

INDURSTRIAL/FIELD ATTACHMENT REPORT GUIDELINES

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 industrial attachment report.

The report has 5 chapters and the references page(s).

Do not attach your assessment form or your student evaluation form into the report. This will be handed in as separate items.

1. Preliminary Section

1.1. Cover Page

The Cover Page should display:

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

1.2. Table of Contents

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

1.3 Declaration

1.4 Acknowledgement

1.5 Executive Summary

A one page summary of the organization and 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, working time)
- Job / task definition

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2. Introduction of the organization

- Field of interest of the organization.
- Structure (size, departments, number of employees)
- Special regulations / measures concerning attachees

This section should answer the following questions:

1. What is the full title of the organization? Give a brief history of the company, full mailing address and relevant web links.
2. What is the type of ownership of the organization?
3. What is the sector that the organization operates in? Specify the products and services produced and offered to its customers.
4. Who are regarded as the customers/beneficiaries of your Attachment organization (consider the end users, retailers, other manufacturers, employees, etc.)?
5. Provide a dependable organizational chart of the company.

3. Description of Industrial Attachment

3.1 Weekly timetable

A weekly timetable where each row in the table corresponds to a day in attachment period. Should record the date, activity on that date. Weekly Schedule 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.

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Sample Weekly Timetable

WEEK _____

DEPARTMENT/SECTION _____

| WEEK(DATES) | OBJECTIVES | TASKS ACHIEVED | LESSONS LEARNT | TOTAL HOURS |
|---|---|----------------------------|----------------------------------|------------------------|
| e.g. WEEK 1(22/6/2015-26/6/2015) | Objective 1 Objective 2 Objective 3 | Task 1 Task 2 Task 3 | Lesson 1 Lesson 2 Lesson 3 | 8 hours |
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3.2 Description of work station

You should present the activities performed during the Attachment period.

- At least three strong scenarios/ projects which you undertook (objectives, of each project undertaken, achievements, lessons learnt, limitations/constraints, & proposed solutions.
- 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 workday
- Mentoring scenario.

4. Impact of the attachment

This is the main body of your report. It should express the following:

- Social conditions (atmosphere, work climate, mentoring situation)
- Evaluation of the assigned tasks and the individual work performance
- Implications for future study and career planning

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- Comparison of goals and expectations with actual experience
- Projected outcomes (e.g. project work, degree thesis, chances to start a career)
- Linkage of university courses & work at industry

In this section you should answer the following questions:

1. What skills and qualifications you think that you have gained from the Attachment?
2. What kind of responsibilities you have undertaken during the Attachment period?
3. How do you think the attachment will influence your future career plans?
4. How do you think the attachment activities that you carried out are correlated with your classroom knowledge? (Linkage of university courses & work at industry).

5. Conclusions

- This section should include:
 1. A key summary derived from the attachment experience (subjective assessment of the industry findings, difficulties, conclusion & recommendations to the industry).
 2. General observations about the sector in which your attachment organization operates (linking the sector with the country's growth in general & future projections of the company: research well with references quoted).

Appendices

- Charts, maps, graphs, pictures, computer codes, company statements, company forms, technical data e.g. questionnaires, attachment offer letter, tables etc.
- Appendices should be labelled; Appendix 1, 2, 3 etc.

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 ((last name of the author and year of publication)

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COMPULSORY REQUIREMENTS

- The attachment must last a **total minimum of ten (10) weeks on full time basis for Industrial Attachment at one organization verified & approved by the department.**
- The Industrial Attachment must be of significant educational value.
- Formal supervision by host must be provided so that your performance can be assessed.
- At the conclusion of the attachment, the host supervisor must complete the **CONFIDENTIAL REPORT** provided by the department supervisor and meet with you to discuss your performance. You will not fulfill your attachment requirement for graduation if your **CONFIDENTIAL REPORT** is not in the file with department attachment file.
- No days or hours can be counted toward the industrial attachment until the weekly report has been approved by your industry supervisor.
- Ensure that you complete your attachment before the university reopens for the following semester. **No student OUGHT TO miss class as a result of attachment.**

Rules for writing the attachment report:

1. Format : ss
 - 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 2007 Default
 - i. Top and Bottom 1.00 Inch
 - ii. Left and Right 1.25 Inch
2. Recommended size of the attachment Report: **not less than 20 pages EXCLUDING THE appendices & preliminary pages.** The quality of the report is shown if you are able to write down circumstances in a short and clear style.
3. Hand in **binded (tape and NOT spiral)** copy and retain a soft copy.
4. If daily activities are routine; please provide a week-to-week diary.
5. Report must be **fully typed** except the 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. Do not attach your host supervisor's evaluation form. Hand it in separately in a sealed envelope.

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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 as an Appendix.
9. Ensure that you have used the proper tenses and that your language is flawless.