

FIELD WORK REPORT WRITING GUIDELINES

Assessment

IFM has set detailed assessment procedures. Overall assessment will be based on originality and has to meet standard required by IFM in terms of presenting facts and solving problems, Grades will be allocated as follows (out of 100%)

- IFM Supervisor's Report 20%
- Student's Log Book Report 30%
- Student's Final Report 50%

The format of the Final Report

The field work is not a research work. The field work report is about the activities done in the field and the skills acquired during the exercise reflecting the academic competency at that level. The following is the proposed format of field work report for third year Bachelor students;

Executive summary/Acknowledgment/Table of content

Chapter one: Introduction

- Overview of the field work placement.
- Discussion of the primary functions/ structure/business of the Organization/company and their role within that business.
- Review of the industry that the company works within.

Chapter Two: Work done and lessons learnt

- Brief description of task undertaken
- Deduce lessons learnt for each task undertaken (supervisor should make sure that students produce information that relate to the log book)

Chapter Three: Literature review

- Review of literature related to key task performed (supervisor will guide student on selection of topic)
- the supervisor will guide the student to ensure that;
- the review include key academic theories
- demonstrate that knowledge of student in area reviewed is up date

- relate literature review with task undertaken
- Proper citation

Chapter Four: Analysis

Relate theories learnt in class with what is happening in the market

Description of skills learned and enhanced, review of how the experience has affected

Career plans and ambitions, and what skills the student may be currently lacking.

Chapter Five: Conclusion and Recommendation

Reference

Word length

For third year students the report should not exceed 6,000 words.

The following is the proposed format of field work report writing for second year Bachelor students and Ordinary Diploma students.

Executive summary/Acknowledgment/Table of content

Chapter one: Introduction

- Overview of the field work placement.
- Discussion of the primary functions/ structure/business of the Organization/company and their role within that business.
- Review of the industry that the company works within.

Chapter Two: Work done and lessons learnt

- Brief description of task undertaken
- deduce lessons learnt for each task undertaken (supervisor should make sure that students produce information that relate to the log book)

Chapter Three: Analysis

Description of skills learned and enhanced, review of how the experience has affected career plans and ambitions, and what skills the student may be currently lacking.

Chapter Four: Conclusion and Recommendation

Reference

Word length

For second year Bachelor and Diploma students the report should not exceed 5,000 words.

Presentation Layout

General Text: Space between line should be 1.5 spaced using one side of the page only.

Font selected should be Times New Roman, print size 12.

Page number: centered at the bottom of the page.

Justified: Both left and right.

Headings: chapter heading print size 16 in bold typeface. Sub heading print size 14 in bold typeface.

Binding: One hand bounded of the project report is to be collected on **1ST week of December 2013** and field work report will be collected **2ND week of December 2013**.

THE INSTITUTE OF FINANCE MANAGEMENT



FACULTY OF INSURANCE AND SOCIAL PROTECTION

DEPARTMENT OF SOCIAL PROTECTION

BACHELOR OF SCIENCE IN SOCIAL PROTECTION

YEAR II 2013/2014

A FIELD REPORT ON XXXXXXXXXXXXXXXXXXXX

NAME : XXXXXXXX

REG. NO : XXXXXXXX

ACADEMIC YEAR XXXXXXXX

SUPERVISOR: XXXXXXXX

SUBMISSION DATE: XXXXXXXX

TITLE (COVER) PAGE – (See format above)

PRELIMINARY PAGES

Begin each part on a separate page

Headings must appear at the top of the page, positioned at the centre, in capital letters and in bold text.

Presentation of the preliminary pages takes the following sequence which involves some or all of the following parts;

- *Executive Summary*
- *Acknowledgement*
- *List of acronyms*
- *Table of contents*

CHAPTER ONE

1.0 INTRODUCTION

- Overview of the field work placement.
- Discussion of the primary functions/ structure/business of the Organization/company and their role within that business.
- Review of the industry that the company works within.

CHAPTER TWO

2.0 WORKDONE AND LESSON LEARNT

- Brief description of task undertaken
- Deduce lessons learnt for each task undertaken
- Make sure that you produce information that relate to the log book

CHAPTER THREE

3.0 ANALYSIS

- Relate theories learnt in class with what is happening in the market
- Description of skills learned and enhanced, review of how the experience has affected career plans and ambitions, and what skills the student may be currently lacking.

CHAPTER FOUR

4.0 CONCLUSION AND RECOMMENDATION

4.1 Conclusion

- Provide an effective conclusion which gives the answer to the main questions/objectives of the report
- Your conclusion should provide a summary of what argued in before in the texts, and incorporate your personal view.
- Identify if there is any challenges in your analysis

4.2 Recommendations

- In line with what you observed in your analysis, give your advice to the respective authority addressing the needs of your report and the challenges, if any.

5.0 REFERENCE/ BIBLIOGRAPHY

- Use either reference or bibliography as your heading for this section. In both cases, make sure that you discuss with your supervisor and agree on which term to use.
- Adhere to the alphabetical order i.e. different entries should be arranged in alphabetical order by the surname of the first author. Each entry starts with a hanging indent and 1.5 lines spacing between.
- no numbering for your list
- You list the sources that you have used in your work. Don't list sources just for the sake of adding materials to this section

Formatting

Presentation Layout

General Text: 1.5 line spacing using one side of the page only.

Font: Times New Roman, font size 12.

Page number: centered at the bottom of the page.

Justified: Both left and right.

Headings: chapter heading print size 16 in bold typeface. Sub heading print size 14 in bold typeface.

Word length: your report should not **exceed 5,000 words**

Binding: One hand bounded of the field work report is to be collected on **2nd week of December 2013.**

NOTE;

- ✓ Please follow the structure of the report as indicated above.
- ✓ You are advised to plan your work carefully and back-up your work using different storage devices in order to avoid problems as a result of computer crash, virus attack or any other reason. Computing and printing problems will NOT be accepted as reasons for non-submission
- ✓ Finally, **PLAGIARISM** is not accepted

THE INSTITUTE OF FINANCE MANAGEMENT



FACULTY OF INSURANCE AND SOCIAL PROTECTION

DEPARTMENT OF SOCIAL PROTECTION

BACHELOR OF SCIENCE IN SOCIAL PROTECTION

YEAR III 2013/2014

A FIELD REPORT ON XXXXXXXXXXXXXXXXX

NAME : XXXXXXXX

REG. NO : XXXXXXXX

ACADEMIC YEAR XXXXXXXX

SUPERVISOR: XXXXXXXX

SUBMISSION DATE: XXXXXXXX

TITLE (COVER) PAGE – (See format above)

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- *List of acronyms*
- *Table of contents*

CHAPTER ONE

6.0 INTRODUCTION

- Overview of the field work placement.
- Discussion of the primary functions/ structure/business of the Organization/company and their role within that business.
- Review of the industry that the company works within.

CHAPTER TWO

7.0 WORKDONE AND LESSON LEARNT

- Brief description of task undertaken
- Deduce lessons learnt for each task undertaken
- Make sure that you produce information that relate to the log book

CHAPTER THREE

8.0 LITERATURE REVIEW

- Review of literature related to key task performed
- Supervisor will guide you on the selection of topic
- The review should include key academic theories
- demonstrate that knowledge of student in area reviewed is up date

- relate literature review with task undertaken
- Proper citation

CHAPTER FOUR

9.0 ANALYSIS

- Relate theories learnt in class with what is happening in the market
- Description of skills learned and enhanced, review of how the experience has affected career plans and ambitions, and what skills the student may be currently lacking.

CHAPTER FIVE

10.0 CONCLUSION AND RECOMMENDATION

10.1 Conclusion

- Provide an effective conclusion which gives the answer to the main questions/objectives of the report
- Your conclusion should provide a summary of what argued in before in the texts, and incorporate your personal view.
- Identify if there is any challenges in your analysis

10.2 Recommendations

- In line with what you observed in your analysis, give your advice to the respective authority addressing the needs of your report and the challenges, if any.

11.0 REFERENCE/ BIBLIOGRAPHY

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Word length: your report should not **exceed 6,000 words**

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FACULTY OF INSURANCE AND SOCIAL PROTECTION
DEPARTMENT OF INSURANCE AND RISK MANAGEMENT
BACHELOR OF SCIENCE IN INSURANCE AND RISK MANAGEMENT
YEAR II 2013/2014

A FIELD REPORT ON XXXXXXXXXXXXXXXXX

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CHAPTER ONE

12.0 INTRODUCTION

- Overview of the field work placement.
- Discussion of the primary functions/ structure/business of the Organization/company and their role within that business.
- Review of the industry that the company works within.

CHAPTER TWO

13.0 WORKDONE AND LESSON LEARNT

- Brief description of task undertaken
- Deduce lessons learnt for each task undertaken
- Make sure that you produce information that relate to the log book

CHAPTER THREE

14.0 ANALYSIS

- Relate theories learnt in class with what is happening in the market
- Description of skills learned and enhanced, review of how the experience has affected career plans and ambitions, and what skills the student may be currently lacking.

CHAPTER FOUR

15.0 CONCLUSION AND RECOMMENDATION

15.1 Conclusion

- Provide an effective conclusion which gives the answer to the main questions/objectives of the report
- Your conclusion should provide a summary of what argued in before in the texts, and incorporate your personal view.
- Identify if there is any challenges in your analysis

15.2 Recommendations

- In line with what you observed in your analysis, give your advice to the respective authority addressing the needs of your reportt and the challenges, if any.

16.0 REFERENCE/ BIBLIOGRAPHY

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BACHELOR OF SCIENCE IN INSURANCE AND RISK MANAGEMENT
YEAR III 2013/2014

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CHAPTER ONE

17.0 INTRODUCTION

- Overview of the field work placement.
- Discussion of the primary functions/ structure/business of the Organization/company and their role within that business.
- Review of the industry that the company works within.

CHAPTER TWO

18.0 WORKDONE AND LESSON LEARNT

- Brief description of task undertaken
- Deduce lessons learnt for each task undertaken
- Make sure that you produce information that relate to the log book

CHAPTER THREE

19.0 LITERATURE REVIEW

- Review of literature related to key task performed
- Supervisor will guide you on the selection of topic
- The review should include key academic theories
- demonstrate that knowledge of student in area reviewed is up date

- relate literature review with task undertaken
- Proper citation

CHAPTER FOUR

20.0 ANALYSIS

- Relate theories learnt in class with what is happening in the market
- Description of skills learned and enhanced, review of how the experience has affected career plans and ambitions, and what skills the student may be currently lacking.

CHAPTER FIVE

21.0 CONCLUSION AND RECOMMENDATION

21.1 Conclusion

- Provide an effective conclusion which gives the answer to the main questions/objectives of the report
- Your conclusion should provide a summary of what argued in before in the texts, and incorporate your personal view.
- Identify if there is any challenges in your analysis

21.2 Recommendations

- In line with what you observed in your analysis, give your advice to the respective authority addressing the needs of your report and the challenges, if any.

22.0 REFERENCE/ BIBLIOGRAPHY

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