

**THE OPEN UNIVERSITY OF TANZANIA  
FACULTY OF ARTS AND SOCIAL SCIENCES  
DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK**

**CONCERNING FIELD PRACTICE FOR SOCIOLOGY AND SOCIAL WORK  
STUDENTS**

**Dear students,**

Your assessment will be based on the following issues:

1. Your supervisors will travel and find you where you are and make an assessment of your professional qualities and competences. This part will carry 20 marks.
2. The second part is for you to produce a final report. The Head of Department of Sociology and Social Work has already given you some highlights on what you should do in your practical training in the letter wrote to you early this year. Your final report will be written and submitted to Head Office through your regional directors.
3. In addition to that your final report must consist of the following important areas/issues.
  - i) Acknowledgement
  - ii) Abstract
  - iii) Table of Content
  - iv) Abbreviations
  - v) Introduction
  - vi) Main body
    - Goals and objective of the organization.
    - Vision and Mission of the organization
    - Activities
    - What is it that you have learnt?
    - What had been your expectations there, and what did you find and delimitations
  - vii) Limitations and challenges
  - viii) Conclusion
  - ix) Recommendations
  - x) References
4. NOTE: a). Report must be written by the student himself or herself and not somebody else and failure to do that your report will not be accepted, the supervisor will not accept it if it is your original work.  
b). Your report should be between 8 to 12 pages (font size 12; font type – Times new roman and 1.5 space), failure to do that your supervisor will reduce your marks.

c). Your report must be typed and therefore reports which will not be typed will get zero marks.

5. A good report must have the following qualities;

- Attractive
- Straight forward, honest, no deception (no lies)
- Interesting illustrations, designs. (color if possible)
- Brief, short
- Simple English (or whatever language)
- Well spaced
- Title and sub titles
- Organized organized precise and clear

6. The Deadline for submission should be on 15<sup>th</sup> September, 2009. Please note the time and adhere to the deadline.

Machunde Mauma

For Head of Department, Sociology and Social Work.