



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
UNIVERSITY OF DAR ES SALAAM
COLLEGE OF SOCIAL SCIENCES
P.O.BOX 35051 – DAR ES SALAAM – TANZANIA



In replying please quote: CoSS/PT/2026

27th February 2026

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Dear Sir/ Madam,

**RE: PRACTICAL TRAINING ATTACHMENT FOR SECOND YEAR STUDENTS FROM THE
COLLEGE OF SOCIAL SCIENCES FOR AUGUST-SEPTEMBER, 2026 AT YOUR INSTITUTION**

The College of Social Sciences requests your support in securing attachment for some of our second year students for **eight (8) weeks** Practical Training at your Institution. The tentative dates for the training are from **3rd August, 2026 – 25th September, 2026**. Practical Training is intended to expose students to the real-world work environment and the challenges involved, while also helping to establish and maintain close relations between the University of Dar es Salaam and industry including ministries, the private sector, public sector organizations (MDAs, LGAs), parastatals, academia, international organizations, NGOs/CBOs, libraries etc. Specifically, Practical Training aims at enabling students to:

- Manage library circulation, shelving, inventory, and records using library systems.
- Assist patrons with information needs, reference services, and user orientations.
- Support use of computers, digital resources, and library equipment.
- Maintain records and registry files, including mail handling and file tracking.
- Digitize records, update databases, and ensure data accuracy and security.
- Support organizational internal communication and information flow.

Our students can conduct their Practical Training in a number of fields including: libraries, archives, documentation and information centers, tertiary institutions, research, publishing and media organizations and other social sciences related fields.

Kindly be informed that there will be no costs on your part, unless the costs are for operations linked to the activities of your institution/organization. The College will maintain contacts with your institution for the duration of the Practical Training. A supervisor from the College will visit your institution to supervise the

students for a few days during the eight weeks of Practical Training. Students are required to undergo a supervised Practical Training and expected to;

- Apply theoretical knowledge acquired in classroom to solve real life problems.
- Learn and follow the host institution's rules and adapt to the working environment.
- Acquire appropriate work experience to complement academic training.
- Fully observe and participate in PT tasks/ assignments given by the supervisor of the host institution.
- Appreciate services and guidance rendered.
- Demonstrate discipline, creativity, accountability, confidentiality, and responsible conduct, respect and zeal in learning working skills.

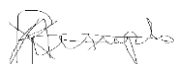
The College of Social Sciences and indeed the University of Dar es Salaam will highly appreciate your cooperation in accepting our students for Practical Training in your Institution. Your support is invaluable to the training and educating these young minds, and the development of human resources of our nation. Since theory and practice are the cornerstone of learning, you will have provided us with a golden opportunity to merge the two.

This is to introduce the bearer of this letter Mr/Mrs/Ms _____
_____ who is specialized in _____
_____, from the College of Social Sciences; he/she is seeking placement for his/her Practical Training, please assist him/her.

In case you require further information and for correspondence, please contact us through the Coordinator Undergraduate Studies: mrumba.clement@udsm.ac.tz , 0688466892 and/or Assistant Coordinator: amina.ramadhani@udsm.ac.tz , 0766601609.

I thank you in advance for your understating and cooperation.

Yours Sincerely,



Ms Amina Yusuph Ramadhani
Coordinator, Practical Training
College of Social Sciences (CoSS)