

**SOKOINE UNIVERSITY OF AGRICULTURE**

**COLLEGE OF AGRICULTURE**

**DEPARTMENT OF CROP SCIENCE AND HORTICULTURE**



**FIELD PRACTICAL TRAINING (FPT) GUIDELINES**

**FOR THE DEGREE OF**

**BSC. AGRICULTURE GENERAL**

**June 2016**

## **1. INTRODUCTION**

### **1.1. Background information**

The degree of BSc. Agriculture General is the most traditional degree of Sokoine University of Agriculture alongside BSc. Veterinary Medicine and BSc. Forestry. These were the degree programmes offered by the University even when it was an affiliated college of the University of Dar es salaam. The need for a multidisciplinary degree programme that caters for all major practical production areas of agriculture and efficient, integrated management of the resources, has always been an agenda. BSc. Agriculture General specifically aims to prepare graduates who have been trained to have expert knowledge in all technical, scientific and entrepreneurial aspects of crop and livestock production which together constitute agriculture. This training is achieved through a comprehensive curriculum that puts a lot of emphasis on practical training on top of integrated theoretical knowledge. While practical sessions for individual science and practical oriented courses are offered during in-campus class training, practical training in actual field-scale experiences outside the campus form a very concrete part of the degree training.

### **1.2. Objectives of FPT.**

#### **1.2.1. Overall objective.**

The overall objective of FPT is to enhance knowledge and skills acquired during in-campus training with actual practical experience outside the campus in order that graduates become competent, productive and industrious upon completion of study for overall betterment of the agricultural systems absorbing them and the economy of the country.

#### **1.2.2. Specific objectives.**

The specific objectives are to:

**1.2.2.1.** Expose students to various agricultural production activities for income generation and service

**1.2.2.2.** Enable students physically participate in different agricultural production activities

**1.2.2.3.** Enable students interpret and translate various theoretical and analytical aspect of classroom study into actual practice in field

**1.2.2.4.** Acquaint the students with working environments and enable them appreciate constraints in agricultural production and service delivery

## **2. SCOPE OF THE FPT GUIDELINES**

These guidelines summarize important features of the FPT, planning, procedures for execution of the FPT and final judgement of the training success. The guidelines are intended to be a resource book for

students, supervisors, and examiners. They generally consist of:-

- Guidelines for acquisition of FPT stations
- Guidelines for supervision and execution of the FPT
- Guidelines for preparation and handling of FPT reports by the students
- Guidelines for assessing the FPT

### **3. PREPARATION OF FIELD PRACTICAL TRAINING.**

Field Practical Training for the BSc Agriculture General degree programme has and is been conducted at the end of semesters 4 and 6 until any other appropriate time within the academic year may be determined. The training then continues for 5 weeks. It is sole responsibility of the Field Practical Coordinator (Agriculture General) to make arrangements with various Institutions, organizations and production firms that can host the BSc. Agriculture General students for the FPT. The coordinating office compiles all information regarding availability of positions for Field practical training for each student.

It is responsibility of the Coordinator for Field Practical Training (Agriculture General) to search and allocate Training stations to the BSc. Agriculture students. In rare occasions, however, students may be informed about (usually new) organizations the Department is not aware of that can host the training. In such instances students may make contact with the organization requesting hosting them for the FPT, but with prior notification of the Department. Most preferably such request is channeled via the FPT Coordinator at the Department who satisfies himself/herself about suitability of such station for FPT, then he/she forwards the request. That the organization honors the request there must be written evidence made available to the FPT Coordinating unit.

Once training stations have been searched, the Coordinator allocates students to stations in such manner it considers appropriate. No student has the right to insist been allocated a particular station, even though their preferences are often considered. Each student must report to a station he/she has been allocated by the Department, anything in the contrary will not be recognized.

### **4. SPECIFIC PROCEDURES DURING FPT**

**4.1.** The students must read and ensure that they are conversant with the FPT Guidelines for BSc

Agriculture General degree programme (downloadable from SUA website) throughout the FPT period. Before departure for FPT, each the student will be provided with FPT Logbook, a letter of introduction to the allocated FPT station, Arrival Note (*Appendix 1*) form and ‘On-Station FPT Assessment Form’ (*Appendix 2*).

## **4.2. Reporting for FPT**

Each student is supposed to report to the allocated FPT station at the beginning of the training. Within the 1<sup>st</sup> week of the FPT, the student must make sure that an “Arrival Note” (Appendix 1) is filled and returned to the FPT Coordinator at the Department.

## **4.3. Training programme**

The training officer (On-station Supervisor) will usually produce a training programme beginning from the reporting day and the rest of the training period. Students should make sure they arrive at FPT station early at the beginning to avoid disruption of the training programme, which is often difficult to re-arrange. Any reservation about the programme is a point for discussion when the academic supervisor from SUA arrives at the training centre. Preferably the Supervisor from SUA should arrive during the first week of training to have an input on the training programme based on activities and outreach of the training station

## **4.4. On-station assessment form**

Students should know that there is an “on-station assessment form” (sample in Appendix 4) that needs to be duly completed and returned to the University at the end of the FPT. The student is responsible to ensure that the form is filled and should be returned to the Department in a sealed confidential envelope in addition to the FPT report the student hands in at the end of the FPT.

## **5. TRAINING LEVELS**

Students at different levels of training possess different abilities and skills and will comprehend differently different tasks they perform during the FPT. For this reason each FPT session is supposed to impart technical competence to students according to level of training already achieved. For BSc. Agriculture General, FPT is conducted at two levels of competence:-

### **5.1. FPT1.**

This is level of competence designed for students in their 4th semester of study who have not yet acquired substantial enough technical knowledge in their field of specialization, thus they can only work as “semi-skilled workers” under much more stringent instruction.

### **5.2. FPT2**

This level is designed for students in their 6th semester of study (finalists). These are students supposed to already possess some basic technical knowledge in their area of study and can take opportunities to familiarize themselves with the requirements of professional practice. These are expected to work in the capacity of “skilled worker”/“technician”. They may be expected to have input, disseminable knowledge or in the least analytical ability in the work they practice, for example as Agricultural Field Officers/Field Officers rather than Agricultural Field Assistants capacity for students in FPT1.

## **6. FIELD PRACTICAL TRAINING REPORTS**

There shall be reports for each FPT session, written individually and with indication of day to day activities by each student. This report will be submitted to the Department for assessment. The report is to be compiled in accordance with FPT report guidelines. On departure for FPT each student collects a logbook in which he/she will write the report, usually by hand since it would be difficult to dismantle the logbook for typing. The completed report has to be signed and stamped by the host station officer who has been responsible for the training, then it is submitted to the Department after completion of the FPT. At the Department each report is received by signing a dispatch to show that the report has been submitted. Failure to submit the report means the student has failed in FPT.

### **6.1. The report**

The report is a documentary evidence that the student has attended the FPT.

### **6.2. Objectives of the report**

Main objectives of the report are:-

6.2.1. To reflect the student's understanding and appreciation of practical undertakings in crop and/or livestock production.

6.2.2. To show ability of students to note down information and keep records of activities and knowledge.

6.2.3. To reflect student's ability to identify specific from general information and concentrate effort to solve technical problems

### **6.3. Provision of Log books and Specific guidelines for preparation of FPT reports**

Students will be handed-in log-books for reports details of which are:-

#### **6.3.1. FPT1 Report**

This report consists of 3 parts: record of routine activities performed, a general report and a technical report. The 1<sup>st</sup> part consists of record of daily activities which are summarized into weekly activities and signed by the training officer at the host institution as shown in Appendix 2. The general report describes globally the activities of the organization, institution or company where the FPT is conducted. This includes description of departments or sections where the student is working, and must show inter-relationships within the organization and its linkages with the outside world. Illustrations like organization charts may be used to elaborate on responsibilities and flow of information within the organization.

The technical part of the report aims at giving opportunity to the students to identify problems in the agricultural system that need technical solutions, and contribute their opinions towards solving the

problem

### **6.3.2. FPT2 Report**

This also consists of the 3 parts appearing in FPT1. The 1<sup>st</sup> and 2<sup>nd</sup> (general) parts of FPT2 are exactly the same as in FPT1. Important difference between FPT1 and FPT2 is in the technical report especially in the expected level of expression and discussion.

The general part of report for both FPT1 and 2 generally as it has already been stated describes the major function and structural setup of the organization. It includes such aspects as:-

- Background information of the institution/company/ organization and the management including organizational charts
- Production and work performance
- Research and production thrust
- Community involvement and benefit
- Relevance of programmes carried out to sustainability and environmental issues, etc.

The technical part of the report varies for FPT2 from FPT1 in the sense that in FPT1 more expectation is description of activities and adherence to guidelines, while in FPT2 more weight is put in ability to identify problems more exactly, discussion of the problem and recommendations for rectification of the problem. These are reflected in the assessment of the reports for the different training levels, as it is formatted in Table 1.

FPT reports must be submitted together with Logbooks to the Department by or before the end of the second week after the FPT training period; otherwise one would be deemed to have failed FPT

## **7. SUPERVISION OF FPT**

Supervision of the FPT for BSc. Agriculture will be undertaken by a Local supervisor at the training station and an academic staff from the Department of Crop Science (DCSP) of Sokoine University of Agriculture. The host station (on-station) supervisor (or Training Officer) will be a person appointed by the organization among experienced and senior technical personnel working with the students.

### **7.1. Duties of the Training Officer**

7.1.1. To prepare a suitable training programme in writing for the students (if possible in collaboration

with the supervisor from SUA)

7.1.2. To administer and follow up the training programme

7.1.3. To sign the students' reports and logbooks once a week

7.1.4. To complete assessment forms of the students

An academic staff from DCSH will be appointed to supervise the FPT usually on Regional or Zonal basis. This staff will move between the training stations in the area and interact with the students and the local supervisor. The purpose of the visits (at least once in each station) is to collect experience about FPT and to discuss problems of mutual interest as well as to contribute to the training programme and report writing.

## **8. ASSESSMENT OF FPT REPORTS**

- 8.1. All students must report to the allocated FPT stations only. A student who fails to report to the allocated FPT station without permission from FPT coordinator shall be deemed to have failed the FPT and shall be required to undertake the FPT at his/her own time and cost during the next FPT session
- 8.2. To avoid duplication and repeating of FPT activities, no student shall be allocated to the same station for FPT1 and FPT2
- 8.3. Since the tasks expected to be performed by the 2<sup>nd</sup> year students at FPT1 and the 3<sup>rd</sup> year students at FPT2 are different, then 2<sup>nd</sup> year students should not be allocated to the same station as the 3<sup>rd</sup> year during one FPT period.
- 8.4. FPT Logbooks and reports will be assessed and marked by the academic staff who supervised the students' FPT, and the results will be subject to consideration by the Department Examiners Board before submission to the College Board for approval.
- 8.5. The FPT marking/assessment shall involve the following components:
  - Continuous (day-to-day) assessment made by the On-Station Supervisor during FPT period. This shall contribute 30% of the overall assessment as shown in Table 1 and Appendix 2
  - Logbooks, written General and Technical reports – all assessed by the SUA supervisor (70%)
  - Qualitative Character Assessment for each student made by the On-Station Supervisor for the entire FPT period (see Appendix 2). A penalty shall be imposed on final FPT score in case of

bad character assessment made by the On-station supervisor. The penalty level shall be determined by the score in Part 2 of the 'On-station FPT assessment form'

- The criterion for final (overall) FPT assessment is as detailed in Table 1. The emphasis on report content is as indicated by assessment weights, and this changes according to the year of study.

- 8.6. Each student will be required to pass the FPT1 (year 2) and FPT2 (year 3) before graduation. The FPT pass mark is 50%
- 8.7. A student failing FPT will be required to repeat/supplement the FPT at his/her own cost.
- 8.8. Not completing a full FPT period without compelling reasons means abscondment from that FPT and the student shall be discontinued from studies.
- 8.9. A student failing to complete FPT with compelling reasons shall be required to request for postponement of the remaining FPT component, and if allowed shall complete the remaining part of the FPT during the vacation or when next offered.
- 8.10. A student allowed to postpone FPT shall be required to undertake the FPT during the vacation or when next offered
- 8.11. A student who fails after doing FPT as a third attempt shall be required to retake the course and if he fails for the fourth time shall be discontinued from studies.
- 8.12. A student who will be reported to have performed any gross misconduct during FPT period shall be reported to the University Management and such case will be dealt with according to the SUA Students' by-laws.

Assessment of FPT generally will be constituted by 70% from the student's FPT Report and 30% from the Host station supervisor completed Assessment forms. Table 1 in appendices is a summary of the FPT assessment criteria.

## **9. APPENDICES**

Samples for the arrival note, log book record forms and the Training officer assessment forms are attached as Appendices.

Table 1. Assessment criteria for FPT

ITEM	WEIGHT ALLOCATED (PERCENTAGE)	
	FPT1	FPT2
<b>REPORT</b>		
General part	15 [ ]	10 [ ]
Technical part		
<input type="checkbox"/> Description and analysis	10 [ ]	10 [ ]
<input type="checkbox"/> Problem identification	5 [ ]	10 [ ]
<input type="checkbox"/> Discussion	10 [ ]	15 [ ]
<input type="checkbox"/> Recommendations	5 [ ]	10 [ ]
<input type="checkbox"/> Neatness, illustrations, etc	5 [ ]	5 [ ]
<b>Total Marks - Report</b>	<b>50 [ ]</b>	<b>60 [ ]</b>
<b>LOG BOOK</b>		
<input type="checkbox"/> Adherence to guidelines	15 [ ]	5 [ ]
<input type="checkbox"/> Neatness, illustrations, etc	5 [ ]	5 [ ]
<b>Total Marks – Log book</b>	<b>20 [ ]</b>	<b>10 [ ]</b>
<b>TRAINING OFFICER</b>		
<input type="checkbox"/> Skills obtained	6	6
<input type="checkbox"/> Attitude to work	6	6
<input type="checkbox"/> Initiative and independence	6	6
<input type="checkbox"/> Reliability	6	6
<input type="checkbox"/> Attendance – official time	6	6
<b>Total Marks – Training Officer</b>	<b>30 [ ]</b>	<b>30 [ ]</b>

<b>TOTAL MARKS FPT</b>	<b>100 [ ]</b>	<b>100 [ ]</b>
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**Appendix 1.**

**FPT STATION ARRIVAL NOTE**

**Sokoine University of Agriculture, Department of Crop Science and Horticulture**

PART A: (To be filled by student)

1. Name of student .....
2. Year of study ..... FPT No. ....
3. I declare that I have started working with Company/Organization  
.....  
Address: P.O. Box .....
- Location ..... Tel. No. ....
- Email ..... Fax .....
4. Date of starting FPT .....
- Student's Email address ..... Mobile phone .....
- Signature of student ..... Date .....

PART B: (To be filled by On-station Supervisor)

5. Supervisor's name .....
- Position .....
- Mobile phone .....
- Email .....

6. Supervisor's Signature and Official stamp

.....

Date .....

To be sent immediately after arrival, by post or e-mail to:

The Field Practical Training Coordinator  
College of Agriculture  
Department of Crop Science and Horticulture  
Sokoine University of Agriculture  
P.O. Box 3005, Chuo Kikuu, Morogoro  
Email: dmsuya@suanet.ac.tz OR pscrop@suanet.ac.tz  
Fax: 255 023 2600167

**Appendix 2. Log book daily and weekly Record sheet.**

FPT [ ] DATE: NAME:		
Weekly Report No. Week from: to:		
	Brief description of work performed	Hrs
Monday		

Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
	Total hours per week	
	<i>Signature of Training Officer</i>	
		<i>Date</i>



**Appendix 4**

Field Practical Training On-station Assessment Form

**Sokoine University of Agriculture, College of Agriculture**

This is to certify that Mr/Ms .....

Has completed a period of Field Practical Training with our Organization/ Institution from ..... to .....

Name of Organization/Institution .....

The trainee has been worked at Craftsman (semi-skilled)/Technician/ Professional level (Tick )

The duties assigned to him/her were .....

Name of the On-station supervisor ..... Position  
.....

**PART 1: PRACTICAL/WORKING SKILLS**

Please assign a grade between 0 and 6 to each one of the items 1 to 5 below according to the following grading scale:

- 5.1 – 6.0: Excellent
- 4.1 – 5.0: Very good
- 3.1 – 4.0: Good
- 2.1 – 3.0: Satisfactory
- < 2.1: Fail

1. Place the grade in dotted lines for each item.

- i) Skills obtained .....
- ii) Attitude to work .....
- iii) Initiative and Independence .....
- iv) Reliability .....
- v) Adherence to working time .....

2. Number of days the trainee was absent from work.....

Reason(s) for absence.....

3. Was the logbook submitted to you weekly for your comments and signature? (Yes/No).....

4. Was there any gross misconduct (e.g. lack of respect to supervisors, fighting, destruction of property, use of abusive language, drunkardness during working time, stealing, etc) by the student at any time during working hours in the entire FPT period? **(Yes/No)**.

If **Yes** provide brief description .....

.....

.....

.....

**PART 2 CHARACTER SKILLS ASSESSMENT** (*tick whichever is applicable*)

S/N	CHARACTER/SKILLS ASSESSED	Outstanding	Above average	Average	Below average	Poor
1.	Ability to work in a team					
2.	Dependability, Reliability and Trustworthiness)					
3.	Demonstration of a sense of maturity					
4.	Ability to lead, motivate and resolve conflicts					
5.	Ability to devote working time exclusively to work related duties					

**REMARKS** .....

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Training Officer's name: ..... Position: .....

Signature ..... Date and Place: .....

Official rubber stamp

To be returned to: The Field Practical Training Coordinator

Department of Crop Science and Horticulture

Sokoine University of Agriculture

P.O. Box 3005 Chuo Kikuu

Morogoro