



INTERN FORM 2

PARISH EXPERIENCE LOGBOOK

Student's Name

Reg. /ADM Number

Parish /Church Attached to.....

Pastor /Minister Elder in charge

Telephone.....

COMMITMENTS

A. STUDENT / INTERN

The students agree and commits on the following during the period of parish experience:

1. Attend to all duties assigned to her /him
2. Obey all rules and regulations of the parish without exception
3. Take Proper care of any property under his or care
4. In case of need to be absent, get permission from the supervisor.
5. Not divulge any confidential information to outsiders



6. Not engage in any form of business or other duties during working hours and period of internship
7. Maintain the logbook everyday by completing the information as required and submitting the same to the supervisor at the end of each day for endorsement
8. To submit the logbook to the supervisor or external assessors as requested
9. Avail him /her for assessment by authorized persons as advised by internship coordinator or supervisor
10. Cooperate with fellow workers in the parish/Church
11. Make a written report on parish experience as may be required at the end of the parish experience
12. Ensure the logbook is kept clean and returned to the college at the end of the parish experience for further evaluation and grading of the student.

B. SUPERVISOR:

By accepting to take student, the supervisor commits herself/himself on the following:

1. Induct and orient the student whole parish operations and activities
2. Place the students in diverse task that give maximum use of the trainee skills and abilities
3. Endorse the student's logbook on daily basis
4. Liaise with the internship coordinator on matters of personal of the student.
5. Make a confidential report on the student on the form to be provided by the assessor /internship coordinator from the college



WESLEYAN METHODIST TRAINING COLLEGE

P . O . BOX 8972 – 00200, NAIROBI.
 Mobile: +254 725 768 593, +254 722 405 543, +254 714 213 505
 Location at Shilce Plaza / Plot no: 4527 Second Floor Room 3
 Dagoretti / Riruta Street: Kabiria Road, Nairobi County, Dagoretti District, Riruta.
 Email: wesleyanmethodistcollege@gmail.com

PARISH EXPERIENCE RECORD SHEET

Week 1

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

.....

.....

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....



PARISH EXPERIENCE RECORD SHEET

Week 2

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

.....

.....

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....



PARISH EXPERIENCE RECORD SHEET

Week 3

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....



WESLEYAN METHODIST TRAINING COLLEGE

P . O . BOX 8972 – 00200, NAIROBI.
 Mobile: +254 725 768 593, +254 722 405 543, +254 714 213 505
 Location at Shilce Plaza / Plot no: 4527 Second Floor Room 3
 Dagoretti / Riruta Street: Kabiria Road, Nairobi County, Dagoretti District, Riruta.
 Email: wesleyanmethodistcollege@gmail.com

PARISH EXPERIENCE RECORD SHEET

Week 4

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

.....

.....

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....



WESLEYAN METHODIST TRAINING COLLEGE

P . O . BOX 8972 – 00200, NAIROBI.
 Mobile: +254 725 768 593, +254 722 405 543, +254 714 213 505
 Location at Shilce Plaza / Plot no: 4527 Second Floor Room 3
 Dagoretti / Riruta Street: Kabiria Road, Nairobi County, Dagoretti District, Riruta.
 Email: wesleyanmethodistcollege@gmail.com

PARISH EXPERIENCE RECORD SHEET

Week 5

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

.....

.....

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....



PARISH EXPERIENCE RECORD SHEET

Week 6

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

.....

.....

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....



PARISH EXPERIENCE RECORD SHEET

Week 7

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....



PARISH EXPERIENCE RECORD SHEET

Week 8

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

.....

.....

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....



PARISH EXPERIENCE RECORD SHEET

Week 9

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

.....

.....

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....



PARISH EXPERIENCE RECORD SHEET

Week 10

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

.....

.....

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....



PARISH EXPERIENCE RECORD SHEET

Week 11

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

.....

.....

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....



PARISH EXPERIENCE RECORD SHEET

Week 12

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....



PARISH EXPERIENCE RECORD SHEET

Week 13

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....



PARISH EXPERIENCE RECORD SHEET

Weeks 1-4

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

.....

.....

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....



PARISH EXPERIENCE RECORD SHEET

Week 15

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....



PARISH EXPERIENCE RECORD SHEET

Week 16

Date	Time: Morning/ Afternoon Session	Activity description	Supervisors endorsement/comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Assessor's comments

.....

.....

.....

.....

Assessor's Name.....signature.....Date.....

Student's Signature.....Date.....