

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

INTERN FORM 2

PARISH EXPERINCE 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





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- 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
- 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.
- Make a confidential report on the student on the form to be provided by the assessor /internship coordinator from the college



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