



University of Tabuk

Faculty of Engineering

Field Training Weekly Log Sheet

College Vision
 A distinguished and pioneering college locally and internationally in the field of engineering education, innovative research, and building a knowledge society

- Instructions**
1. This log sheet should be filled out at the end of each week by the trainee in English.
 2. Trainee should submit this log sheet to the supervisor/trainer at the end of each week for evaluation and signature. The supervisor/trainer should give the trainee suggestions to enhance their performance.
 3. After getting this log sheet **graded** and **sealed**, student should submit an electronic (scanned) copy before the deadline to the academic supervisor using **blackboard**. File name example: **ID_371005555_Report_Number_3**.
 4. Contact course instructor or send an email to engtraining@ut.edu.sa if you have technical problems.
 5. At the end of training, the original hard copies of the eight reports should be delivered to the Academic Supervisor.

Student

1. Student personal data

| Name | ID | Major | Mobile Number |
|------|----|-------|---------------|
| | | | |

2. Training and company information

| Course Code | Semester | Year | Company | Week Number |
|-------------|----------|------|---------|-------------|
| | | | | |

3. Briefly write about your activities this week

| Weekday | Date | Attended | Daily activity |
|-----------|------|----------|----------------|
| Sunday | | Yes No | |
| Monday | | Yes No | |
| Tuesday | | Yes No | |
| Wednesday | | Yes No | |
| Thursday | | Yes No | |

Company Supervisor

Assessment of student performance this week

| | | | | |
|---------------|---------------|----------|------------------|----------------------|
| Excellent (5) | Very Good (4) | Good (3) | Satisfactory (2) | Non Satisfactory (1) |
|---------------|---------------|----------|------------------|----------------------|

Comments and suggestions to enhance Trainee's performance

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| | | | |
|------|-----------|------|------|
| Name | Signature | Date | Seal |
| | | | |

Academic Supervisor

Comments and suggestions to enhance Trainee's performance

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| Name | Signature | Grade | Attendance (5) | Activities (5) | Total (10) |
|------|-----------|-------|----------------|----------------|------------|
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