



KENYATTA UNIVERSITY

SCHOOL OF AGRICULTURE AND ENTERPRISE DEVELOPMENT

DEPARTMENT OF AGRICULTURAL SCIENCE AND TECHNOLOGY

GUIDELINES FOR FIELD ATTACHMENT REPORT

The Field Attachment Report

The Field attachment report should be derived from the work undertaken by the student in the organization/institution of attachment (Host Organization)

Format

1. The report should be typed; times new Roman; font size 12 and spacing of 1.5
2. Size of report: It should not be less than 15 pages and not more than 35 pages including the appendices

Structure of the report

It will comprise of three main parts

1. Cover page
2. Preliminary pages
3. Body of the report

1. COVER PAGE

Cover page should have the following

- University Name
- Student full name and registration
- Degree Programme
- Organization where attachment was undertaken
- Attachment Period

2. PRELIMINARY PAGES

Page 2: Student: Declaration

With the following writings:

“I declare that this field attachment report is a product of activities I carried out in(Indicate name of the host organization) during my attachment from to(Indicate the dates of attachment) and has not been submitted by any other student to any other university for Award of academic certificate

Signature Date

Name: _____

Reg No: _____

Page 3: The declaration page is followed by the Abstract

Abstract

Should consist of precise summary of the entire report including the The abstract should **NOT EXCEED 300 WORDS**

Page 4: Table of contents (TOC)

The preliminary pages should have roman numerals i.e., i, ii, iii iv e.t.c.,

3. BODY

The body shall comprise of five (5) chapters as follows;

1. Chapter 1: Introduction
2. Chapter 2: Main programmes in the Organization
3. Chapter 3: Main activities carried out during the attachment
4. Chapter 4: Skills and Experience
5. Chapter 5: Conclusions and Recommendations

Chapter 1: Introduction

1.1 Objectives of the field attachment

1.2: Description of Location of the Host Organization (County, climate, main crops, population etc)

1.3: History of the organization

- Mission,
- Vision,
- Objectives of the organization (Main programmes, products etc)

1.4: Organizational structure (Diagrammatical presentation)

1.5: Main functions of the personnel in 1.3

Chapter 2: Main programmes in the Organisation

This include the main sections in the organization: both the technical and administration sections

Chapter 3: Main activities carried out during the attachment

Get most information from the log book and summarise the main activities you carried out in the various sections

Chapter 4: Skills and Experience

4.1: Summary of skills gained

4.2; Challenges encountered by the students

4.3: How the challenges were overcome

Chapter 5: Conclusions and Recommendations

- In about 500 to 1000 words, Give your overall overview of the field attachment indicating if you think the objectives of the attachment were achieved and why

- In addition give recommendation for improving the attachment exercise and also recommendation to improve the organisation. Consider the strengths and weaknesses of the institution based on your personal evaluation
- You may use bullet points

References

APPENDICES

1. Scan and attach field attachment programme
2. Attach any relevant photos