

THE OPEN UNIVERSITY OF TANZANIA

FACULTY OF BUSINESS MANAGEMENT

INTERNAL MEMORANDUM

TO: FACULTY OF BUSINESS MANAGEMENT STUDENTS

FROM: DEAN FACULTY OF BUSINESS MANAGEMENT

DATE: 20/09/2021

SUBJECT: FBM 2022 FIELD PRACTICE ARRANGEMENT

FBM Students who are expecting to conduct field practicals in this academic year 2021/2022 are informed that the field practical attachment will begin on 18th, January 2022 and end on 29th April 2022. The students are required to submit the following information before 31st December 2021 to their DRCs or Mr Denis Kawishe, the FBM field practical coordinator through this email denis.kawishe@out.ac.tz:

- i. **Your Name, Registration Number, and Program**
- ii. **Name of the Organization/Institution**
- iii. **Address and physical location of the agency**
- iv. **Your e-mail and telephone number(s)**

Please note! You must register for a field practical course and pay at least half of the field practical fees by 24th December 2021. failure to comply with this instruction YOU NOT ALLOWED to undertake Field practical. The student should also make sure that their field practical payment receipts are recorded in their SARIS.

Also, note that from this year every student who will be doing field practicals should make sure that he/she is assessed by OUT staff at the field station. The assessment will carry 30% of your field practical assessment. Remember that failure to be assessed by OUT staff is an indication you have not attended field practical; thus your field report will not be marked.

Further requirements:

Please collect the following documents from your respective DRC before you go to the field

- i. Field placement introduction letter
- ii. Field Practical Log Book
- iii. Field report format
- iv. Form 1 & 2

Dr. Joseph Magali
Dean Faculty of Business Management

20th September 2021

Cc: DRCs