

ANNOUNCEMENT FOR SECOND YEAR BLIM STUDENTS

Hello students,

Please read and adhere to the following guidelines regarding Field Practicum

1. REPORT WRITING

Based on the practical experience gained, you are supposed to write a field practical report which you will submit to the University for marking on both print and soft copies.

2. FIELD ASSESSMENT REQUIREMENTS

Your field report should be submitted latest by 30th September 2019. Kindly, adhere to time and write substantive reports. Your report will carry 60% of the marks while your supervisor's evaluation will carry the remaining 40%. The content of the report should include the following

3. THE CONTENT OF THE FIELD REPORT

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 organization functions and librarianship as a field of study
 - Your REAL involvement in the field-what you ACTUALLY do/learn during the field placement
 - What are the challenges? How did you address 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 between 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

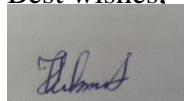
- Attractive in appearance including illustrations
- Content is clear, well organized and relevant
- Contains your actual inputs during field work
- Cases of actual work done/lessons learnt
- With relevant recommendations

6. THE SUBMISSION DEADLINE

The submission deadline is 30th September 2019. Marking your reports starts immediately after submission. Submit your report in a soft copy to julieth.msuya@out.ac.tz and the hard spirally bound copy to your DRC's office.

Note: Late reports will not be marked

Best wishes,



Julieth N. Msuya

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THE OPEN UNIVERSITY OF TANZANIA

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Sciences Department of
History, Philosophy &
Religious Studies*



Name of the Organization.....
Name of the student.....
Registration Number.....
Degree Programme.....
Name of the course.....
Regional center.....
E-mail Address/es.....