



**SOKOINE UNIVERSITY OF AGRICULTURE
COLLEGE OF AGRICULTURE**

DEPARTMENT OF FOOD TECHNOLOGY, NUTRITION AND CONSUMER STUDIES

**FIELD PRACTICALS TRAINING (FPT) GUIDELINES
FOR THE
BSc HUMAN NUTRITION**

JULY 2016

1.0 INTRODUCTION

1.1 Background Information

The B.Sc. Human Nutrition degree programme was started at Sokoine University of Agriculture (SUA) as B.Sc. in Home Economics and Human Nutrition program in January 1986.

Considering the rapid changes in the social, economic, cultural, demographic and the general lifestyle that is associated with commercialization and urbanization in the country, there was a need to review the content of our program to incorporate some of the cross-cutting issues such as HIV/AIDS, obesity, diabetes mellitus and other lifestyle related chronic conditions to ensure that our graduates can cope up with the contemporary nutrition and health economic challenges. The curriculum was therefore re-organized in the year 2002 to suit the needs of the nation in addressing nutrition issues. Home Economics and Human Nutrition degree program was therefore split into two new degree programmes (B.Sc. Human Nutrition and Family and Consumer Studies).

The B.Sc. Human Nutrition degree program's aims are:

The aim of BSc degree program is to develop students' knowledge and understanding of the principles of human nutrition in terms of science and practice, by laying a broad foundation in applied food and nutrition science and aspects of management of nutrition interventions that is informed by research. The programme intends to stimulate an informed interest in, and critical analysis of, the development and progress of nutrition and health and their relevance to the diverse range of food and nutritional needs at national and international levels. It also aims at building upon and consolidates the knowledge of food and nutritional science and data analysis and manipulation as a basis for possible more advanced, post-graduate studies in appropriate fields of applied nutrition.

The major aim of FPT is to merge theory and practice. It offers training in 'real life' situation which can be simulated in lecture rooms, laboratories or departmental workshops. For that matter, apart from being productive, students learn about problems which they may encounter in their future professional employment

The specific aims of the programme include the production of graduates that will be able to apply nutrition principles to health promotion and the prevention of diet-related chronic disease conditions; to advocate nutrition in government, donor and international agencies so as to put nutrition on the Nation Development Agenda; to develop proficiency in research in various disciplines of nutrition and apply research principles and methods to the examination of current

problems in nutrition and capable of providing a leadership role in nutrition, health and development programmes at all levels: district, national and regional.

1.2 Objectives of FPT

1.2.1 General Objective

The general objective of the FPT for BSc Human Nutrition as in other degree programmes under College of Agriculture (CoA) is to enable students to get hands-on skills to complement theoretical and practical instructions offered at the University

1.2.2 The specific objectives of FPT in students pursuing are to:

- i) Enable students gain skills related knowledge they have gained in classes
- ii) Develop abilities in planning and carrying out community nutrition assessment,
- iii) Enable students to organize nutrition studies (surveys) and communicating nutrition information to the communities
- iv) Training the community in nutrition issues.
- v) Create a foundation for employment in public and private sectors and
- vi) Foster attitudes e.g. of awareness, cost and efficiency implications, social and economic interactions, etc.

2. 0. SCOPE OF THE FPT GUIDELINES.

These Guidelines are intended to provide the basis for implementing the FPT for BSc Human Nutrition students in the Department of Food Technology, Nutrition and Consumer Studies. 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.

3.0 PREPARATION OF FIELD PRACTICAL TRAINING

The FPT in the **Department of Food Technology, Nutrition and Consumer Studies** shall be conducted effectively at the end of **fourth** and **sixth** semester or at any other time within the academic year as may be decided by the CoA Board. **Department of Food Technology, Nutrition and Consumer Studies** is solely responsible for allocating FPT places to all students. However, students may be allowed to propose FPT places/centers of their own at least eight weeks before commencement of the FPT. All proposed FPT centers need to be approved by the department before commencement of the FPT. **Training at centre not approved and 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 Human Nutrition 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 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 after reporting to the FPT station.
- 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 students' assessment when SUA supervisor visits the station.
- 4.4. Each student will be visited by the SUA supervisor at least once during each FPT period. The purpose of the visit is to co-supervise the FPT and provide an opportunity to share and gather experience about FPT at the station; and to discuss challenges of mutual interest as well as to contribute to the training programme and guide students on report writing. In addition, the SUA supervisor shall be responsible for guiding the on-station supervisor on how to fill the 'On-Station FPT Assessment Form' (Appendix 2).
- 4.5. The student is responsible for bringing the duly filled (by on-station supervisor) the 'On-Station FPT Assessment Form' in a sealed, confidential envelope together with his/her Logbooks and FPT reports to the Department FPT Coordinator.

5.0 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 for students in Semester 4 B.Sc. in Human Nutrition shall include the following:

- i. Assess food security situation and develop appropriate programmes to address food security issues
- ii. Manage different disease conditions using diet and nutrition principles
- iii. Provide advice to pregnant and lactating women on appropriate diets and breast feeding.
- iv. Apply basic nutrition principles in dealing with emergencies and disasters

5.2. FPT 2 for students in Semester 6 B.Sc. in Human Nutrition shall include the following:

- i. Perform nutritional assessment in different settings and give advice or feed back to the community and develop appropriate diets for various ailments.
- ii. Provide counseling to the general public on appropriate diets and lifestyles for healthy living
- iii. Prepare proposals, conduct field surveys or laboratory experiments and present data for various uses
- iv. Develop community development programmes to address poverty, gender inequality and HIV/AIDS related social problems
- v. Use specific computer software for managing research in nutrition

6.0 FIELD PRACTICAL TRAINING LOGBOOKS AND 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 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

6.2.1 Objectives of the General and Technical FPT reports

The objectives the General and Technical FPT reports are to foster and to reflect on the:

- Students understanding and appreciations of various agricultural and agronomic practices performed at the FPT station
- Students appreciation of what might be their responsibilities after graduation and of the people they will have to work with
- Students' abilities to communicate scientific information

6.2.2. Guidelines for preparation and submission of FPT reports

Every student is required to submit a written report at the end of the field practicals training (FPT) period. This report is to be compiled in accordance with the FPT guidelines. Before being submitted to the Department for assessment, the completed reports have to be signed by the student and counter signed by the Training Officer at the FPT station where the student took the training. The reports to be submitted shall consist of two parts: a General report and a Technical report. 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.

6.3.1 The FPT Reports

6.3.1.1 The main objectives of FPT report are to reflect:

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

6.3.1.2 Guidelines for preparation and submission of FPT reports

The report shall be divided into two parts namely General and Technical Report.

6.3.1.2.1 General Reports

The aim of the general part of the FPT report is to describe the activities of the organization, institution or company where the FPT is conducted including description of the departments/sections in which the student will be attached. In addition, the report is intended to show the inter-relationships within the organization and its linkages with other institutions. Illustrations such as the organization chart may be used to elaborate on responsibilities and flow of information within the organization. **For that matter the general report shall include:**

- Background information of the institution/company (FPT Station), organization and its management set up (including organization chart), that is the goal, purpose and objectives/aims of the organizations with aspects to the government development strategies.
- Production and work performance at FPT Station
- Research or production thrust at FPT Station
- Community involvement and benefits around the FPT Station
- Relevance of programmes carried out to environmental developmental and policy issues.

6.3.1.2.2 The Technical reports

The technical reports are aimed at giving the opportunity to the students to contribute their own opinion on possible solutions for existing problems on such matters or issues relevance to BSc Human Nutrition curriculum.

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. Since the technical reports are supposed to deal with actual problems encountered during the FPT, their contents will be reflected in the Logbook which consists of the daily and weekly records of the activities done.

6.3.2. FPR REPORTS

6.3.2.1 Field Practical Training 1 Report

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 during that week (Appendix 3)
- ii. Final report, describing particular technical problems in the field of Human Nutrition and related areas. Technical problems in Human Nutrition and related areas may be observed in areas such as:
 - a) Assessment food security situation and developing appropriate programmes to address food security issues
 - b) Management of different disease conditions using diet and nutrition principles
 - c) Providing advice to pregnant and lactating women on appropriate diets and breast feeding.
 - d) Applying basic nutrition principles in dealing with emergencies and disasters

Description of these problems should consider as much details of Human Nutrition as possible, such as:

- a) Management of nutritional deficiencies/excesses
- b) Causes of Food and nutrition insecurity
- c) Dietary management for different diseases complications such as diabetes

The description may include various illustrations including sketches, graphs, drawings or photos and should be presented on a standard A4 size sheet (Appendix 4)

6.3.2.2 Field Practical Training 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 job performed that week (see Appendix 3)
- ii. Final report, describing a particular technical problem in the field of Human Nutrition and related areas. Technical problems Human Nutrition and related areas may be observed in areas such as:

Description of these problems should consider as many nutrition details as possible, such as:

- a) Performing nutritional assessment in different settings and give advice or feed back to the community and develop appropriate diets for various ailments.

- b) Providing counseling to the general public on appropriate diets and lifestyles for healthy living
- c) Preparation of proposals, conduct field surveys or laboratory experiments and present data for various uses
- d) Developing community development programmes to address poverty, gender inequality and HIV/AIDS related social problems
- e) Using specific computer software for managing research in nutrition

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

7.0 ORGANIZATION/PLANNING OF FPT AND SUPERVISION

Organization and planning of the supervision of FPT in the Department of Food Technology, Nutrition and Consumer Studies will be undertaken by Departmental FPT Committee with guidance from the Head of Department, and facilitation by the office of the Principal, the College of Agriculture. The SUA FPT supervisors shall be appointed by the Head of Department of Food Technology, Nutrition and Consumer Studies which hosts The BSc Human Nutrition degree programme.

The person who will be working with the students and responsible for the day to day supervision of the students at the FPT stations shall be the Training Officer (Local supervisor) appointed by the management of the FPT station(organization, institute or company) from among the senior technical personnel.

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 Food Technology, Nutrition and Consumer Studies)

- 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 Since the tasks expected to be performed by the 2nd year students at FPT1 and the 3rd year students at FPT2 are different, then 2nd year students should not be allocated to the same station as the 3rd 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 |
| 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:

APPENDIX 1

**SOKOINE UNIVERSITY OF AGRICULTURE
DEPARTMENT OF FOOD TECHNOLOGY, NUTRITION AND CONSUMER STUDIES**

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

Department of Food Technology, Nutrition and Consumer Studies

Sokoine University of Agriculture

P.O. Box 3006, SUA, Morogoro

Email: nyaruhu@suanet.ac.tz; nyaruhu@yahoo.co.uk

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 | | | | | |

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 |