THE INSTITUTE OF FINANCE MANAGEMENT

FACULTY OF COMPUTING, INFORMATION SYSTEMS AND MATHEMATICS (FCIM)
FIELD REPORT GUIDELINE

All students within the Faculty of Computing Information Systems and Mathematics (FCIM) doing Fieldwork are required to write and hand in a report. The fieldwork report should follow the following structure and formatting requirements:

Title page

The title page should indicate the Institute and its logo, The Faculty, Department, Programme and year of study, Student Name, Student ID. Report title (that is, **Report on work experience with XYZ Company/Organization).**

Table of contents

The description of each section is provided below:

Introduction (10 marks)

In this section, you should give an **outline** of the Company/organization where you were working; its products, the section/department in which you worked, and the Company's organisational structure (showing the section where you worked). You should also include the start and finish dates of your fieldwork.

Tasks   (40 marks)

This section should be a **brief** introduction to the range of tasks that you undertook in separate subsections as indicated in the table of contents. You should provide a comprehensive description of how you performed each task. When writing about the tasks you have completed, make sure you use the first person with active verbs - that is, use the word "I" and verbs which indicated what you actually did. For example:

"My very first task was to rewrite…"
"I obtained the requirements from …"
"I developed an application which…"

Do not use the third person ("we") or the passive voice ("the project required") as these styles do not make it clear exactly what your contribution to the project was.

For each task you should include a description of the hardware that you used and the software environment. In case you received any formal training or mentoring for specific tasks you should also provide its description.

Lessons Learnt (i.e. Relevance of Field Experience to Studies) (20 marks)

This section you should relate the work experience you received during your fieldwork to the studies you have completed to date. You could also relate your work experience to your future career plans, and comment on whether or not you have gained additional knowledge as a result of your work experience.

Conclusion (10 marks)

This section should summarize your report and your work experience.
Also provide recommendations on what should be improved in the organizations where you worked and at IFM (focusing on fieldwork issues).

Appendices   (10 marks)
Attach an original signed Logbook.

Report Formatting Requirements (10 marks)

1. Reports must be typed (i.e. word-processed). Legibility is very important since work that is not legible cannot be assessed.
2. Use "Arial" font style, "12-point" font size, "1.5" line space by leaving one full-size line blank between paragraphs.
3. Reports should be between 10 to 15 pages words long.
4. A margin of 4 cm should be allowed on the left-hand side. A margin of 3 cm should be allowed on the right-hand side and the top and bottom of the page.
5. All pages must be numbered except the title page.