAINING INSTITUTION

Name.....

Postal Address..... Postal Code..... Town.....

Telephone..... Fax..... Email.....

Name of Head of Institution.....

Department.....

Head of Department .....

Course Code .....

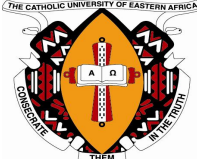
## C. DETAILS OF PLACE OF ATTACHMENT

Name of Organization .....

Postal Address..... Postal Code..... Town.....

Telephone..... Fax..... Email.....

|          |    |  |      |                            |
|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|

|   |  |                                 |
|---|--|---------------------------------|
|  | <h2>Standard Operating Procedure</h2>      | <b>CUEA/ DVC<br/>ACD/FSC/02</b> |
| <b>Title</b>  | <b>PROCEDURE FOR INDUSTRIAL ATTACHMENT</b> | <b>Page 11 of 18</b>            |

**D. INDUSTRIAL ATTACHMENT TRAINER**

Name.....

Position/Designation.....

*Please make enough copies of this page for filling subsequent weeks*

**PART I – (To be filled by the Attachee)**

Week .....of .....Weeks

Dates: From .....To: .....

| Day       | Notes on Work Done |
|-----------|--------------------|
| Monday    |                    |
|           |                    |
|           |                    |
| Tuesday   |                    |
|           |                    |
|           |                    |
| Wednesday |                    |
|           |                    |
|           |                    |
| Thursday  |                    |
|           |                    |
|           |                    |
| Friday    |                    |
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|           |                    |
| Saturday  |                    |
|           |                    |
|           |                    |

**Remarks by the Attachee:**

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|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|



# Standard Operating Procedure

CUEA/ DVC  
ACD/FSC/02

**Title**

**PROCEDURE FOR INDUSTRIAL ATTACHMENT**

**Page 12 of 18**

Name .....Sign.....Date.....

## **PART II – (To be filled by the Industrial Attachment Trainer)**

### **Comments**

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Name .....Sign.....Date.....

## **PART III – (To be filled by the Industrial Attachment Supervisor)**

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Name .....Sign.....Date.....

|          |    |  |      |                            |
|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|

|   |  |                                 |
|---|--|---------------------------------|
|  | <h2>Standard Operating Procedure</h2>      | <b>CUEA/ DVC<br/>ACD/FSC/02</b> |
| <b>Title</b>  | <b>PROCEDURE FOR INDUSTRIAL ATTACHMENT</b> | <b>Page 13 of 18</b>            |

**7.4 Appendix D: Attachment Assessment Form (CUEA/DVC ACD/FSC/02/fm 03)**



## THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

### FACULTY OF SCIENCE

P.O. Box 62157, 00200 Nairobi, KENYA  
 Mobile: (254) 719 468 821  
 Fax: (254) 20 88 91 084  
 Email: [deanscience@cuea.edu](mailto:deanscience@cuea.edu)  
 Website: [http// www.cuea.edu](http://www.cuea.edu)

### ATTACHMENT ASSESSMENT FORM

Name of student \_\_\_\_\_ Admission No. \_\_\_\_\_  
 Faculty \_\_\_\_\_ Department \_\_\_\_\_  
 Institution of Attachment \_\_\_\_\_  
 Physical Location \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_  
 Duration of Attachment: \_\_\_\_\_


*Please, indicate your assessment of the performance of the student during the attachment period using a five (5) point scale as shown in the table below:*

| Assessment Areas |                                | Rating Scale |      |         |      |      |
|------------------|--------------------------------|--------------|------|---------|------|------|
|                  |                                | Excellent    | Good | Average | Fair | Poor |
|                  |                                | 5            | 4    | 3       | 2    | 1    |
| 1                | Punctuality                    |              |      |         |      |      |
| 2                | Adherence to Code of Ethics    |              |      |         |      |      |
| 3                | Degree of Organization         |              |      |         |      |      |
| 4                | Ability to work in teams       |              |      |         |      |      |
| 5                | Accomplishment of Assignments  |              |      |         |      |      |
| 6                | Level of Adaptability          |              |      |         |      |      |
| 7                | Mannerism                      |              |      |         |      |      |
| 8                | Communication Abilities        |              |      |         |      |      |
| 9                | Presence at Designated Area(s) |              |      |         |      |      |
| 10               | Degree of Reliability          |              |      |         |      |      |
| <b>Total</b>     |                                |              |      |         |      |      |

**Overall assessment of the student's ability to cope and comply with the attachment:**

Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

|          |    |  |      |                            |
|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|

|   |  |                                 |
|---|--|---------------------------------|
|  | <h2>Standard Operating Procedure</h2>      | <b>CUEA/ DVC<br/>ACD/FSC/02</b> |
| <b>Title</b>  | <b>PROCEDURE FOR INDUSTRIAL ATTACHMENT</b> | <b>Page 14 of 18</b>            |

*Additional comments:*

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*Recommendation for pertinent University action:*

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*Assessed by:*

Name: \_\_\_\_\_ Position/Designation: \_\_\_\_\_

Date:

Signature: \_\_\_\_\_

*Institution's Seal*

**NB:** *The evaluation report should be put in a signed and sealed envelope and then handed over to the student for onward transmission.*

|          |    |  |      |                            |
|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|

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|  | <b>Standard Operating Procedure</b>        | <b>CUEA/ DVC<br/>ACD/FSC/02</b> |
| <b>Title</b>  | <b>PROCEDURE FOR INDUSTRIAL ATTACHMENT</b> | <b>Page 15 of 18</b>            |

**7.5 Appendix E: University Supervision Attachment Assessment Form (CUEA/DVC  
ACD/FSC/02/fm 04)**



**THE CATHOLIC UNIVERSITY OF EASTERN AFRICA**

**FACULTY OF SCIENCE**

P.O. Box 62157, 00200 Nairobi, KENYA  
 Mobile: (254) 719 468 821  
 Fax: (254) 20 88 91 084  
 Email: [deanscience@cuea.edu](mailto:deanscience@cuea.edu)  
 Website: [http:// www.cuea.edu](http://www.cuea.edu)

**UNIVERSITY SUPERVISION ATTACHMENT ASSESSMENT FORM**

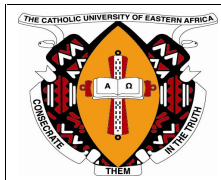
(To be filled in duplicate. Original to be submitted to the I. A. Coordinator)

Name of student \_\_\_\_\_ Admission No. \_\_\_\_\_  
 Faculty \_\_\_\_\_ Department \_\_\_\_\_  
 Institution of Attachment \_\_\_\_\_  
 Physical Location \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_  
 Name of Institution Supervisor: \_\_\_\_\_  
 Date of Visit: \_\_\_\_\_ Time: \_\_\_\_\_

*Please, indicate your assessment of the performance of the student during the attachment period using a five (5) point scale as shown in the table below:*

| Assessment Areas |  | Rating Scale |               |         |      |           |
|------------------|--|--------------|---------------|---------|------|-----------|
|                  |  | Poor         | Below Average | Average | Good | Excellent |
| 1                | Availability of required documents (5)                             | 1            | 2             | 3       | 4    | 5         |
| 2                | Degree of organization of daily entries in the Log book (10)       | 0-2          | 3-4           | 5-6     | 7-8  | 9-10      |
| 3                | Level of adaptability of Attachee in the Organization /Institution | 0-2          | 3-4           | 5-6     | 7-8  | 9-10      |
| 4                | Ability to work in teams (10)                                      | 0-2          | 3-4           | 5-6     | 7-8  | 9-10      |
| 5                | Accomplishment of assignments (10)                                 | 0-2          | 3-4           | 5-6     | 7-8  | 9-10      |
| 6                | Presence at designated areas (10)                                  | 0-2          | 3-4           | 5-6     | 7-8  | 9-10      |

|          |    |  |      |                            |
|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|



## Standard Operating Procedure

**CUEA/ DVC  
ACD/FSC/02**

**Title**

**PROCEDURE FOR INDUSTRIAL ATTACHMENT**

**Page 16 of 18**

|    |   |     |     |      |       |       |
|----|---|-----|-----|------|-------|-------|
|    |   |     |     |      |       |       |
| 7  | Communication skills (10)                             | 0-2 | 3-4 | 5-6  | 7-8   | 9-10  |
| 8  | Mannerism (10)  | 0-2 | 3-4 | 5-6  | 7-8   | 9-10  |
| 9  | Student Understanding of Assignments/tasks given (15) | 0-3 | 4-6 | 7-9  | 10-12 | 13-15 |
| 10 | Oral presentation (20)                                | 0-4 | 5-8 | 9-12 | 13-16 | 17-20 |
|    | <b>Total</b>  |     |     |      |       |       |

Overall assessment of the student's ability to cope and comply with the attachment:

Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Additional comments:

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Supervisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Page 16 of 18

CUEA/DVC ACD/FSC/02/jm 04

*(To be retained by the Intern/Attachee)*

Name of student \_\_\_\_\_ Admission No. \_\_\_\_\_

Faculty \_\_\_\_\_ Department \_\_\_\_\_

Institution of Attachment \_\_\_\_\_

Physical Location \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

Name of Institution Supervisor: \_\_\_\_\_

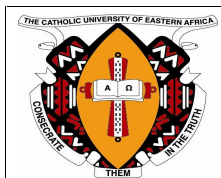
Date of Visit: \_\_\_\_\_ Time: \_\_\_\_\_

*Please, indicate your assessment of the performance of the student during the attachment period using a five (5) point scale as shown in the table below:*

| Assessment Areas | Rating Scale |
|------------------|--------------|
|------------------|--------------|

|          |    |  |      |                            |
|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
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## Standard Operating Procedure

**CUEA/ DVC  
ACD/FSC/02**

**Title**

**PROCEDURE FOR INDUSTRIAL ATTACHMENT**

**Page 17 of 18**

|              |  | Poor | Below Average | Average | Good | Excellent |
|--------------|--|------|---------------|---------|------|-----------|
| 1            | Availability of required documents (5)                             |      |               |         |      |           |
| 2            | Degree of organization of daily entries in the Log book (10)       |      |               |         |      |           |
| 3            | Level of adaptability of Attachee in the Organization /Institution |      |               |         |      |           |
| 4            | Ability to work in teams (10)                                      |      |               |         |      |           |
| 5            | Accomplishment of assignments (10)                                 |      |               |         |      |           |
| 6            | Presence at designated areas (10)                                  |      |               |         |      |           |
| 7            | Communication skills (10)  |      |               |         |      |           |
| 8            | Mannerism (10)   |      |               |         |      |           |
| 9            | Student Understanding of Assignments/tasks given (15)              |      |               |         |      |           |
| 10           | Oral presentation (20)   |      |               |         |      |           |
| <b>Total</b> |  |      |               |         |      |           |

Overall assessment of the student's ability to cope and comply with the attachment:

Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Additional comments:

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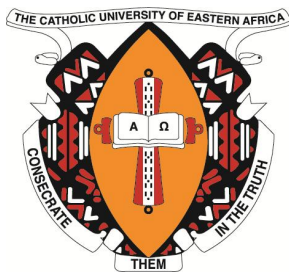
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Supervisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|          |    |  |      |                            |
|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|

|   |  |                                 |
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|  | <h2>Standard Operating Procedure</h2>      | <b>CUEA/ DVC<br/>ACD/FSC/02</b> |
| <b>Title</b>  | <b>PROCEDURE FOR INDUSTRIAL ATTACHMENT</b> | <b>Page 18 of 18</b>            |

**7.6 Appendix F: Industrial Attachment Supervision Checklist (CUEA/DVC ACD/FSC/02/L 01)**



# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

## FACULTY OF SCIENCE

### INDUSTRIAL ATTACHMENT SUPERVISION CHECKLIST

(For use by University supervisors)

P.O. Box 62157, 00200 Nairobi, KENYA  
 Mobile: (254) 719 468 821  
 Fax: (254) 20 88 91 084  
 Email: [deanscience@cuea.edu](mailto:deanscience@cuea.edu)  
 Website: [http// www.cuea.edu](http://www.cuea.edu)

Name of Supervisor: \_\_\_\_\_

| No. | Admission No. | Student Name | Place of attachment | E-mail address | Date of visit | Student's Signature |
|-----|---------------|--------------|---------------------|----------------|---------------|---------------------|
| 1   |               |              |                     |                |               |                     |
| 2   |               |              |                     |                |               |                     |
| 3   |               |              |                     |                |               |                     |
| 4   |               |              |                     |                |               |                     |
| 5   |               |              |                     |                |               |                     |
| 6   |               |              |                     |                |               |                     |
| 7   |               |              |                     |                |               |                     |
| 8   |               |              |                     |                |               |                     |

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CUEA/DVC ACD/FSC/02/L 01

|          |    |  |      |                            |
|----------|----|--|------|----------------------------|
| Revision | 01 |  | Date | 3 <sup>rd</sup> March 2016 |
|----------|----|--|------|----------------------------|