

THE OPEN UNIVERSITY OF TANZANIA  
*Institute of Continuing Education (ICE)*  
*Department of Professional Studies and Continuing Education*



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15<sup>th</sup> March, 2021

TO: DLIS & CLIS STUDENTS

FROM: HEAD, DEPARTMENT OF PROFESSIONAL STUDIES AND CONTINUING EDUCATION

**REF: FIELD PRACTICE ATTACHMENT INFORMATION, 2021.**

Students who will participate in **Field Practice** scheduled to start on **14<sup>th</sup> June to 29<sup>th</sup> July, 2021** are requested to submit with immediate effect, the **name of the organization** where they shall be attached. Kindly also submit the physical address, your **telephone numbers**. Please note, if you have not completed your course work and Final Examination for **First Year (Diploma Year 1)** you are **NOT ALLOWED** to do Field practice. For Certificate of Library and Information Studies (**CLIS**) students, **ONLY** who completed Course Work will be involved in the exercise.

Collect the Field Introductory Letters **attached with this announcement** or from the nearest Director of Regional center or contact Course coordinator through 0717 995086

You are all requested to submit these information to this e-mail address; [ntimi.kasumo@out.ac.tz](mailto:ntimi.kasumo@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. In line with this, you are compassionately reminded to pay in full the fees for Field Practicum before **30<sup>th</sup> April 2020**.

Deadline for submission of field placement information is **30<sup>th</sup> April, 2021**.

Mr. Jalal Richard

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Head, Department of Professional studies and Continuing Education

# THE OPEN UNIVERSITY OF TANZANIA

## INSTITUTE OF CONTINUING EDUCATION

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DATE: .....

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### **SUBJECT: APPLICATION FOR FIELD PRACTICE PLACEMENT**

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The Open University of Tanzania through its Institute of Continuing Education offers the **ORDINARY DIPLOMA IN LIBRARY AND INFORMATION STUDIES (DLIS) & BASIC CERTIFICATE LIBRARY AND INFORMATION STUDIES (CLIS)**, in which Field Practice is part of training before the student can fulfill all the requirements for graduation. The aim is to prepare students to be effective practitioners through integrating knowledge, skills, values and ethics with direct and indirect practical experience. It is the basic precept of Library and Information education that these components contribute to development of the requisite competencies of professional practice.

I am introducing to you our student ..... With Registration No. ....who requests placement for field practice at your Institution for a period of six weeks from.....to.....I am therefore requesting your esteemed office to consider his/her application, and also to provide us with a report which will save as part of the assessment at the end of this placement.

Kindly provide our student with the necessary assistance that he/she might require.

Sincerely,

Dr. Harieth HELLAR-KIHAMPA  
Director,  
Institute of Continuing Education