



INSTITUTE OF FINANCE MANAGEMENT

STUDENT LOG BOOK

FOR

FIELD PRACTICAL TRAINING

2015/2016

STUDENT LOG BOOK

The aim of the logbook is to ensure that a student is actively involved throughout the field work.

Name of the Student.....Reg. No.....

Programme of Study..... Year.....

Host Organization worked for.....

Organization Address.....

Telephone(s).....Email.....

Name of the Contact Person.....

Position.....Office Tel.....

Mobile..... Email.....

IFM field Supervisor (who visited you).....

Signature.....

Date of visiting.....

Observation and comments.....

Suggestions to students.....

This work has been checked by host supervisor:-

Host supervisors name.....Signature.....

Department.....Position.....

Office Tel.....Mobile.....

Date Reported for field work.....

Date Finished the Attachment.....

Total Number of days worked.....

Every day student will make a summarized entry of the work done and lessons learnt. These entries will be checked by host supervisor for accuracy and relevancy and confirmed by Institute field report writing supervisor. Entries not signed will not be accepted for assessment.

First week

Department.....Section.....

Date (From).....To.....

Brief Description of Tasks Undertaken:-

Day1

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Lessons Learned From the Tasks:-

Date (From).....To.....

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Day5

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Name of Head of department/Section.....

Signature.....

Date.....

Weekly Host Supervisors Comments

Name.....Signature.....

Date.....

Second week

Department.....Section.....

Date (From).....To.....

Brief Description of Tasks Undertaken:-

Day1

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Day2

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Day3

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Day4

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Day5

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Lessons Learned From the Tasks:-

Date (From).....To.....

Day1

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Day2

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Day3

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Day4

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Day5

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Name of Head of department/Section.....

Signature.....

Date.....

Weekly Host Supervisors Comments

Name.....Signature.....

Date.....

Third week

Department.....Section.....

Date (From).....To.....

Brief Description of Tasks Undertaken:-

Day1

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Day3

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Day4

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Day5

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Lessons Learned From the Tasks:-

Date (From).....To.....

Day1

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Day2

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Day3

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Day4

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Day5

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Name of Head of department/Section.....

Signature.....

Date.....

Weekly Host Supervisors Comments

Name.....Signature.....

Date.....

Fourth week

Department.....Section.....

Date (From).....To.....

Brief Description of Tasks Undertaken:-

Day1

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Day3

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Day4

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Day5

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Lessons Learned From the Tasks:-

Date (From).....To.....

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Day3

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Day4

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Day5

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Name of Head of department/Section.....

Signature.....

Date.....

Weekly Host Supervisors Comments

Name.....Signature.....

Date.....

Fifth week

Department.....Section.....

Date (From).....To.....

Brief Description of Tasks Undertaken:-

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Day3

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Day5

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Lessons Learned From the Tasks:-

Date (From).....To.....

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Day3

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Day5

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Name of Head of department/Section.....

Signature.....

Date.....

Weekly Host Supervisors Comments

Name.....Signature.....

Date.....

Sixth week

Department.....Section.....

Date (From).....To.....

Brief Description of Tasks Undertaken:-

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Day3

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Lessons Learned From the Tasks:-

Date (From).....To.....

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Day3

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Day5

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Name of Head of department/Section.....

Signature.....

Date.....

Weekly Host Supervisors Comments

Name.....Signature.....

Date.....

Seventh week

Department.....Section.....

Date (From).....To.....

Brief Description of Tasks Undertaken:-

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Day3

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Lessons Learned From the Tasks:-

Date (From).....To.....

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Day3

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Day5

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Name of Head of department/Section.....

Signature.....

Date.....

Weekly Host Supervisors Comments

Name.....Signature.....

Date.....

Eighth week

Department.....Section.....

Date (From).....To.....

Brief Description of Tasks Undertaken:-

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Lessons Learned From the Tasks:-

Date (From).....To.....

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Day2

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Day3

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Day4

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Day5

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Name of Head of department/Section.....

Signature.....

Date.....

Weekly Host Supervisors Comments

Name.....Signature.....

Date.....