



BISHOP OKULLU COLLEGE OF THEOLOGY AND DEVELOPMENT

PRACTICUM ACTIVITY LOGBOOK

DURATION 12 WEEKS

STUDENT'S NAME: _____

STUDENTS NUMBER: _____

ACADEMIC YEAR: _____

ACTIVITY LOGBOOK

INTRODUCTION

The purpose of this course is to provide an experience that will prepare students to work effectively in professional ministry and/or service positions, and to bridge the learning gained in course work with the world of practice they will encounter after graduation. This is a supervised attachment that is undertaken after you have started your academic programme but before completion of your studies.

DAILY DESCRIPTION OF TASKS

It is expected that the student will keep daily records of tasks accomplished during the entire period of their attachment at a church, community service agency, or educational institution.

WEEKLY DESCRIPTION OF TASKS

A summarized entry of the work done and lessons learnt should be recorded. These entries will be checked by host/site supervisor for accuracy and relevancy and confirmed by the Bishop Okullu College supervisor. Entries not signed will not be accepted for assessment.

ATTACHMENT PROGRAMME

This programme is designed to assist the student bridge the gap between theory and practice. The procedure of applying for attachment should be adhered to as well as other attachment guidelines that have been provided by the department. Failure to observe this will lead to repeating the entire exercise. Also note that this is a pre-requisite for graduation. The assigned lecturers/academic supervisor will visit the student at the organization at least once throughout the training period. This is done to monitor the performance of student.

REPORT PRESENTATION

The student is expected to write an attachment report of about 5,000 words for Degree students, and 3,000 words for Diploma Students; which will be submitted to the assigned College supervisor for marking (out of 30 points) at most two weeks after the expiry of the attachment period. The report should be *as per the prescribed format in course description*.

Cover Sheet	Student's name and student number; name of the institution and dates of attachment.
Description of Institution	Background, history, staff, facilities, and organizational structure, leadership styles, etc.
Evaluation of Attachment	Practical value of knowledge and experience, academic value in relation to course work, appropriateness for future students, etc.
Suggestions for improving the attachment	Ideas you have for making your attachment position a more valuable experience.
Appendix	Examples of work you did while serving as an intern (2 or more pages, programs or pictures from work)

COURSE ASSESSMENT

The overall assessment (100%) will be based on the lecturer's visit (20%), host/site supervisor's evaluation (20%), this activity logbook (20%) and the final attachment report (40%) all of which should be submitted to the College supervisor at most two weeks after your attachment.

ATTACHMENT ASSESSMENT (Learning Outcomes, for written report see course outline)

On completion of your attachment, you should understand and be able to demonstrate:

- a) The structure and purpose (vision and mission) of the organization or institution
- b) The functions of the organization or institution
- c) The sector and community the organization or institution works in
- d) The responsibilities you had while on the internship/attachment
- e) The expectations they had of you while on the internship/attachment
- f) Your own personal and professional skills that were enhanced while serving there
- g) Your future specific goals for developing more personal and professional skills after this

Criteria for Site Supervisor's Evaluation of the Student:

Time Management (Punctuality and good use of time)	1	2	3	4	5
Professional Conduct (dress, attitude, ethics, professionalism)	1	2	3	4	5
Interpersonal Skills (cooperation, ability to work in a group)	1	2	3	4	5
Knowledge and Ability (able to learn from experience)	1	2	3	4	5
Quality of their output and effort shown at work	1	2	3	4	5
Competence (mastery of skills relevant to service/ministry)	1	2	3	4	5

Total out of 30 =
(Counts as 20% of grade)

Criteria for College Supervisor's Evaluation of the Student:

Student's commitment and perseverance at work	1	2	3	4	5
Student's degree of independent thinking at work	1	2	3	4	5
Student's degree of adaptability and flexibility	1	2	3	4	5
Student gained valuable insight from the placement	1	2	3	4	5
Student was given increasing levels of responsibility	1	2	3	4	5
The church/agency would consider hiring the student	1	2	3	4	5

Total out of 30=
(Counts as 20% of grade)

STUDENT INFORMATION

Student Name:

Student Number:

Year of Study..... **Semester**

Student Signature: **Date:**

CHURCH / ORGANIZATION'S DETAILS

Name of Church / Organization / Institution

Location & Address of the organization.....

SITE SUPERVISOR'S INFO **Title and Name**.....

Phone # **Email:**

Site Supervisor's Signature: **Date:**

COLLEGE SUPERVISOR'S INFO **Title and Name**.....

Phone # **Email:**

Supervisor's Signature..... **Date of visit:**

Checked by: PRINCIPAL

Name.....

Signature..... **Date / Stamp**

PROGRESS TRACK for WEEK 1

Date: Beginning.....

Ending.....

Day of the week:	BRIEF DESCRIPTION OF DAILY ACTIVITIES UNDERTAKEN:
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

Key personal and professional Lessons of this week:

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Personal Strengths and Weaknesses I observed this week:

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Weekly Host Supervisor Comments:

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Name of Host Supervisor.....

Signature..... **Date:**

PROGRESS TRACK for WEEK 2

Date: Beginning.....

Ending.....

Day of the week:	BRIEF DESCRIPTION OF DAILY ACTIVITIES UNDERTAKEN:
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

Key personal and professional Lessons of this week:

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Personal Strengths and Weaknesses I observed this week:

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Weekly Host Supervisor Comments:

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Name of Host Supervisor.....

Signature..... **Date:**

PROGRESS TRACK for WEEK 3

Date: Beginning.....

Ending.....

Day of the week:	BRIEF DESCRIPTION OF DAILY ACTIVITIES UNDERTAKEN:
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

Key personal and professional Lessons of this week:

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Personal Strengths and Weaknesses I observed this week:

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Weekly Host Supervisor Comments:

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Name of Host Supervisor.....

Signature..... **Date:**

PROGRESS TRACK for WEEK 4

Date: Beginning.....

Ending.....

Day of the week:	BRIEF DESCRIPTION OF DAILY ACTIVITIES UNDERTAKEN:
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

Key personal and professional Lessons of this week:

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Personal Strengths and Weaknesses I observed this week:

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Weekly Host Supervisor Comments:

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Name of Host Supervisor.....

Signature..... Date:

PROGRESS TRACK for WEEK 5

Date: Beginning.....

Ending.....

Day of the week:	BRIEF DESCRIPTION OF DAILY ACTIVITIES UNDERTAKEN:
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

Key personal and professional Lessons of this week:

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Personal Strengths and Weaknesses I observed this week:

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Weekly Host Supervisor Comments:

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Name of Host Supervisor.....

Signature..... **Date:**

PROGRESS TRACK for WEEK 6

Date: Beginning.....

Ending.....

Day of the week:	BRIEF DESCRIPTION OF DAILY ACTIVITIES UNDERTAKEN:
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

Key personal and professional Lessons of this week:

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Personal Strengths and Weaknesses I observed this week:

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Weekly Host Supervisor Comments:

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Name of Host Supervisor.....

Signature..... **Date:**

PROGRESS TRACK for WEEK 7

Date: Beginning.....

Ending.....

Day of the week:	BRIEF DESCRIPTION OF DAILY ACTIVITIES UNDERTAKEN:
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

Key personal and professional Lessons of this week:

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Personal Strengths and Weaknesses I observed this week:

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Weekly Host Supervisor Comments:

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Name of Host Supervisor.....

Signature..... **Date:**

PROGRESS TRACK for WEEK 8

Date: Beginning.....

Ending.....

Day of the week:	BRIEF DESCRIPTION OF DAILY ACTIVITIES UNDERTAKEN:
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

Key personal and professional Lessons of this week:

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Personal Strengths and Weaknesses I observed this week:

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Weekly Host Supervisor Comments:

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Name of Host Supervisor.....

Signature..... **Date:**

PROGRESS TRACK for WEEK 9

Date: Beginning.....

Ending.....

Day of the week:	BRIEF DESCRIPTION OF DAILY ACTIVITIES UNDERTAKEN:
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

Key personal and professional Lessons of this week:

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Personal Strengths and Weaknesses I observed this week:

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Weekly Host Supervisor Comments:

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Name of Host Supervisor.....

Signature..... **Date:**

PROGRESS TRACK for WEEK 10

Date: Beginning.....

Ending.....

Day of the week:	BRIEF DESCRIPTION OF DAILY ACTIVITIES UNDERTAKEN:
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

Key personal and professional Lessons of this week:

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Personal Strengths and Weaknesses I observed this week:

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Weekly Host Supervisor Comments:

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Name of Host Supervisor.....

Signature..... **Date:**

PROGRESS TRACK for WEEK 11

Date: Beginning.....

Ending.....

Day of the week:	BRIEF DESCRIPTION OF DAILY ACTIVITIES UNDERTAKEN:
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

Key personal and professional Lessons of this week:

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Personal Strengths and Weaknesses I observed this week:

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Weekly Host Supervisor Comments:

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Name of Host Supervisor.....

Signature..... **Date:**

PROGRESS TRACK for WEEK 12

Date: Beginning.....

Ending.....

Day of the week:	BRIEF DESCRIPTION OF DAILY ACTIVITIES UNDERTAKEN:
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

Key personal and professional Lessons of this week:

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Personal Strengths and Weaknesses I observed this week:

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Weekly Host Supervisor Comments:

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Name of Host Supervisor.....

Signature..... Date:

Appendices (Photographs, pictorials, charts, drawings, to add to verify this logbook)

Student's Signature..... Date