



# **JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**

*NAKURU CBD CAMPUS*

## ***CAMPUS ATTACHMENT REPORT FORMAT***

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### **DIPLOMA/ DEGREE/ MASTERS ATTACHMENT REPORT FORMAT**

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The final attachment report will consist of the following key sections:

#### **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.** 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.

## **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.** Staff establishment of the department in terms of the number of employees and their duties and responsibilities.
- 2.3.** Student's main objectives for the attachment exercise.
- 2.4.** Attaché's assigned routine duties and department's participation forums.

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

- 3.1.** Success/ failure of the attachment exercise vis- a – vis student's main objectives.
- 3.2.** Challenges encountered by the student during the attachment period.
- 3.3.** How the challenges were overcome /solved.
- 3.4.** Recommendations as to how the attachment exercise can be improved by the University / campus.

## **BIBLIOGRAPHY/ REFERENCES**

Includes the consulted sources that need to be acknowledged.

**Appendix (if any).**

