



Business Log Book

To enable this electronic form, first save then reopen as a PDF file as it will not function properly within a browser window.
The current version of Adobe Acrobat Reader is required for full functionality.

- Computer version: <https://acrobat.adobe.com/au/en/acrobat/pdf-reader.html>
- Mobile app version to assist with form on devices: <https://acrobat.adobe.com/au/en/mobile/acrobat-reader.html>

- Log Book must be completed by student and signed by student and supervisor on conclusion of placement. It is an assessable item and submission is compulsory.
- Charles Sturt University will handle your personal information contained in this form pursuant to its obligations contained in the *Privacy and Personal Information Protection Act 1989* (NSW) and the university's Privacy Management Plan.

| Subject | Session | Campus | Mode |
|---------|---------|--------|------|
| | | | |

SECTION 1: Student Details

Family Name

First Name

Student ID

Email

SECTION 2: Organisation Details

Name of Organisation

Supervisor Name

SECTION 3: Log Book

Example of how to complete this form correctly

| DATE | TASKS | HOURS WORKED |
|----------|---------------------------------------------------------|--------------|
| 1-Jun-21 | Attended meeting to discuss new work packages required | 3 |
| 3-Jun-21 | Conducted research on upcoming project for presentation | 6 |

| DATE | TASKS | HOURS WORKED |
|------|-------|--------------|
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