



MOI UNIVERSITY
SCHOOL OF INFORMATION SCIENCES

BSC. IN INFORMATICS
INS 330: PRACTICAL ATTACHMENT

INSTRUCTIONS FOR WRITING THE REPORT

After the training has been completed, each student is required to write a report, which must be submitted to the Head of Department's Office or Practical Attachment co-coordinator in School of Information sciences at the end of the Practical Attachment.

In addition the student must submit an abstract of the report, which will be presented to the host institution. This abstract (around 500 words) should contain the major findings and recommendations.

1. **Length**
Between 3,000 and 5,000 words.
2. **Presentation**
The report must be typed. Legibility, layout, organization and general presentation will be marked.
3. **Content**
Marks will be awarded for description and analysis/critical evaluation.
4. **Structure**
A possible report structure is given below. This is for guidance only. Each practical training attachment is different and therefore each report will be different in content/emphasis. The headings given do not prelude your adding others which seem to be relevant.
 - 4.1 **Introduction**
Full name and address of host institution
Type of organization
Part of organization to which you were attached
Name and position of host supervisor
Dates of training
Name of School Supervisor and dates of visits
 - 4.2 **Host Institution**
Brief History
Current organization set up, including arrangements for information transfer within the organization.

Aims and Objectives
Staffing, including organizational charts
Financial arrangements
Work activities
Success/problems in fulfilling aims and objectives

4.3 Work Programme

Outline of work programme

Account of types of work

Special projects undertaken

Purpose of work undertaken

Problems met in completing work assigned

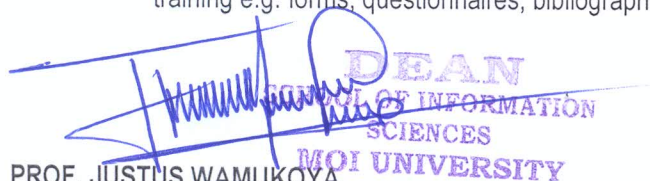
Evaluation of work completed

4.4 Conclusion

Evaluation of Practical training Attachment within context of B.Sc. in Information Sciences (Theory versus Practical). Did practical attachment meet its objectives? What did you gain?

4.5 Appendices

Any relevant documents, including work programme and anything produced during the practical training e.g. forms, questionnaires, bibliographies, indexes, etc.



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