

MINISTRY OF COMMUNITY DEVELOPMENT, GENDER, WOMEN AND SPECIAL GROUPS



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FIELD REPORT WRITTING GUIDELINE FOR NTA LEVEL 4 & 5 2021/2022

SECTION ONE

1.0 INTRODUCTION

The purpose of the module is to enable learners to apply community development knowledge and skills to promote community engagement and empowerment.

1.1 Preamble:

A field practical report is a document that provides a logical presentation of a field practical idea, illustrates the significance of the idea, and shows the idea's relationship to the real environment.

The student therefore, needs to read enough about the identified main activities, objectives targets and areas on which he/she will perform during the field practical training.

To maintain a high standard of a student's work that is acceptable for Technician certificate holders, CDTI's have developed guidelines to assist students in preparing their field reports.

Rationale of the Guideline:

The Basic technician and Technician certificate Course in Community Development are the programmes which have resulted from employer demands and conditions in the field. During the one-year programme of study, students are supposed to undergo field training for a period of 8 weeks after the end of 1st semester, where are expected to undertake research work. It is our expectations that before they are exposed to the field must have had done theoretical part in a class. The guide provides a student with a picture on the whole process of field practical training.

The objective of the field report guide is to provide students and supervisors with consistent contents of field practical training report with all necessary information to be

included in the field report

SECTION TWO

TYPING STYLE

FONTS, MARGINS, SPACING, PARAGRAPHS, PAGINATION, ETC

2.1 Typing and spacing

- (i) The field report must be printed on good quality A4 paper. This is to ensure clear copies of the work
- (ii) Except for tables whose text should be single spaced, spacing for all other text should be 1.5; and on one side of the paper only
- (iii) Except for text in the tables, all other text must always be justified

2.2 Field report title and its chapters

- (i) Write the main title of the field report in capitals of bolded 14 font size. All other text after the title, such as the author's name, should be in capital letters, and should be in font size of 12, bolded and centered; for sample, see Appendix II. Please note that Appendix II is for title page. The title of the field report must not exceed 20 words
- (ii) Chapters in the field report must be capitalized, centered, and bolded using font size 12;
- (iii) Each new chapter should begin on a new page

2.3 Fonts

- (i) All text must be written in Times New Roman
- (ii) All text must be typed in font size 12 except for tables whose fonts should be 10

2.4 Paragraphs

Begin each paragraph and each sub-heading by hitting the enter key once. The paragraphs should not be indented.

2.5 Language

The research report must be written in UK English.

2.6 Treatment of abbreviations

The subject should be stated in full followed by the abbreviation or acronyms placed in brackets the first time it appears. Example: Bank of Tanzania (BoT), in subsequent citations only the abbreviation BoT should be used. A list of abbreviations and acronyms used in the research report should be included in the preliminary pages of the document. It is not correct to use an ampersand (&) or a number e.g. 4th as part of word in the text. Exceptions to this rule include:

- Arabic numbers can be used with the word percent or the percent sign (%), e.g. 10 percent or 10%
- Arabic numbers are also used in the following cases: time followed by a.m., or p.m., page numbers, designation of figure number, and data quoted from a table or figure.

2.7 Quotations

Quotations of fewer than four lines can be incorporated into the text and quotation marks should be used. Quotations of more than four lines are indented and aligned four spaces from the left margin. The quotations should be single spaced, and should be in italics. If you want to omit some words in the middle of a sentence being quoted, it should be indicated by three dots. Also, an omission in a quotation following a complete sentence is shown by three dots.

2.8 Pagination

- (i) Paginate all preliminary pages in lower case Roman numerals, i.e. "i", "ii", "iii", etc., beginning with the title page, but not numbering the cover page
- (ii) Number the pages of the body of the thesis in Arabic numerals, i.e. "1", "2", "3", etc., consecutively, and throughout.
- (iii) The page numbers should appear at the bottom of the page, and should be centered.

2.9 Margins

- (i) The left-hand margin must be 4.0 cm from the left edge of the paper.
- (ii) The right-hand margin must be 2.5 cm from the right edge.
- (iii) The top margin must be 4.0 cm from the top of the page.
- (iv) The bottom margin must be 2.5 cm from the bottom edge of the paper.

2.10 Capitalization and bolding of words

Students should as much as possible avoid unnecessary bolding and capitalization of words or sentences. But once they feel there is need to do that, the bolding and capitalization must be used consistently.

2.11 Tables and their numbering

- (i) Tabular material of five or more horizontal lines is usually presented in the research report as a table. The text in these tables should be single spaced.
- (ii) Students may put more than one table on the same page provided they are separated by four lines.
- (iii) A table cannot be continued (broken) to the next page unless the titles reappear in each table. The heading and the table itself are inseparable.
- (iv) Tables should be referred to by their numbers and not by a phrase such as “the previous or the following table”.
- (v) Long tables should be placed in the appendix section.
- (vi) Table numbering must be consecutive within chapters. For example, the first table under Chapter Four could be numbered as Table 4.1 and the second one as Table 4.2.
- (vii) The number and the title of the table must appear on top of each table while the source of the material in that table, should appear at the bottom of that table.
- (viii) Capitalize only the first letter of the first word of the table heading except for proper names of things or abbreviations/acronyms in that table.

2.12 DOCUMENTATION AND GENERAL INFORMATION

4.1 Headings

Headings and sub-headings for a report will be written under four levels at most: the main heading (Heading 1) followed by three levels of subheadings:

Heading 2; Heading 3; and Heading 4

4.2 Length of the field report

- (i) Field report will range between 10–15 pages, excluding appendices.
- (ii) Students should avoid unnecessary decorations on the cover page, but strictly stick with the guideline mentioned above.

SECTION THREE

FIELD REPORT CONTENTS

3.1 Sequencing the major parts of a field report

Students must sequence the **preliminary pages** in the following order:

The format of the field report consists of preliminary pages in Part 1 and followed with four report chapters.

Part I – Preliminary pages

Students must sequence the **preliminary pages** in the following order:

- a) Cover page which contains
 - i. Name and address of the institute.
 - ii. Title of the field work e.g. 'FIELD WORK ATTACHMENT REPORT SUBMITTED IN PARTIAL FULLFILMENT FOR THE TECHNICIAN CERTIFICATE COURSE IN COMMUNITY DEVELOPMENT.'" title of the study should not be too long or too short and must be in capitals of 14 font size, bolded.
 - iii. Name and time of a place where field practical was conducted e.g. "CONDUCTED AT GANGILONGA WARD AT IRINGA REGION FOR THE PERIOD OF 8th WEEKS FROM 10th FEBRUARY UP TO 3rd APRIL.
 - iv. Name of student and registration number.
 - v. Supervisor's name.
 - vi. The candidate's name must be in the center of the title page in bolded 12 font size
- b) Table of contents appears immediately after the title page; the table of contents presents the specific pages reflecting main headings and sub- headings.
- c) List of Abbreviations
- d) Acknowledgement
- e) Certification
- f) Summary of field report

CHAPTER ONE

Introduction

1.0 Overview

1.1 Objectives of the field work

A student is expected to state clearly the objectives of the proposed research study. What s/he plans to accomplish. In most cases we expect a student to have one main objective and not more than three specific objectives.

1.2 Background information of field area

The introductory part provides the background information on an area where a student has been placed or attached. This may include historical details of an area.

1.3 Location

A student is expected to explain clearly the location of the study area by mentioning geographical location the latitude and longitude of the area, nearby villages, hamlets, regions, ward eg East, West, South And North. etc.

1.4 Administrative Area

It is expected to contain all the information pertaining to leaders within an area, and support the information with the help of pictorial figure such as the organization structure of an institution or organization. Without forgetting showing the source of the information especially when drawing the organization structure of ana area.

1.5 Social Activities

These are activities that can be found within an area of field practical, some of these activities include. Education and health care.

1.6 Economic Activities

Are all activities that earn some income to an individual or to the community members that can be found within an area of field practical e.g. agriculture, livestock, trade etc.

1.7 Population

A student is expected to show by the use of tables and words on the distribution of population within an area of field practical without forgetting showing the source of the information.

1.8 Climatic Condition

A student is expected to show climatic condition of field practical without forgetting showing data and the source of the information. e.g. tropical conditions such as Drought, rainfalls status, wind etc.

CHAPTER 2

2.0 Over view

Show short detail summary of the whole chapter as to what can be found within the chapter one.

2.1 Planned Activities

Student should portray all the planned activities as indicated from his/her log book and action plan.

2.2 Carried Out Activities

The only activities to be shown in this part are those activities that were planned and they were done or they were carried out effectively.

2.4 Achievement of Planned Activities

A student is expected to show achievement of planned and carried out activities and avoid the use of words more than once repetition like "I succeeded" in every sentence and he/she should show level of achievement example in percent or number if required.

CHAPTER 3

3.0 Overview

Show short detail summary of the whole chapter as to what can be found within the chapter three.

3.1 Challenges Encountered During Field Practical

Elaborate by providing information on the challenges/barriers/difficult encountered during field practical training.

3.2 Ways to Overcome Challenges

Challenges identified should contain solution or ways forward on how to overcome the challenges not only during the implementation of field activities but also in the near future.

CHAPTER 4

4.0 Overview

Short detailed summary of the whole chapter as to what can be found within the chapter four.

4.1 Conclusion

Conclusions are about what judgment is formed as a result of what was found out in the study. Here, the researcher given his/her personal interpretation of which, he/she gives suggestions on what can be done to address what he/she has accomplished.

4.2 Recommendation

This is where the student is expected to show his/her contribution hence, originality is expected. Often times, as part of this section, student add a description of recommendations and areas for future field practical

4.3 Reference