



**KENYA METHODIST UNIVERSITY**

**DEPARTMENT**

**OF**

**COMPUTER SCIENCE**

**CISY 400/BBIT 411: INDUSTRIAL  
ATTACHMENT/PRACTICUM**

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## **2. CISY 400/BBIT 411: INDUSTRIAL ATTACHMENT/PRACTICUM**

### **2.1 Course Description**

Student will be required to work in an organization related to their area of specialty for a period of eight weeks. During this period, the student will be required to daily account the attachment activities in the industrial attachment log book, provided by the department.

At the end of this course, student will be required to write a report of the work activities undertaken in the attached organization and make an oral presentation of the report before an informed audience as decided by the department.

### **2.2. Course Objective:**

At the end of the course, the student should be able to:

- Have acquired personal experience on how the classroom theoretical knowledge is applied in a professional life setting by working in organization related to area of their concentration
- Have a completed logbook of the activities undertaken, signed by the immediate supervisor in the attached organization and approved by the supervising lecturer
- Have a written report of their work activities in an organization
- Make oral presentation of their written report before an informed audience as described by the department.

### **2.3. Implementation**

The attachment will be executed in two phases.

#### **Phase 1: Planning**

Planning will be done a trimester before proceeding for the attachment.

- Register with the department.
- Assignment of the supervising lecturer by the department.
- Identification and contacting the organization where the attachment will be carried out
- Determination of time of the attachment period (dates)
- Applications and recommendations to be sent to the organization or firm.

#### **Phase II: Attachment Activities and Report**

During the attachment trimester, student proceeds to the identified organization, And will be required to do the following during and after the attachment period.

- i. Execution of attachment

- ii. Filling of the logbook
- iii. Writing the report
- iv. Handing in of the logbook and the report to your supervisor not later than the 12<sup>th</sup> week following the start of the succeeding trimester.
- v. Oral presentation of the Industrial Attachment experience to the audience as determined by the department

### 3. GRADING

A committee of at least two lecturers chaired by the Attachment Supervisor will grade the overall course based on the student's report, presentation, Attachment advisor's report and the report from the organization where the attachment took place.

#### 3.1. Grading guidelines

	Measures	Weight
<b>Oral presentation</b>		
a) Quality of oral presentation	<ul style="list-style-type: none"> <li>▪ Quality of slides,</li> <li>▪ Clarity,</li> <li>▪ Dressing code,</li> <li>▪ Time keeping and</li> <li>▪ Evidence of being prepared.</li> </ul>	2 mks 2 mks 2 mks 2 mks 2 mks
b) Response to questions NB: At least two questions		5 mks
c) Content	<ul style="list-style-type: none"> <li>▪ Achievement,</li> <li>▪ Self assessment,</li> <li>▪ challenge</li> </ul>	5 mks 5 mks 5 mks
<b>Total 30mks</b>		
<b>Written report</b>		
Title		2mks
Dedication		2mks
Acknowledgement		2mks
Abstract	Less than 300 words	6mks
Table of Content	Showing all Page Numbers	4mks
Chapter 1	Background	12mks
Chapter 2	Summary Identification	15mks
Chapter 3	Conclusion	15 mks

Physical Presentation	▪ Spelling,	3 mks
	▪ Format of presentation,	3 mks
	▪ format of written report	3 mks
		<b>Total: 70mks</b>

#### 4. GUIDELINESS FOR WRITING ATTACHMENT REPORT

##### 4.1. Page I: The Title Page

###### **Example**

- Report on Attachment at “Africa On-Line for the period of June –July 2008.
- Name of student
- Admission Number
- Name of supervising lecturer

Report submitted to the Department of Computer Information Systems in a particular fulfillment of the requirements for the degree of Bachelor of Science Computer Information Systems.

Submission Date: September 15<sup>th</sup> 2008.

##### 4.2. Page II: Declaration & Confirmation

The student declares and the supervising lecturer confirms.

###### **Declaration by the Student**

I .....declare that this is my original work and has not been presented anywhere else to the best of my knowledge.

###### **Confirmation by the Supervisor**

I.....confirm this report has not been presented anywhere to the best of my knowledge.

##### 4.3. Page III: Dedication

##### 4.4. Page IV: Acknowledgement

**4.5. Page V: Abstract:** A summary of the whole report. (*This should be written in less than 300 words.*)

##### 4.6. Page VI: Table of Content

##### 4.7. Page VII: List of symbols, abbreviations and their respective meanings

#### **4.8. CHAPTER 1**

- Introduction
- Organization background<sup>3</sup>
- Organization's contacts and physical location.<sup>2</sup>
- Mission, Vision and core values of the attached organization.<sup>3</sup>
- Organization structure- The student identifies and describes the department attached<sup>4</sup>

#### **4.9. CHAPTER 2**

- Duties: summary of activities undertaken during the attachment period
- Identify and describe software, hardware and information systems in the attached organization.

#### **4.0. CHAPTER 3**

- Conclusion –Summary of the attachment experience
- Significance of the course to the attachment
- Significance of the student learning
- Critiques of the organization and the programme
- Recommendations

#### **1.11. List of references**

### **5. Format for writing report**

The report should be written in the following format:

#### **a) Body:**

- New Times Roman font,
- 12 –Font size
- 1.5 Spacing
- Justified

**b) Titles:** font size -14 and Bolded,

**c) Chapters:** bolded.

**NB:** The report should be presented in Spiral binding and Sky-blue or maroon cover.

### **6. Format for oral presentation**

For PowerPoint presentation; at most 15 slides, each not more than seven lines.

**7. Dressing code:** Formal

**8. Time:** 10 minutes for presentation.

**9. DLM Students:** Should fill a logbook.