

MAKERERE

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UNIVERSITY

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College of Business and Management Sciences (CoBAMS)

Field Attachment Students' Weekly Journal/Log Book

Students Name.....

Student's Registration Number.....

Student Unique Number.....

Course offered (e.g. B.A DEC).....

Student's Telephone Contact.....

Student's Email Address.....

Name of the Organisation.....

Organisation Address..... Telephone.....

Field Supervisor's Name.....Signature.....

University Supervisor's Name.....Signature.....

NB: SUBMIT YOUR REPORT AND ALL FORMS TO RESEARCH OFFICE

Deadline for submission of Reports is

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Initials of the issuing Officer

MAKERERE UNIVERSITY
COLLEGE OF BUSINESS AND MANAGEMENT SCIENCES (COBAMS)
SCHOOL OF BUSINESS, STATISTICS & ECONOMICS

FIELD ATTACHMENT GUIDELINES TO STUDENTS

1.1. Introduction

Field attachment is defined in the Makerere University approved Guidelines for Field Attachment as ‘the field based practical work carried out by staff and students for the purpose of teaching and/ or research in places outside the University control but where the University is responsible for the necessary safety of its staff, students and others exposed to their activities.’ It is therefore a requirement whereby all taught units make and have arrangements for the students to seek or be helped to get placed in different forms of work in the course of their study programmes to experience the real life of work. This is hoped to help students relate academic programmes they study to actual work setting, and thus appreciate their applicability.

Field attachment has the following objectives:

1. To enable students get hands-on experience real-life situation they are expected to work in when they graduate
2. To provide an opportunity to students to apply the principles and techniques theoretically learnt into real-life problem solving situations
3. To provide an opportunity for students and academic staff to interact with the stakeholders and potential employers to appreciate field situations that will also generate information for curricula review and improvement
4. To develop student understanding of work ethics, employment demands, responsibilities and opportunities
5. To enhance and strengthen linkages between Makerere University and various stakeholders

1.2. Expected Benefits

Field attachment is hoped to have multi-dimensional benefits looking at Students, Makerere University, and the University Partners/ Attachment organisations.

1.2.1. Students

- i. Will acquire new knowledge and practical experiences
- ii. Will improve their confidence in problem solving
- iii. Will have opportunity to relate with different categories of people likely to be met in the real-life situation
- iv. Will gain exposure to the demands and challenges of the workplace
- v. Will get opportunity to meet and work with potential employers
- vi. Will have improved appreciation of the profession and therefore better work

1.2.2. Makerere University

- i. Will get opportunity to appreciate client demands and the quality of graduates required to fulfil these demands
- ii. As a result of cooperation the potential for research will be enhanced and developed with the various partners
- iii. Will get opportunity to access training and resources that are not available at Makerere University

1.2.3. University Partners/ Attachment Organisations

- i. Will get opportunity to be involved in the training and review of programmes at Makerere University
- ii. Will be exposed to a pool of potential employees from which to select. This will ultimately reduce on the costs of recruitment and induction/ orientation of new employees
- iii. Will get additional Human Resources for effective and efficient service delivery

1.3. Expectations from Students (Roles and Responsibilities)

- i. Take field attachment as part and parcel of their training at Makerere University and have positive attitude towards learning by practice
- ii. Respect all field Supervisors and any other persons they interact with throughout their field attachment period regardless of their background, training and social and economic differentiation
- iii. Work willingly wherever they are posted/attached
- iv. Spend the field attachment funds in accordance with the budget line items. The student on field attachment shall be required to sign a commitment form before receiving the attachment funds
- v. Adhere to the field attachment code of conduct
- vi. Provide reports and other forms of feedback to the University and the host partners.

2.0. Field Attachment Report

Every student shall be required to produce a field attachment report at the end of the exercise, which report should be checked and signed by both the Field and University Supervisors. It should be well written in good English and systematically organised following the format below:

2.1. Preliminary Pages

- i. Cover page – should be neatly laid down and formatted taking the example below:

<p style="text-align: center;">MAKERERE UNIVERSITY</p> <p style="text-align: center;">COLLEGE OF BUSINESS AND MANAGEMENT SCIENCES (CoBAMS)</p> <p style="text-align: center;">(SCHOOL OF)</p> <p style="text-align: center;">A REPORT ON FIELD ATTACHMENT/ INTERNSHIP AT (Name of Place of Attachment)</p> <p style="text-align: center;">Field Attachment Period (e.g. –June –August2013)</p> <p style="text-align: center;">BY</p> <p style="text-align: center;">(NAME OF STUDENT) (REG NO OF STUDENT)</p> <p style="text-align: center;">Field Attachment Report submitted to the College of Business and Management Sciences in Partial fulfilment of the requirements for the degree of (state your Programme) of Makerere University Kampala</p> <p style="text-align: center;">(Name & Signature of Student)</p>

- ii. Declaration Page – the student should confirm the authenticity/ originality of the report and own it as his/hers, with indication that due acknowledgement was accordingly done in form of citations, quotations and references to other people’s ideas/work where used.
- iii. Acknowledgement page – the student should acknowledge those who contributed the successful completion of his/her field attachment/ internship
- iv. Executive summary – This provides the key issues of the students work and experiences, lessons learnt challenges, conclusions and recommendations. This should be brief and to point, but with the ability to highlight to the reader the picture of the main report.
- v. Table of contents – This should show the contents of the report by chapters, sections and sub-sections with the page numbers on which such content is found in the report
- vi. List of Figures – Every figure in the report should have its caption at its bottom, and such captions should be listed here with the page numbers on which the respective figures are found/ indicated. Such figures shall be numbered indicating their titles, and the numbering should follow the chapter numbers e.g. Figure 2.1 meaning figure 1 in Chapter 2.
- vii. List of Tables – All tables should be numbered and headed just like figures above, and listed on the tables’ page reflecting the respective page numbers.
- viii. List of acronyms/ Abbreviations – Abbreviations and acronyms used in the report should be listed and their full meaning reflected/ given.

2.2. The Main Report

This should be arranged in chapters/ Sections and presented coherently with maturity in the way and style of writing. The different chapters or sections should include:

2.2.1. Chapter One: Introduction

- 1.1. Introduction – Give a brief description of your field report indicating what it is about, place of attachment and period, and what the report presents/ covers in order to give direction to the reader
- 1.2. Background of the Field Attachment – Try to give meaning to Field attachment and its intention and thus your involvement
- 1.3. Objectives of the Field Attachment
- 1.4. Background of the Organisation of Field Attachment – Describe the company/organisation, the nature of the business, its vision, mission, goal and objectives. Also describe the operations of the organisation/ company
- 1.5. Organisational culture – describe the organisation’s values, beliefs and practices members cherish and which define and give identity to the organisation
- 1.6. Gender in the organisation – analyse the position of men and women in the organisation
- 1.7. The structure of the organisation
- 1.8. The main activities of the organisation

2.2.2. Chapter Two: Student's Experiences

- 2.1. Title or Position occupied in an organisation
- 2.2. Duties and responsibilities
- 2.3. Supervision levels and relationship with Supervisor
- 2.4. Work Team and its composition – (by positions and not individual names)
- 2.5. Working Relationship among team members/ other staff
- 2.6. Authority levels to the student

3.0. Chapter Three: Evaluation on Field Attachment

- 3.1. Level of Accomplishment of duties and responsibilities assigned
- 3.2. New knowledge and skills gained in each of the duties and responsibilities
- 3.3. Most interesting experiences
- 3.4. Relatedness of University's taught programmes to the Field of work
- 3.5. Challenges faced and how managed – (both work related & organisational factors & from an individual perspective)
- 3.6. Benefits derived from Field Attachment
- 3.7. Adequacy in University's preparing the student for Field Attachment
- 3.8. Preparedness of the Agency to receive and manage Students for Field Attachment

4.0. Chapter Four: Conclusions and Recommendations

1. Conclusions – emphasise your important points in the report including strengths and weaknesses
2. Recommendations – This part should include recommendations to strengthen the Field Attachment/ internship programme as part of the curriculum at Makerere University; as well as for improvement of service delivery at your place of attachment. Recommendations can also focus on advising other students for future Internship/ Field Attachment.

Reference

All cited sources of information/ material used in the field attachment report should be listed using academically acceptable style (either American Psychological Association (APA) or Harvard style of referencing).

APPENDICES

Any other additional material providing further information to the report should be appended and labelled accordingly. These could be tables, photographs, Charts, e

Student's Weekly Progress Report

Date Submitted...../...../.....

Week Ending...../...../..... Week Number.....

Tasks Completed:

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Tasks in progress:

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Next Week's tasks:

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Problems/challenges:

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Field Supervisor's Coments:

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Student Signature

Host Supervisor Signature

Date...../...../.....

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