

THE OPEN UNIVERSITY OF TANZANIA

INSTITUTE OF CONTINUING EDUCATION

Kawawa Road, Kinondoni
P. O. Box 23409,
Dares Salaam, Tanzania.
<http://www.out.ac.tz>



Tel: +255 22 2668992/2668445
Ext. 140
Fax: +255 22 2668759
E-mail: dice@out.ac.tz

09th April .2025

TO: DLIS & CLIS STUDENTS
(ICL06232 & ICL04208)

FROM: HEAD, DEPARTMENT OF PROFESSIONAL STUDIES AND CONTINUING EDUCATION

REF: FIELD PRACTICE ATTACHMENT INFORMATION, 2025.

Students who will participate in **Field Practice** scheduled to start on **15th June to 31st July, 2025** 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 this 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/ARMIS** 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 MAY, 2025**.

Deadline for submission of field placement information is **30th May ,2025**.

/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 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 serve 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. Jacob L. Mwalongo

Director, Institute of Continuing Education