

# **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 10<sup>th</sup> September 2020. 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

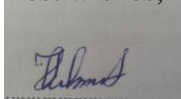
- Attractive in appearance including illustrations
- Content is clear, well organized and relevant
- Contains your actual inputs during field work
- Cases of actual work done/lessons learnt
- With relevant recommendations

## 6. THE SUBMISSION DEADLINE

The submission deadline is 10<sup>th</sup> September 2020. Marking your reports starts immediately after submission. Submit your report in a soft copy to [julieth.msuya@out.ac.tz](mailto:julieth.msuya@out.ac.tz) and the hard spirally bound copy to your DRC's office.

**Note:** Late submitted reports will not be marked

Best wishes,



Julieth N. Msuya

Coordinator, Bachelor of Library and Information Management

THE OPEN UNIVERSITY OF TANZANIA

*Faculty of Arts and Social  
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 Adress/es.....