



**STRATHMORE INSTITUTE OF MATHEMATICAL SCIENCES
(SIMS)**

ATTACHMENT COORDINATION OFFICE

**WORK BASED LEARNING (WBL) & SERVICE BASED LEARNING (WBL)
GUIDELINES & FORMAT FOR PREPARING THE ATTACHMENT REPORT**

UPDATED FEBRUARY 2023

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INTRODUCTION

The purpose of the Attachment Report is to reflect the experience and knowledge gained during the attachment in a target-oriented way. The report should do so with a focus on the application of the knowledge and skills already acquired during the university program, and of interdisciplinary key qualifications. The keywords given below can be used as a guideline for the appropriate structure and content of an Attachment Report.

The report has 5 chapters and the references page(s). Do not attach your Host or Faculty Evaluation Forms to the report. The Evaluation Forms will be handed in separately.

COMPULSORY REQUIREMENTS

1. The Service Based Learning (SBL) must last a **minimum of 225 hours** whilst the Work Based Learning (WBL) must last a **minimum of 320 hours on full time basis at one organization.**
2. The Work Based Learning (WBL) must be of significant educational value.
3. Formal supervision by the host must be provided so that your performance can be assessed.
4. At the conclusion of the attachment **the Host Supervisor as well as the Faculty Supervisor must complete the Assessment Form provided in the Attachment System** and meet with you to discuss your performance. You will not fulfill your attachment requirement for graduation if your Evaluation Form is not on file with Faculty Attachment Coordinator.
5. No days or hours can be counted toward WBL or the SBL until the Details Form has been appropriately filled in the Attachment System and Approved.
6. Ensure that you complete your attachment before the university reopens for the following semester.

RULES FOR WRITING THE ATTACHMENT REPORT

1. Format:
 - a. Times New Roman or Standard Arial, Font Size 12, 1.5 line spacing throughout and print on only one side of the paper
 - b. Margin — Office 2003 Default
 - i. Top and Bottom 1.00 Inch
 - ii. Left and Right 1.25 Inch
 - c. **Format your text as justified** throughout your attachment report.
2. Recommended size of the Attachment Report: **not less than 15 pages without appendices.**
3. Hand in a **Spiral Bound** Hard Copy and **a Soft Copy**.
4. For activities; please provide a week-to-week diary in the Appendix.
5. Report must be **fully typed** except for signatures.
6. Do not write theoretical excerpts from textbooks or the internet. Describe what you did and what experiences you gained throughout your training.
7. Ensure that your Host Supervisor as well as your Faculty Supervisor have assessed you in the Attachment System.
8. You may include graphs, pictures, data, drawings, or design calculations in your report; however, they should not cover more than 1/3 of the page. Larger graphs, pictures, data, drawings, or design calculations should be given in the Appendix.
9. Ensure that you have used the proper tenses and that your language is flawless.

THE COVER PAGE

The Cover Page should display:

- University Name
- Student Full Name and Student Number (as it appears on the School Register)
- Degree Course
- Attachment Organization Name (and Logo if possible)
- Attachment Start and Finish Dates

(See a sample cover page at the end of this document)

TABLE OF CONTENTS

Contents of the report with chapters and page numbers, list of tables, and list of figures.

CHAPTER 1: INTRODUCTION

I. EXECUTIVE SUMMARY

A summary of one page or less of the organization as well as a short account of the major activities carried out during the attachment period. Conditions surrounding your organization choice should also be framed and include:

- Selection of the establishment
- Application procedure – how did you acquire the attachment?
- Frame conditions agreed upon (e.g., contract, pay (as in the case of WBL), working time, etc.)
- The definition of the job or role

II. INTRODUCTION OF THE ATTACHMENT

Students should be able to give a summary on the following listed items:

- Objective of the attachment.
- Brief description of department(s) you were placed in – functions and activities.
- Benefits to the student of undertaking the internship with regards to professional experience and/or education on values and virtues.
- Special regulations/measures concerning students on attachment at the organization.
- Learning methodology adopted by the student – i.e., how did the student learn their work and what was required of them during their internship?
- Limitations/the general overview of the limitations encountered during the internship.

CHAPTER 2: COMPANY INFORMATION

This section should introduce the attachment center and give a description of the work environment at the attachment institution with regard to:

- Full title of the organization, location, mailing addresses, and relevant web links.
- The type of ownership of the organization.
- The sector that the organization operates in. Specify the products and services produced and offered to its customers.
- Who are regarded as the customers/beneficiaries of your attachment organization (consider the end users, retailers, other manufacturers, employees, etc.)?
- Organizational structure (size, departments, number of employees).
- Provide a dependable organizational chart of the company.

I. TYPICAL WEEKLY TIMETABLE (IN THE REPORT) AND COMPREHENSIVE WEEKLY TIMETABLE (IN THE APPENDIX)

(Outline the 'Typical Weekly Timetable' at this point in the report. In the Appendix of the report, outline the 'Comprehensive Weekly Timetable' for the 6 weeks (SBL) or 8 weeks (WBL) of the attachment).

In the Appendix include a Comprehensive Weekly Timetable where each row in the table corresponds to a day in attachment period, record the date, and activities on that date. The Comprehensive Weekly Timetable should explain the work accomplished each day of the week during the attachment period and should contain:

- The department(s) of the organization that you worked in during the week.
- Name and signature of the supervisor for each week.
- The official stamp of the organization.

Typical Weekly Timetable

DEPARTMENT/SECTION _____

DAY	OBJECTIVES	TASKS COMPLETED	LESSONS LEARNT	TOTAL HOURS
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

STAMP & SIGNATURE:

II. DESCRIPTION OF WORK STATION

You should present the activities performed during the attachment period.

- Description of the department (staff, tasks, structural integration within the company, hierarchy levels)
- Report on the familiarization phase (introduction and mentoring, contact with other employees, etc.)
- Description of the workstation/working area
- Task description (handling, cooperation, work results and their presentation and implementation of work results)
- Description of a typical work day.
- Mentoring situation – which individuals were involved in mentoring you throughout your attachment?

CHAPTER 3: PERSONAL ACCOUNT/EVALUATION OF THE ATTACHMENT PERIOD

This is one of the most important sections within the report, which should entail giving a detailed account of the student's personal experience during the internship. From this section,

the student is able to communicate on the relevance of the internship experience to the objectives of the internship.

Main content that should be captured is:

- Social conditions (atmosphere, work climate, mentoring situation).
- Evaluation of the assigned tasks and the individual work performance.
- Implications for future study and career planning.
- Comparison of goals and expectations with actual experience.
- Projected outcomes (e.g., project work, degree thesis, chances to start a career).

CHAPTER 4: STRATHMORE UNIVERSITY AND THE WORK BASED LEARNING/SERVICE BASED LEARNING

The main agenda of this section is to provide vital information with regards to the relevance of the Strathmore academic curriculum relative to the industry. As such, it gives room for institutional valuation based on achievement of the objective of the internship.

Relevant consideration points to be captured are:

1. How do you think the activities that you carried out during your attachment are correlated with knowledge, skills and values you acquired in the classroom? *What skills, knowledge and values that you have acquired in the classroom have you applied?*
2. What skills and qualifications you think that you have gained from the attachment?
3. Did you encounter some emerging trends in industry (related to the field of the attachment organization)? *What skills, knowledge and values acquired in the classroom came in handy or helped you navigate these emerging trends? What skills, knowledge and values need to be included in the curriculum so that students can be prepared to deal with and analyze these emerging trends?*
4. For Service Based Learning: What emerging issues are facing the community and how can the Strathmore community of students get involved?

CHAPTER 5: CONCLUSION

The final chapter captures any suggestions from the student to Strathmore University or recommendations to other successive students with plans to intern at the attachment organization. As such the chapter captures:

1. A key summary of experiences and general comments derived from the attachment experience.
2. General observations about the sector in which your attachment organization operates.
3. Success or failures of attachment exercise in relation to objectives set out by the student and the organization.
4. Recommendations to the attachment organization and to Strathmore University.

REFERENCES

You may need to support your work with available literature, for instance the company website, pamphlets, publications, etc. Use the APA Format of referencing.

APPENDICES

- Comprehensive Weekly Timetable
- Charts, graphs, pictures, computer codes, company statements, company forms, etc.
- Appendices should be labelled; Appendix 1, 2, 3 etc.

APPENDICES

APPENDIX 1: COMPREHENSIVE WEEKLY TIMETABLE

WEEK _____

DEPARTMENT/SECTION _____

DATE	OBJECTIVES	TASKS COMPLETED	LESSONS LEARNT	TOTAL HOURS

STAMP & SIGNATURE:



Work Based Learning Report

Bond, James Bond
007007

Bachelor of Business Science in Financial Economics
Strathmore University

Faculty Supervisor: Dr. Jane Doe

The National Treasury of Kenya



15th February – 15th April 2022