

Appendix A: Arrival Note:

Mzumbe University

- a) Field practical.....(Academic year)
- b) Department of.....
- c) Name of student.....

- d) I declare that I have started working with

.....(company/organization)

Address: P.O. Box.....

Fax No:.....

Tel No:.....

E-mail:.....

- e) Date of starting practical field study:.....
- f) Title of field project:.....
- g) My supervisor's name:.....
- h) My contact address:.....

Signature:.....Date:.....

- i) Supervisor's name, signature and official rubber stamp

Name:.....

Position:.....

Signature:.....Date:.....

[Official stamp]

To be sent to:

Field Attachment Coordinator,

Faculty/collage/Institute/Directorate of:.....

Mzumbe University

P.O Box:.....

MZUMBE.

Appendix B: Log Book

Date	Name		Hours
Weekly report No	week from:	to:	
Day	Brief description performed		
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
	Total Hours per week		
	Name of local Supervisor	Position	
	
	Signature of local supervisor	Date	
 [Official stamp]	

Appendix C: Weekly Summary Form:

[illegible]

Name of Local Supervisor.....

Position.....

Signature..... Date:.....

[Official stamp]