

## **TITLE PAGE**

On top should bear the title of the attachment report. The title should be short, precise, concise and clear (Not more than 15 words). It should also relate to the subject matter of the attachment and be capturing the reader's attention at a glance. Specifically, the title page should contain the following information: i. Course of study ii. Name and registration number of the student on attachment iii. Host institution for the attachment iv. Period for the attachment v. Date for the report submission

## **ACKNOWLEDGEMENT**

Have a word of thanks to all those who have assisted you while on attachment especially, the supervisor and the management of the host institution.

## **EXECUTIVE SUMMARY**

The purpose of the executive summary is to give an interested reader a compact summary of the report or content. It should be a summary, synopsis or gist of the whole work presented and should be one paragraph, double spaced with no quotations or references and at most 400 words.

## **TABLE OF CONTENTS**

This page serves as the structure pattern of the report and should come immediately after the executive summary. All major sections (chapter level headings) including references and appendices must be included. The headings as listed in the table must be worded exactly as they appear in the body of the report. The wording and presentation (i.e. capitalization, special fonts and characters) use for all entries in the table of contents must match exactly the one used in the text.

## **CHAPTER ONE: INTRODUCTION**

- 1.1. History of the organization
- 1.2 The organizational
  - 1.2.1 Main functions or core activities of the host organization
- 1.3. Vision, mission statement and core values of the institution.
- 1.4. Organizational structure of the host institution -
- 1.5. Duties and responsibilities of the key personnel in the organization.
- 1.6 The ICT Department- describe in detail the section that deals with ICT in the organization (sections, key personnel and infrastructure – networks, servers, databases, telecommunication, software, information security and website if exists). Great detail and specificity is emphasized here.

## **CHAPTER TWO: HOST ATTACHMENT DEPARTMENT**

This is the specific department within the host institution in which the student is attached.

- 2.1. Key functions/ activities of the department
- 2.2. Sections of the department
- 2.3. Staff establishment of the department in terms of the number of employees and their duties and responsibilities.
- 2.4. Equipment used in the department (Both hardware and software)
- 2.5 Student's main objectives for the attachment exercise.
- 2.6. Attache's assigned routine duties and department's participation forums.

## **CHAPTER THREE: EVALUATION OF THE ATTACHMENT PERIOD**

- 3.1. Tools and technologies used/encountered-do a brief explanation of each and its application by the student in the context of the attachment. Indicate any challenges.

- 3.2 Knowledge/Expertise gained – describe what you have learnt or expertise gained in the course of the attachment.
- 3.3 Success/ failure of the attachment exercise vis- a – vis student’s main objectives (in 2.5 above).
- 3.4. Challenges encountered by the student during the attachment period.
- 3.5. How the challenges were overcome /solved.
- 3.6. Recommendations as to how the attachment exercise can be improved by the University and the host organization.

### **BIBLIOGRAPHY/ REFERENCES**

Includes the consulted sources that need to be acknowledged.

### **APPENDICES**

Here you can include supplementary material that could not be placed in the main body of the report e.g. charts and other graphics

NOTE: The report should have a minimum of 30 pages and a maximum of 60