



**SOKOINE UNIVERSITY OF AGRICULTURE  
COLLEGE OF AGRICULTURE**

**DEPARTMENT OF CROP SCIENCE AND HORTICULTURE**

**FIELD PRACTICAL TRAINING (FPT) GUIDELINES FOR THE B.Sc.  
HORTICULTURE DEGREE PROGRAMME**

**June 2016**

## **1.0 INTRODUCTION**

### **1.1. Background information.**

The B.Sc. Horticulture programme was first established at the University in 1995 and revised in 2001 and 2008. The revision was part of the University-wide revision of curricula that aimed to develop demand driven programmes so as to trigger expansion of student enrolment in line with the 1998-2005 SUA Corporate Strategic Plan. Major changes due to the revision were reduction of the programme duration from four years under the term system to three years according to the semester standards. It also incorporated recommendations made by the Training Needs Assessment and Tracer Studies for SUA degree programmes conducted in 1998.

Field Practical Training (FPT) was introduced due to the frequent developments in the fields of Horticulture. The programme will prepare graduates with the necessary skills and knowledge required to serve the horticulture industry in the country and worldwide. Field Practical Training shall be an essential requirement of the B.Sc. Horticulture degree programme and shall be conducted effective at the end of the fourth and the sixth semester for five weeks each. The assessment of FPT shall be made by a special committee comprising of members from the Department of Crop Science and Horticulture (DCSH). Special emphasis shall be paid to willingness, attitude and commitment of the students in performing horticultural crop management practices. A pass in the field practical training shall be required before a candidate is allowed to proceed to the next semester of study or to graduate in case of a final year students. With the aid of FPT, it is expected that graduates of BSc. Horticulture programme shall meet the formal education requirements for professional Horticulturists.

## **1.2. OBJECTIVES OF FIELD PRACTICAL TRAINING**

### **1.2.1. General objective.**

The overall objective of the FPT is to enable the students to get hands on skills to complement theoretical and practical instructions offered at the University and familiarize students with current developments in horticultural industry.

### **1.2.2 The specific objectives**

- i. To enable students interpret and translate various theoretical and analytical aspects of classroom study into actual practice in field
- ii. To expose the students in real working environments and enable them appreciate constraints in horticultural production and horticultural produce supply chain
- iii. To impart students with specialized training in horticulture for effective management of horticultural enterprises
- iv. To impart the students with knowledge on current developments in horticultural industry
- v. To equip students with required knowledge and skills for better national and regional job market competition
- vi. To equip students with necessary knowledge and skills to be able to employ themselves in areas of horticulture.

## **2.0 SCOPE OF THE FPT GUIDELINES**

These guidelines give detailed information on:

- The kind of reports which are expected to be produced by the students at various levels of training
- Procedures to be used by both local supervisors at FPT stations and the academic supervisor from SUA in assessing and grading the FPT performance of the students

These guidelines are therefore intended to be a resource book for students, Training Officers (TOs) and supervisors.

### **3.0 PREPARATION OF FIELD PRACTICAL TRAINING**

The FPT in the Department of Crop Science and Horticulture (DCSH) shall be conducted effectively at the end of the fourth and sixth semester for five weeks each or at any other time within the academic year as may be decided by the CoA Board. DCSH is solely responsible for search and allocation of FPT stations to all BSc. Horticulture Students. However a student may be allowed to propose his/her potential FPT station narrating the major activities performed by the proposed station, at least eight weeks before commencement of the FPT. All proposed FPT stations shall be evaluated and if suitable be approved by the Department. Training at a centre not approved and not allocated by the Department before the start of training will not be recognized. Training at a centre not approved and or not allocated by the Department before the start of training will not be recognized.

### **4.0 PROCEDURE TO BE FOLLOWED DURING FPT**

- 4.1 The students must read and ensure that they are conversant with the FPT Guidelines for BSc Horticulture degree programme (downloadable from SUA website) throughout the FPT period. Before departure for FPT, every student will be provided with FPT Logbook, a letter of introduction to the allocated FPT station, Arrival Note form (Appendix 1) and 'On-Station FPT Assessment Form' (Appendix 2).
- 4.2 The "Arrival Note" form prepared and issued by the Department to each student will be filled and returned to the department by the student within the first week of FPT (Appendix 1).

- 4.3 The training officer (On-station Supervisor) will ensure that the training program is set up and shared with the FPT coordinator/SUA supervisor before the end of the first week of FPT. This program will form the basis for supervision and assessment when SUA supervisor visits the station.
- 4.4 Each student will be visited at least once during each FPT period by SUA supervisor.
- 4.5 The student is responsible for bringing the “on station assessment form” (Appendix 2) duly completed in a sealed, confidential envelope together with his/her report to the Department FPT Coordinator.

## **5.0 TRAINING LEVELS**

Students at different levels of learning possess different skills and abilities thus the tasks they are expected to perform during FPT should differ accordingly. Therefore each FPT session is intended to impart technical competence to students according to level of training achieved during theory sessions attended in class. **However students will be required to fully participate in ALL activities at the FPT station regardless of their level of learning.** Under no circumstance a student will be allowed to attend the same FPT station more than once.

- 5.1 **FPT 1:** Students in the second year of study already possess basic knowledge in Horticulture. They should be given an opportunity to familiarize themselves with the requirements of the professional practice in the capacity of skilled worker
- 5.2 **FPT 2:** Students in the third year of study already possess substantial knowledge Horticulture. They should be given an opportunity to familiarize themselves with the requirements of professional practice in the capacity of professional level. In addition to the tasks mentioned for FPT 1, they can also be involved in supervisory work, planning, design, modification of existing practices or introduction of new innovation; and carry out management decisions.

## **6.0 FIELD PRACTICAL TRAINING LOGBOOKS AND REPORTS**

For each of the FPT sessions (FPT1, FPT2) a student will be required to write and submit a FPT report which will be assessed by a relevant member of academic staff in the Department.

### **6.1 FPT Logbooks**

For each of the FPT sessions (FPT1 or FPT2), each student will be provided with an FPT Logbook in which he/she will be required to record day to day FPT activities carried at the station for the whole FPT period. The Logbook has to be compiled at FPT station. For any week the Logbook consists of the following:

- a daily record giving short description of actual work done (**Appendix 3**)
- a weekly summary of essential activities (work) performed in the week (**Appendix 4**)

The Logbooks have to be checked and signed weekly by the On-station supervisor/Training officer. Together with Logbooks, each student is also required to write and submit general and technical reports which will be assessed by the SUA academic staff who supervised the student's FPT. A space for writing these reports is provided in the Logbooks (immediately after the weekly reports)

### **6.2 The FPT Reports**

The report is to be compiled in accordance with the guidelines given below. It may be hand written or typed on A4 paper and should be brief and clear. The completed report has to be signed by the student and countersigned and stamped by the Training Officer (TO) of the institution/ company/farm in which the student was attached.

#### **Objectives of the FPT report**

The main objectives of FPT report are to reflect:

- i. The students' understanding and appreciation of horticultural practices
- ii. The student's appreciation of what might be his/her responsibilities as a horticulturalist and of the people he/she will have to cooperate with.

- iii. The students' ability to identify a specific problem and concentrate effort to solve technical problems
- iv. The students' ability to communicate technical information effectively

## **6.2 Specific guidelines for preparation of FPT reports**

The Department will provide each student with a logbook for report writing.

### **6.2.1 FPT1 Report**

This report consists of 3 parts: record of daily 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 and stamped by the training officer at the host institution. The general report describes globally the activities of the organization, institution or company where the FPT was 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 surrounding community. 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. However, it is expected that the emphasis and contents in the different sections of the report will differ depending on the year of study for the FPT. Consequently, the assessment of the different sections of the reports will reflect the emphasis in the different FPT years as shown on the assessment of FPT1 and FPT2 (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.

### **6.3.2 FPT2 Report**

This also consists of the 3 parts as FPT1. The 1<sup>st</sup> and 2<sup>nd</sup> parts of FPT2 are the same as for FPT1. Important difference between FPT1 and FPT2 is in the technical report especially in the expected level of expression and discussion. The technical part of the report varies for FPT2 from FPT1 in the sense that in FPT1 more weight is given to description of activities and adherence to

guidelines, while in FPT2 more weight is put in ability of the student to identify problems, give valid discussion of the problem and recommendations for rectification of the same.

The possible outline for the technical report may consist of:

- Introduction
- Problem identification or justification
- Data collection and analysis
- Discussion (or alternative solutions)
- Conclusions and recommendations and suggestions

It is anticipated that the students' personal contribution to the identified problems will be clearly shown in the discussion part of the reports where alternative solutions may be presented or suggested.

## **7. ORGANIZATION/PLANNING OF FPT AND SUPERVISION**

Organization and planning of the supervision of FPT in the Department of Crop Science and Horticulture will be undertaken by Departmental FPT Committee with guidance from the Head of Department, and facilitation by the office of the Principal, College of Agriculture.

Supervision of the FPT for BSc. Horticulture will be undertaken by a local supervisor at the training station and an academic staff from the Department. The Training Officer at the host station (Local supervisor) will be responsible for day to day supervision of the students. He/she shall be an experienced senior person appointed by the organization.

### **7.1 Duties of the On-Station Supervisors (Training Officers)**

The appointed On-station supervisors (Training Officers) are expected to ensure the smooth running of the FPT at the station and report accordingly. Since the Training Officer has other responsibilities, he/she should treat the students just like other workers who are responsible to him/her in terms of productivity, efficiency and discipline.

The duties of the On-Station Supervisor are to:

- i. Prepare a suitable training program for the students, preferably in collaboration with Department FPT coordinator/supervisors, where possible.
- ii. Assist the student in carrying out the proposed training program

- iii. Examine and sign student's reports and logbooks once a week
- iv. Advise/guide students on FPT reports writing
- v. To complete the 'Arrival Note' and fill the 'On-Station FPT Assessment Form' for each student.

## **8.0 REGULATIONS ON ASSESSMENT OF FPT LOG BOOKS AND 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 change 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

**Table 1: Overall FPT Assessment Form**

**FIELD PRACTICAL ASSESSMENT FORM (Overall marks)**

Candidate Name: ..... Reg. No: ..... FPT: **1,II,III** (tick)  
 Examiner's Name: ..... Department: ..... Date: .....

ITEM	Maximum score		Scored marks
	FPT I	FPT II/III	Examiner
<b>Assessment by the Training Officer at the FPT Station</b>			
1. Skills obtained	6	6	
2. Attitude to work	6	6	
3. Initiative and independence	6	6	
4. Reliability	6	6	
5. Adherence to time working time	6	6	
<b>Total marks by Training Officer</b>	<b>30</b>	<b>30</b>	
<b>Assessment of the Logbook (by the SUA supervisor)</b>			
1. Adherence to guidelines	15	5	
2. Presentation (neatness)	5	5	
<b>Total marks (Logbook)</b>	<b>20</b>	<b>10</b>	
<b>Assessment of the FPT Reports (by SUA supervisor)</b>			
<b>General report</b>	<b>15</b>	<b>10</b>	
<b>Technical Report:</b>			
1. Description/analysis	10	10	
2. Problem identification	5	10	
3. Discussion	10	15	
4. Recommendation(s)	5	10	
5. Neat (illustrations, etc.)	5	5	
<b>Total marks - Reports</b>	<b>50</b>	<b>60</b>	
<b>TOTAL MARKS</b>	<b>100</b>	<b>100</b>	
Penalty for Character Assessment (max. -20 marks)			
<b>GRAND TOTAL SCORE (%)</b>			

Remarks by SUA Examiner:.....  
 .....  
 .....

**Appendix 1**

**SOKOINE UNIVERSITY OF AGRICULTURE  
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**FPT STATION ARRIVAL NOTE**

**PART A (To be filled by student)**

Name of student: .....

Year of study: ..... FPT No.....

I declare that I have started working with [Name of the FPT Station]  
.....

Address: P.O. Box.....

E-mail.....

Location.....

Tel. No: .....

Date of starting FPT: .....

Student's mobile phone No:.....

Student's email address:.....

Signature of student: ..... Date:.....

**PART B (To be filled by On-Station Supervisor)**

I certify that the information given above is correct to the best of my knowledge.

Name of On-Station Training Supervisor: .....

Position: .....

Mobile phone: .....

Email address: .....

On-Station Supervisor's signature: ..... Date: .....

Official rubber stamp

*To be sent by the student (through post or email) immediately after arrival to:*

**To be sent immediately by post or email after arrival to:**

FPT Coordinator- BSc. Horticulture  
Department of Crop Science and Horticulture  
Sokoine University of Agriculture  
P.O. Box 3005, SUA, Morogoro  
Email: [mtuihosea@yahoo.com](mailto:mtuihosea@yahoo.com); [tjmsogoya@yahoo.com](mailto:tjmsogoya@yahoo.com)

**Appendix 2: On-Station Student’s FPT Assessment Form**

*[To be filled by on-station supervisor]*

This is to certify that Mr./Ms. .... [Name of the Student]has completed a period of field practical training with our Institution ..... [Name of the Institution] from ..... to ..... [Dates]

The trainee has worked at the level of ‘**Agricultural Field Assistant**’/’**Agricultural Field Officer**’ [Tick one] and the duties assigned to the trainee were [List]:

.....  
.....  
.....  
.....  
.....

Name of 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 a 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					

**REMARKS**

.....  
.....  
.....

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

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

Official rubber stamp:

**Appendix 3: Sample of Logbook Daily Record**

FPT [ ] DATE:		Name:	
Weekly Report No.	Week from:	To:	
	Brief description of work performed	Hours	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total hours per week			
Signature of Training Officer		Date	

**Appendix 4: A sample of Blank Sheet for Weekly Summary**

<b>FIELD PRACTICAL TRAINING LOGBOOK SHEET</b>	
<b>WEEKLY SUMMARY</b>	<b>Week from:</b> _____ <b>To:</b> _____
<b>Name</b> _____	<b>Date</b> _____

**Appendix 5: Sample Sheet for Writing a Weekly Summary**

FPT [ ] Date:		Name:	
Weekly Summary	Week from:	to:	
Signature of Training officer		Date	