

## **FIELD PRACTICAL GUIDE 2022 (BLIM STUDENTS)**

### **Preamble**

BLIM students are expected to participate in Field Practice scheduled to start on 20<sup>th</sup> JUNE to 29<sup>th</sup> JULY, **2022**. You are supposed to report to your station on the mentioned date.

Please note, if you have not completed your course work you are **NOT ALLOWED** to do Field practice. In line with this, you are kindly reminded to pay in full the fees for Field Practicum and those who will fail to pay the fees by the end of the exercise will not be able to see their results in their SARIS

Field Practical Assessment is based on the report of the supervisor of the place where the student is attached; his/her own report and the visiting lecturer assessment.

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.

Your field report should be submitted latest by 20th August2022. 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%.

### **(A) 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

#### (B) AUTHENTICITY OF REPORTS

- 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.
- 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.
- MUST use the cover page attached in this announcement. Reports submitted without the cover page will be penalized.

#### (C) 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

#### (D) THE SUBMISSION DEADLINE

The submission deadline is 20th August 2022

Marking your reports starts immediately after submission. Submit your report in a soft copy to [azizi.kagugu@out.ac.tz](mailto:azizi.kagugu@out.ac.tz) and the hard spirally bound copy to your DRC's office.

Note: Late reports will not be marked

Best wishes,

Azizi Kagugu

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.....