

FIELD PRACTICAL GUIDE FOR BLIM STUDENTS, 2023

Preamble

BLIM students are expected to participate in Field Practice scheduled on 19th JUNE to 29th July, 2023. You are supposed to report to your station on the mentioned date (19/06/2023). Please note that 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. Failure to that, you will not be assessed and consequently, you will not have any results uploaded on SARIS.

Field Practical Assessment is based on the report of the supervisor of the place where the student is attached and the visiting lecturer.

Based on the practical experience gained, you are supposed to write a field practical report which will be submitted to the University for marking. The report should be submitted in both print and soft copies formats.

Your field report should be submitted latest by 10th September 2023.

Kindly, adhere to time and write substantive reports. Your report will carry 60% of the marks while your supervisor's assessment will carry the remaining 40%.

(A) FIELD REPORT CONTENTS

The contents of the report should include the following:

- i) An abstract - half a page (250 words)
- ii) Acknowledgement, Table of contents 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 and 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 format (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

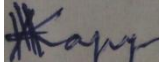
(D) THE SUBMISSION DEADLINE

The submission deadline is 10th September 2023

Marking your reports starts immediately after submission. Submit your report in a soft copy to azizi.kagugu@out.ac.tz and the hard spiral bound copy to your DRC's office.

Note: Late submitted reports will not be marked.

Best wishes,

A handwritten signature in dark ink, appearing to read 'Kagugu', with a stylized initial 'K'.

AZIZI KAGUGU

Coordinator-BLIM

Department of Media and Library Studies

THE OPEN UNIVERSITY OF TANZANIA

Faculty of Arts and Social Sciences

Department of Media and Library Studies



Name of the Organization.....

Name of the student.....

Registration Number.....

Degree Programme.....

Name of the course.....

Regional center.....

E-mail Address/es.....