



**SOKOINE UNIVERSITY OF AGRICULTURE
COLLEGE OF AGRICULTURE**

**DEPARTMENT OF FOOD
TECHNOLOGY, NUTRITION AND CONSUMER SCIENCES**

**FIELD PRACTICAL TRAINING GUIDELINES FOR B. SC. FAMILY AND
CONSUMER STUDIES DEGREE PROGRAMME**

JUNE 2016

1. IMPORTANCE OF FIELD PRACTICAL TRAINING

1.1. Introduction

The B.Sc. in Family and Consumer studies programme has been established after reviewing the BSc. Home Economics and Human Nutrition curriculum.

The Family and Consumer Studies has adequate coverage of courses in textiles, fashion and clothing; housing and interior design; human development and family studies; and consumer information, education and communication.

In order to make graduates of the programs more competent and marketable in the Family and Consumer Studies (Home economics) discipline, the following major courses (areas) have been incorporated, which include human development and family studies; family and consumer economics and communication; hospitality management; textiles, fashion and clothing; and housing and interior design. Apart from the major areas, the new curriculum for the degree programme also include other supporting courses from human nutrition, food science, agricultural education and extension, agricultural economics, rural development, and natural sciences. Both major and supporting courses (areas) offered in the discipline; prepare students for a variety of careers as employees or self employed. Graduates with the required skills may either employ themselves or be employed in government, non-governmental sectors as consumer/household specialists, community development/social workers, research/extension workers, interior designers/decorators, business consultants, teachers in education institutions of various levels, clothing and textile scientists/fashion designers, chefs and in the media.

To-date most of the aforementioned aims have not been achieved by the FPT due to a number of challenges in the organization and conduct of the FPT within the College of Agriculture (CoA). These challenges include inadequate funding, lack of the appropriate and sufficient number of FPT stations, poor and inadequate supervision.

The FPT is an essential requirement of the three-year B.Sc. (Family and Consumer Studies) degree programme and shall be conducted for 5 weeks at the end of the fourth and sixth semesters. A special committee comprising of field practical supervisors shall make the assessment of the field practical training. A pass in the FPT shall be required before a candidate is allowed to proceed to the next semester or to graduate in case of a student in the last semester.

1.2 Objectives of FPT

1.2.1. General objective

The general objective of the FPT for BSc Family and Consumer studies, as in other degree programs under College of Agriculture (CoA), is to provide a thorough training in and equip students with basic and applied knowledge in community development and related areas to complement theoretical and practical instructions offered at the University.

1.2.2 Specific objectives of the FPT

The specific objectives are to:

- (i) To provide students with an opportunity to apply theoretical knowledge and skills learnt in class to real practical situations and develop abilities to work under real practical conditions within communities.
- (ii) To impart knowledge of home management, food and nutrition, human development to communities
- (iii) To equip students and SUA graduates with knowledge and skills so that they fit better into the national and regional competition for job market

(iv) To equip SUA graduates with knowledge and skills that will enable them to employ themselves.

2. SCOPE OF THE FPT GUIDELINES

These Guidelines give detailed information and are intended to provide the basis for implementing the FPT for BSc Family and Consumer studies students in the Department of Food Technology, Nutrition and Consumer Sciences. The Guidelines provides:

- The General Regulations for FPT – these regulations provide all relevant information to ensure efficient conduct of the FPT programme under CoA;
- Clarifications on the kind of reports which are expected to be produced by the students at various levels of FPT;
- Procedures to be used by both local supervisors at FPT stations and the academic supervisor from SUA in supervising the FPT, assessing and grading of the FPT performance of students.

These guidelines are, therefore, intended to be a resource book for students, on station-FPT training officers and supervisors.

3. PREPARATION OF FIELD PRACTICAL TRAINING

The FPT in the Department of Food Technology, Nutrition and Consumer Sciences and (DFNCS) shall be conducted effective at the end of the fourth and the sixth semester for five weeks each. DFNCS is solely responsible for allocating FPT places to all students. However, students may be allowed to propose FPT factory/institution/firm (centre) of their own at least eight weeks before commencement of the FPT. All proposed FPT stations need to be approved

by the Department before commencement of the FPT. **Training at a station not approved and not allocated by the Department before the start of the training will not be recognized.**

4. PROCEDURE TO BE FOLLOWED DURING FPT

4.1. 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).

4.2. 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.

4.3. Each student will be visited at least once during each FPT period by SUA supervisor.

4.4. 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. TRAINING LEVELS

Students at different levels of learning possess different skills and abilities and 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 as follows:

5.1. FPT 1: FPT 1 for students who have completed semester 4 of B.Sc. Family and consumer studies shall include the following:

- (i) Demonstrate skills for conducting nutritional assessment at individual and community levels
- (ii) Design, construct and maintain various textile products for end users
- (iii) Describe the various microorganisms of importance at the household and food industry levels
- (iv) Create awareness on consumer protection and rights.

5.2 FPT 2: FPT 2 for students who have completed semester 6 in B.Sc. Family and Consumer Studies shall include the following:

- (i) Provide counseling to families and consumers on matters related to food, food systems and food choices for healthy living
- (ii) Provide counseling to families on matters related to family relations and child development
- (iii) Develop community development programmes to address poverty, gender inequality and communicable/non-communicable diseases (e.g. HIV/AIDS, malaria, heart diseases etc) as well as related social problems
- (iv) Design family and consumer assessment studies
- (v) Provide counseling to families and consumers on matters related to textiles, fashion, housing, interior design and furnishing
- (vi) Prepare proposals, conduct field surveys or laboratory experiments and present data for various uses

(vii) Plan and manage meals for catering units and enterprise for various occasions and situations

6. FIELD PRACTICAL TRAINING REPORTS

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

6.1 The report

The report is to be compiled in accordance with the guidelines given below. It may be handwritten or typed on A4 size paper and should be brief and clear. The completed report has to be signed by the student and countersigned by the On-Station Supervisor of the institution/company/community to which the student was attached before submission to DFNCS for assessment. **FPT reports must be submitted to the Department FPT Coordinator by the end of the second week after the FPT period; otherwise one would be deemed to have failed the FPT.**

6.2. Objectives of the FPT report

The objectives of FPT report are to reflect:

- (i) The student's understandings and appreciation of family and consumer studies practices
- (ii) The student's appreciation of what might be his/her responsibilities as a Family and consumer studies specialist and of the people he/she will have to co-operate with, and
- (iii) The student's ability to communicate technical information effectively.

6.3. Specific guidelines for preparation of FPT reports

6.3.1. FPT 1 report

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

The report should consist of two parts:

(i) Weekly report, which consists of the summary of tasks performed throughout the week, including description of one main job performed that week.

(ii) Final report, describing particular technical problems in the field of family and consumer studies and related areas. Technical problems in Family and consumer studies and related areas may exist and be observed in different ways in various stations where both second and third years have been assigned. It includes:

- Family resource management
- Problems in small-scale industries of clothing, textiles and fashion
- Community hygiene, sanitation and diseases
- Housing and interior design
- Consumer economics, protection and education
- Family life education
- Early childhood education
- Child developmental psychology
- Community water supply

Description of these problems should consider as much details of family and consumer studies as possible, such as:

- Causes and extent of family or community problems
- Deficiencies in daily and routine activities for community development

- Resources required by communities or families to solve existing problems

The description may include various illustrations including sketches, drawings or photos and should be presented on a standard A4 size sheet (Appendix 3)

6.3.2. FPT 2 report

The report should consist of two parts:

- (i) Weekly report, which consist of the summary of tasks performed throughout the week including description of one main task performed that week
- (ii) Final report, describing a particular technical problem in the field of family and consumer studies and related areas. Both parts description may be discussed with the academic supervisor during his/her visit to the FPT station.

The description should consider aspects outlined in FPT 1 and as much as possible in the discussion; propose interventions, including socio-economic aspects that might be used to address some of the challenges faced by a particular firm in the food industry.

The description may include various illustrations including sketches, drawings or photos and should be presented on a standard A4 size sheet (Appendix 3).

7. SUPERVISION OF FPT

Organization of FPT supervision for B.Sc. Family and Consumer Studies students will be undertaken by DFNCS in consultation with the office of the Principal of the College of Agriculture. FPT reports will be marked at DFNCS by the academic staff that carried out the supervision and the results will be subject to consideration by the Departmental Examiners Board and the College Board.

The day-to-day supervision during FPT will be the responsibility of the On-Station Supervisor where the student is undertaking the FPT. The On-Station Supervisor should be senior technical personnel, e.g. production or quality control manager.

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 student is expected to work somehow independently requiring minimum supervision from the Training Officer. In any case, the Training Officer should give only limited assistance to the students.

The duties of the On-station supervisors (Training Officers) shall therefore include the following:

- To prepare suitable training programme for the student(s) (if possible in collaboration with the supervisor from Department of Soil and Geological Sciences)
- To administer and follow up the training programme
- To sign the student' reports and log books once every week
- advise/guide students on FPT reports writing
- 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. 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.
- 8.4. 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.
- 8.5. Each student will be required to pass the FPT1 (year 2) and FPT2 (year 3) before graduation. The FPT pass mark is 50%
- 8.6. A student failing FPT will be required to repeat/supplement the FPT at his/her own cost.
- 8.7. Not completing a full FPT period without compelling reasons means abscondment from that FPT and the student shall be discontinued from studies.
- 8.8. 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.
- 8.9. A student allowed to postpone FPT shall be required to undertake the FPT during the vacation or when next offered
- 8.10. 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.

8.11. 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
Assessment by the Training Officer at the FPT Station			
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	
Total marks by Training Officer	30	30	
Assessment of the Logbook (by the SUA supervisor)			
1. Adherence to guidelines	15	5	
2. Presentation (neatness)	5	5	
Total marks (Logbook)	20	10	
Assessment of the FPT Reports (by SUA supervisor)			
General report	15	10	
Technical Report:			
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	
Total marks - Reports	50	60	
TOTAL MARKS	100	100	
Penalty for Character Assessment (max. -20 marks)			
GRAND TOTAL SCORE (%)			

Remarks by SUA Examiner:

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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:

FPT Coordinator (BSc Food Science and Technology degree program)

Department of Food technology, Nutrition and Consumer Sciences

Sokoine University of Agriculture

P.O. Box 3006,SUA,Morogoro. E mail.....

Appendix 2: On-Station Student's FPT Assessment Form

ON-STATION 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 from to
..... [Dates] Name of the Institution

The trainee has worked at the level of **'Family and consumer science trainee/ Family and consumer science specialist'** [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 brief description

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.....

.....

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

Appendix 3. Sample of Logbook Daily Record

FIELD PRACTICAL TRAINING LOGBOOK SHEET		
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

FIELD PRACTICAL TRAINING LOGBOOK SHEET	
WEEKLY SUMMARY	Week from: _____ To: _____
Name _____	Date _____

Appendix 2

PRACTICAL TRAINING ASSESSMENT FORM

This is to certify that Mr. /Ms.

has completed a period of practical training with our factory/institution/firm from

..... to

Name of the factory/institution/firm

The trainee has worked at Technologist/Professional level.....

The duties assigned to the trainee were

.....

Name of On-Station SupervisorPosition

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

Place the grade in dotted lines for each item.

1. Skills obtained

2. Attitude to work

3. Initiative and Independence

4. Reliability

5. Adherence to working time... ..

Number of days the trainee was absent.....

Reasons for absence.....

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

REMARKS

Training Officers namePosition

Signature

Date and Place

Official rubber stamp

Appendix 3. A sample of blank sheet

Practical Training (PT) 20.....		PT (1, 2, 3)		Report		Week No		
						Page No		
Drawing No.		Date		Checked by		Date		
		Name		Training Officer		Name		

Appendix 4. 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 5. Sample sheet for writing a weekly summary

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