Logbook Keeping
&
Report Writing

Introduction

- PT report is a key to assess and grade the knowledge students has acquired from the industrial training

- Every student shall submit one report for each PT period

- The reports are divided into two parts
  - Main Report
  - Logbooks

Logbooks

- Weekly reports

- A systematic daily record of activities, events and occurrences on timely basis

- Contains all daily activities, field works done during the PT session, summarised in a tabular form

Logbooks

How To Document PT Activities

- Fill the logbooks on daily basis
- Logbooks can be handwritten or typed & printed

Advise: Keep a notebook, write-in every activity or event learnt everyday, summarise the activities and fill in the logbook daily or weekly

Logbooks

Contents of a Technical Logbook

- Daily Activities

- Details of the main job of the week

- Diagrammatic/schematic presentations of the main job

Logbooks

Daily Activities

- *Fill the week number (1…8)*
- *The dates – Monday to Friday*
- *Record a summary of daily activities*

WEEK NO.........	FROM...........................TO........................ (date)	

DAY /DATE	ACTIVITY	
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Logbooks

Details of the main job of the week

- *Choose one Task*
- *Fill in step by step for performing the task*
- *Fill in the tools used*

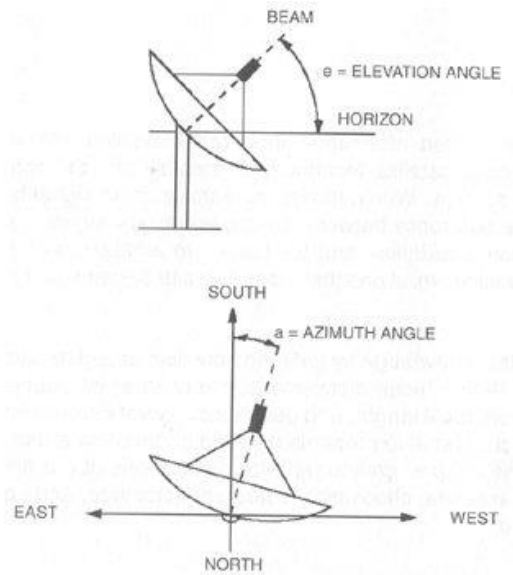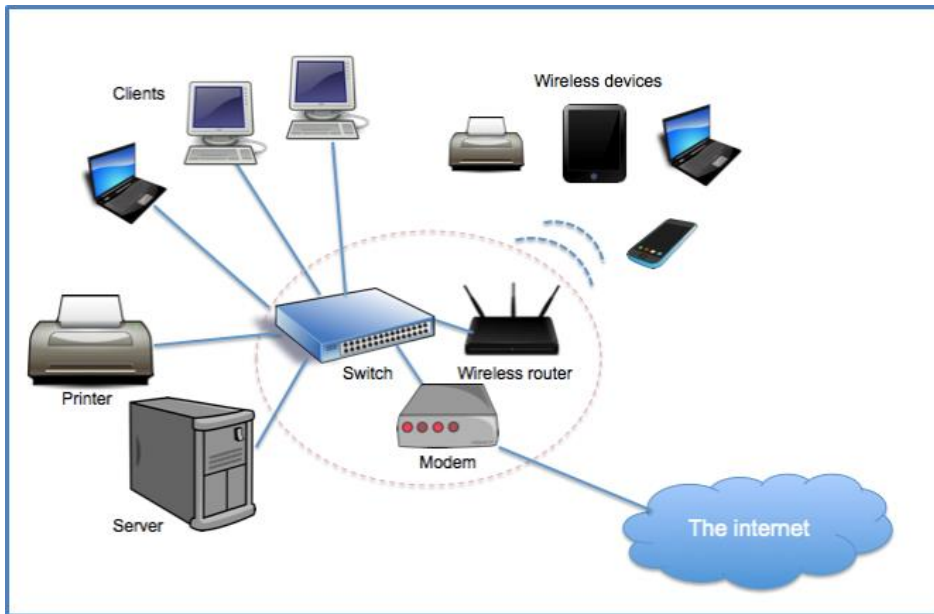| Details Of the Main Job of the Week	
Operation:	**Machinery/ Tools Used**

Logbooks

- Diagrammatic presentations

- *Appropriate diagram according to the chosen task*

- *Drawn by Student (you)*

- *Checked by Industrial Supervisor*

- *Signed and officially stamped*

Detailed Diagram of the Main Job					
Drawn by	Name:	Date:	Checked by	Name:	Date:

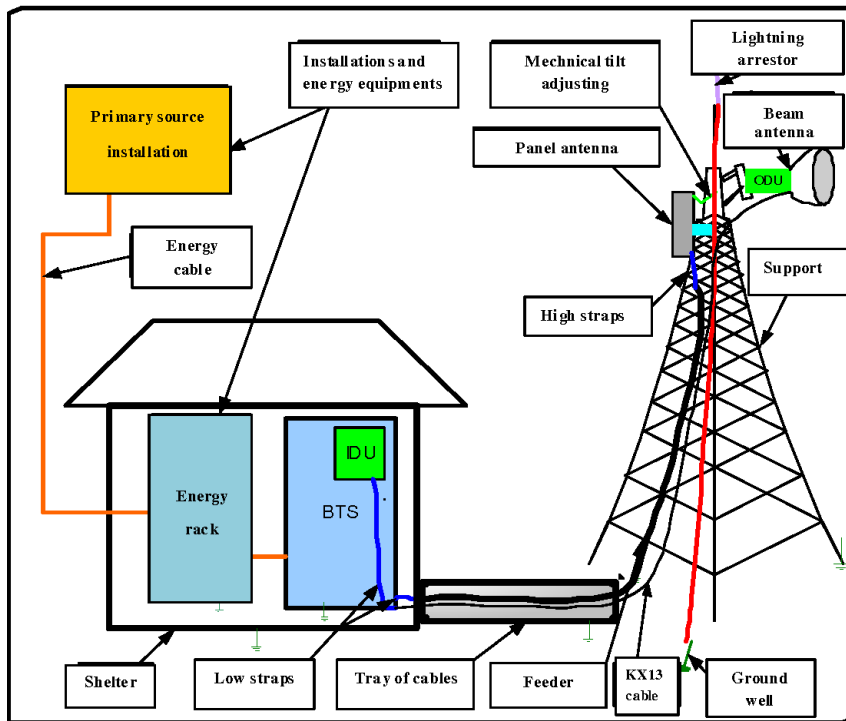# Sample Diagrammatic presentations

Figure 2. Architecture of an immobile radio site.

Logbooks

Assessment Criteria

- Content relevance [5]
- Drawing precision [5]
- Clear description of activities [5]
- Overall neatness [5]

TOTAL = 20%

The Main Report

For Students continuing with PT**

- Contains two parts
  - *The company profile, and*
  - *The main task*
- Comprised of not less than 10 pages and not more than 20 pages of A4 (standard report required pages)

The Main Report

For students doing their last PT

- The company/organisation profile should not be included

- The main task report should comprise of the standard report required pages, i.e. not less than 10 pages and not more than 20 pages of A4

Company/Organisation Profile

Things to be Considered

- Give an introduction of the organization
- Draw an organizational chart/structure
- Write about job descriptions of skilled workers – Technical/ICT based
- Write about safety regulations and general welfare of workers and trainees
- Write about the recruitment and training policies

Company/Organisation Profile

Assessment Criteria

- Introduction & Organization chart [5]

- Comments on the practice of safety regulations and general welfare [5]

- Job description based of skilled workers [5]

- Description of the recruitment and training policy [5]

TOTAL = 20%

The Main Task

- The main topic is selected by the student with the assistance of academic supervisor

- Select a relevant topic among the tasks learnt or done

- Your main reference should come from the company

The Main Task

Subtopics to be included in the main task

i. Define and justify a problem

ii. Provide a clear description of proposed solution to the problem

iii. Justify the chosen solution – Pros and Cons

iv. Include block diagrams, schematic diagrams, flow charts, photos of field work relevant to the topic

The Main Task

Subtopics….

v. Write and compare alternative solutions for the problem or for improvement

vi. Add description of challenges encountered during PT period

vii. Write a good conclusion and recommendations

viii. Include a list of references (at least 5)

The Main Task

Assessment Criteria

- Diagrammatic presentation   [5]
- Problem identification and assumptions made [5]
- Justification of the chosen solution (Pros vs cons) [5]
- Discussion and comparison of alternative solutions [5]
- Functional and technical requirements for implementation or installation [5]
- Conclusion and Recommendations [5]
- Relevant references [5]
- Formatting, neatness, clear diagrammatic representation [5]

TOTAL = 40%

Plagiarism Issues

- All reports should abide with the guidelines about plagiarism

- Plagiarism includes;
  - Copying someone else's work
  - Borrowing the phrases and clauses from the original source without citing the author
  - Copying or paraphrasing content from the Internet

Report Structure

- Paper size : A4, white paper

- Page Numbering: Pages should be numbered

- Text format: Main report must be typed (logbooks can be handwritten).
  Use 1.5 line spacing, font size of 12, Times New Roman font style.

- Titles and subtitles: should be numbered and styled in an orderly manner

Report Structure

- Cover page – should be uniform
- Inside Pages – Include; *Abstract, Acknowledgements , Table of Contents , List of Abbreviations , List of Tables & Figures*
- Part I: The Main Report
  - *the Company*
  - *Main Task (Title of your topic)*
- Part II: Logbooks

Report Submission

The report should be

- Officially signed and stamped
- Binded – bind the main report and the logbooks together
- Submitted **on FRIDAY** of the second week of the following academic year
- Submitted in hardcopy to the respective Departmental PT Coordinators. Softcopies should be uploaded in the PTMS