

THE OPEN UNIVERSITY OF TANZANIA
INSTITUTE OF CONTINUING EDUCATION

Kawawa Road, Kinondoni
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22nd March .2024

TO: DLIS & CLIS STUDENTS
(ICL06232 & ICL04208)

FROM: HEAD, DEPARTMENT OF PROFESSIONAL STUDIES AND CONTINUING EDUCATION

REF: FIELD PRACTICE ATTACHMENT INFORMATION, 2024.

Students who will participate in **Field Practice** scheduled to start on **14th June to 29th July, 2024** are requested to submit with immediate effect, the **Name of the organization** where they shall be attached. Kindly also submit the physical address and your **Telephone numbers**. Please note that, 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. **These Practical Courses are Compulsory to CLIS & DLIS Students.**

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. 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 **30th April, 2024**.

Deadline for submission of field placement information is **30th April, 2024**.

/Dr. Rweyendera Ngonge

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Unit Coordinator, Department of Professional studies and Continuing Education

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DATE:.....

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SUBJECT: APPLICATION FOR FIELD PRACTICE PLACEMENT

The Open University of Tanzania through its Institute of Continuing Education offers the **ORDINARY DIPLOMA IN LIBRARY AND INFORMATION STUDIES (DLIS) & BASIC CERTIFICATE IN 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 studentWith 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,

A handwritten signature in blue ink, appearing to read 'Jacob L. Mwalongo', is written over a light blue rectangular background.

Dr. Jacob L. Mwalongo
Director, Institute of Continuing Education