

**THE OPEN UNIVERSITY OF TANZANIA**  
*Faculty of Arts and Social Sciences*  
**DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK**

P.O. Box 23409  
Dar Es Salaam  
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**10<sup>th</sup> January, 2019**

**FIELD PRACTICE I & II: UNDERGRADUATE (SOCIOLOGY AND  
SOCIAL WORK STUDENTS)**

***FIELD PRACTICE FOR SOCIOLOGY AND SOCIAL WORK –  
4<sup>TH</sup> MARCH TO 12<sup>TH</sup> APRIL 2019.***

**1. INTRODUCTION.**

As per your degree programmes, you are required to participate in field practice two times before you graduate. For each session, you will stay in the field for six weeks. Assessment is based on the report of the supervisor of the place where you will be attached, your own report and the assessment of the visiting lecturers (each field practice carries 50 points). Every student is required to obtain **Field Hall Ticket** (FHT) from the respective regional centers to be allowed to pursue field work practice and be assessed.

**2. REQUIREMENTS DURING FIELD WORK PRACTICE**

While in the field, you should apply the theories and techniques you have learnt from the classroom to the real life situation under the supervision of the qualified and experienced staff of the place you are attached to (*field supervisor*). Be observant in identifying issues of social concern, plan real-life problem solving situations together with your office mates and supervisor. Basing on this, you should write a report which you will submit for marking. Below are the steps to follow while identifying the glaring social issues of concern and related strategies:

- Identify your *field objectives*, what you aim to achieve at the end of the field practice exercise
- Identification of a *problem/issue of concern*
- Provide steps of *how to deal* with the issues of concern
- Show how you have *solved/dealt* with the problem/issue
- Show the results
- Make an *assessment* of the results
- *Recommend* the way forward
- Make an assessment whether the solution was successful and effective

### **3. FIELD ASSESSMENT REQUIREMENTS**

Your field report should be submitted latest by July 20<sup>th</sup>, 2019. Kindly adhere to time and write substantive reports. Your report will carry 95% of the marks while your local supervisor report will carry 5% of the marks. The Content of the report should include the following:

- i) An abstract- half a page
- ii) Acknowledgement, Table of content and Abbreviations
- iii) Main body - which includes;
  - Vision and Mission of the organization
  - The main functions of the organization
  - Goals and objective of the organization
  - The relationship of the organisation functions and social work as field of study
  - The social issues of concern you have experience as a social worker or a sociologist
  - How you addressed them
  - Were your expectations met? Explain.
- iv) Conclusion, Recommendations, References

#### **4. AUTHENTICITY OF REPORTS**

- a) You should NOT submit plagiarized reports. As this is an academic offence punishable under the examination irregularities of the OUT. Submit a report which you have written yourself.
- b) The report should be typed (font size 12; font type – Times New roman and 1.5 line space) and the length should be 12 to 15 pages maximum.
- c) MUST use the cover page attached in this announcement. Reports submitted without the cover page will be penalized.

#### **5. FEATURES OF A GOOD REPORT**

A good report must have the following qualities;

- Attractive in appearance including illustrations
- Content is clear, well organised and relevant
- Contains your actual input during field work
- With relevant recommendations

#### **6. THE REPORT SUBMISSION DEADLINE**

*The Deadline is July 20<sup>th</sup>, 2019 and the marking of the reports starts immediately after field completion to ensure that the grades are uploaded into your saris.*

Dr. Mariana Makuu



Head, Department of Sociology and Social Work



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**Name of the Organization:**.....

**Name of the Student:** .....

**Registration Number:** .....

**Degree Programme:** .....

**Name of the Course:**.....

**Field Practice I or II:** .....

**Regional Center:** .....

**Phone Number:**.....

**Email Address/es:**.....

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Date: 11/1/2019

**TO: SOCIOLOGY/ SOCIAL WORK STUDENTS**

**FROM: HEAD, SOCIOLOGY AND SOCIAL WORK**

**REF: FIELD PRACTICE ATTACHMENT INFORMATION, 2019.**

Students who will participate in Field Practice scheduled to start on **4<sup>th</sup> March to 12<sup>th</sup> April, 2019** are requested to submit with immediate effect, the name of the organization where they shall be attached. Kindly also submit the address and exact physical location of the place and your telephone numbers. **Please note! You must attain a field hall ticket (FHT) from your respective regional centre to be assessed in the field work, failure of which you are NOT ALLOWED to undertake Field practice.**

Once again I reiterate the importance of submitting the required information as listed below;

- (i) **Name of the organization/institution**
- (ii) **Address and Physical location**
- (iii) **Your telephone numbers**
- (iv) **Your registration number**

You are all requested to submit this information to this designated email address;  
[field.practice@out.ac.tz](mailto:field.practice@out.ac.tz).

**Remember that failure to bring the information to the Department, you cannot be assessed which will have an impact on your SARIS as you can NOT graduate without field practice marks.**

**Deadline:** For submission of field placement information is **10<sup>th</sup> Feb, 2019.**

Dr. Mariana Makuu  
Head of Department – Sociology and Social Work

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*Faculty of Arts and Social Sciences*  
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2/1/20172/1/2017  
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January, 08, 2019

TO:.....  
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## RE: INTRODUCTION LETTER

This is to introduce to you ..... who is a bonafide student of the Open University of Tanzania.

The Open University of Tanzania Offers *Bachelors of Sociology/Bachelor of Social Work/ Bachelor of Social Psychology* programmes and before these students graduate, they have to participate in field practice as part of their training. Field Practice at the Open University of Tanzania is part of the professional courses that prepares a student to be relevant social practitioners through integrating knowledge, skills, values and ethics with direct and indirect practice experience. It is the basic precept of social work education that these components contribute to development of the requisite competencies of professional practice.

The student carrying this letter seeks to be attached to your organization for the field practice. I'm therefore requesting your esteemed office to consider his/her request.

It is also requested that the head of the organization at the end of his/her stay, provide us with a report which will stand as part of the assessment. The field practice is expected to run from **4<sup>th</sup> March to 12<sup>th</sup> April, 2019**.

Kindly assist the student with the necessary assistance he/she might require.

Dr. Mariana Makuu  
Head of Department – Sociology & Social Work