

## STUDENT LOG BOOK

EES 2017/18

NAME :

SCHOOL:

MENTOR and COMPANY:

PROJECT TITLE:

**PROJECT AIM:**

**Summarise your project brief. What are you being asked to solve? Describe your project aim in depth. How did you arrive at this?**

The student log book is an excellent way for you to demonstrate your personal development across the EES project; the practical tasks you have undertaken, the hours you have put in and the specific and particular goals you have set and achieved for yourself. It's also a place for you to reflect, analyse and evaluate your interpersonal skills. By recording and evaluating the tasks you have undertaken and the experiences and skills you have gained, this log book will track your progress and measure your personal contribution to the success of your team. This log book is also a place for your mentor, teacher and colleagues to structure their feedback and provide some external reflection on your personal development over the course of the EES project.

Personal abilities and skills you may develop during the EES project:

- Self -analysis
- Self-evaluation
- Task management
- Task development
- Prioritization
- Reasoning and testing
- Planning
- Setting personal targets and milestones
- Analysing progress
- Drawing conclusions
- Giving and receiving feedback
- Presentation skills – oral
- Presentation skills - written
- Setting goals for the future

Project milestones that can help demonstrate your own contribution:

- Identified personal skills and strengths
- Personal strengths and skills in relation to the project challenge

- Defined the roles and responsibilities within your project team
- Set personal targets
- Produced a personal task list and time line
- Further developed and extended personal tasks
- Worked well in a team demonstrating technical and practical knowledge
- Analysed progress against personal and team task lists
- Sought and received feedback from others on personal development and team input
- Fulfilled personal responsibilities in the creation and delivery of written team reports and verbal presentations.
- Considered and set future goals

Now complete the following task, giving as much detail as possible;

1. What are you most confident about as you begin this project? Why?
2. What are you most concerned about the project? Why?
3. What are your future goals?

As you work through your project, you should record evidence of what you have done. Here are some areas to assist you. Please note that these are not the only areas you can comment on and you should include as much details of your own journey as possible. You can use a variety of methods to do so e.g. word-processed document, hand written evidence, charts, diagrams, witness testimony etc.

Record of personal input into the project:

<p><b>LO1.1</b> Practical Abilities - Self Analysis</p> <p><b>LO1.1</b> Self- Awareness- Evaluate Self</p>	<p><b>About me</b></p> <p>What practical and personal strengths do I bring to the team?</p> <p>What areas do I find challenging?</p> <p>What are my individual weaknesses?</p> <p>What skills I would like to develop?</p>
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<p><b>LO 1.1</b> Self and Work - Self evaluation of interpersonal skills</p> <p><b>LO 1.1</b> Self in Community - Self-evaluation of interpersonal skills</p> <p><b>LO 1.2</b> Self in Community - Personal targets for interpersonal skills</p> <p><b>LO 1.4</b> Self – Awareness - Complex tasks</p> <p><b>LO2.2</b> Self in Community - Monitoring of own tasks</p> <p><b>LO2.3</b> Self in Community - Working co-operatively with others</p> <p><b>LO 3.1</b> Self in Community - Analysing own interpersonal skills</p> <p><b>LO 3.3</b> Self in Community - Areas for further development</p>	<p><b>Myself and my team</b></p> <p>What is my personal contribution to the team’s successful completion of the project?</p> <p>What role do I play in the team?</p> <p>How are tasks allocated across the team?</p> <p>How successfully do I interact with other team members?</p> <p>How do I communicate my ideas and opinions?</p> <p>Do I make my voice heard effectively?</p> <p>How do I monitor my success as a team player?</p> <p>Are there any skills and techniques I need to develop further?</p>
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<p><b>LO 1.1</b> Self and Work - Self-evaluation</p> <p><b>LO 1.2</b> Self and Work- Personal targets</p> <p><b>LO 1.2</b> Practical Abilities – Targets</p> <p><b>LO1.2</b> Self and Work - Personal targets</p> <p><b>LO 1.3</b> Self and Work – Plan</p> <p><b>LO 1.4</b> Self and Work - Complex tasks identified</p> <p><b>LO 2.1</b> Self and Work – Monitoring</p> <p><b>LO 2.1</b> Practical Abilities – Tasks</p> <p><b>LO 2.2</b> Self and Work - Completing tasks</p> <p><b>LO 2.2</b> Practical Abilities - Carrying out tasks</p> <p><b>LO 3.2</b> Practical Abilities - Further development of own practical tasks</p> <p><b>LO 3.3</b> Practical Abilities - Explanation of further tasks</p> <p><b>LO 3.2</b> Self and Work - Conclusions</p> <p><b>LO3.2</b> Self – Awareness - Conclusions about own tasks</p> <p><b>LO 3.3</b> Self and Work - Further development</p>	<p><b>Task Management</b></p> <p>What tasks am I undertaking?  What personal targets have I set?  Why did I choose to undertake these tasks?  How do I prioritise tasks?  How is my task list developing throughout the project life cycle?  How do I identify and successfully complete complex tasks? Please give examples.  How am I monitoring my progress?  Have I successfully completed each task?  If so, what contributed to my success? If not, what would I do differently next time?</p> <p><i>You may wish to include a separate task list, print-out of Trello/Aha! lists, Kanban notes, Gantt chart or FC Time matrix.</i></p>
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<p><b>LO 2.1</b> Self and Work – Monitoring</p> <p><b>LO 3.1</b> Self and Work - Analysing progress</p> <p><b>LO 3.2</b> Self – Awareness - Conclusions about own tasks</p> <p><b>LO 3.1</b> Practical Abilities – Progress</p> <p><b>LO 3.2</b> Self in Community - Progress made to personal targets</p> <p><b>LO 3.3</b> Self in Community - Areas for further development</p>	<p><b>My progress, on-going evaluation and final conclusions</b>  Use the table below to identify key milestones in your personal development throughout the project life. Also explain:</p> <p>How is individual progress monitored within the team?  How am I performing against my personal targets?  What areas require improvement and further development?</p>
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## Milestones

These are important and significant parts of your project. Please record your milestones here. Continue on another sheet if required.

Milestone	Date
Example: Project team roles assigned	5 <sup>th</sup> December 2017

## Feedback

Constructive feedback from peers and mentors can be a really effective way to accelerate learning, gain perspective on challenges and identify areas for further development. It can also be an important tool in furthering interpersonal skills and of course, a great way to evaluate success!

You may choose to ask for feedback on completion of project or may prefer to gather feedback at regular points throughout the programme.

Please include feedback in your report. This can come from; your mentor, team mates, employers etc.

## Goals for the future

You commented on these at the start of your project. Now your EES CAD is complete, reflect on how – and if – your future goals have developed. Consider the insight you've gained on industry, higher and further education and apprenticeships. What are your immediate, medium and long-term goals? Please include goals for the future in your report.

**My record of the company visit:**

Date of visit:	Name of company:
Where is the company?	How many people work for the company?
What does the company do?	
Describe the most interesting thing you saw:	
Describe the Health and Safety rules that you were asked to observe:	
List two questions you asked; what were the answers?	
1.	
2.	

**Final reflection**

Now that your project is over, write an evaluation.



**Signatures:**

Pupil: \_\_\_\_\_ Name (*Printed*): \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_ Name (*Printed*): \_\_\_\_\_ Date: \_\_\_\_\_

Mentor: \_\_\_\_\_ Name (*Printed*): \_\_\_\_\_ Date: \_\_\_\_\_

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EES is an industry-education link initiative, which aims to inspire young people to get involved with engineering, science and technology. EES is run by the education charity, the EDT [www.etrust.org.uk](http://www.etrust.org.uk)

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EDT (Engineering Development Trust) is a registered education charity in England and Wales (1002459) and in Scotland (SC039635).  
The EDT portfolio includes First Edition, Go4SET, Open Industry, Engineering Education Scheme (England & Scotland), Headstart and The Year in Industry.

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