



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/2025

2nd February 2025

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Dear Sir/ Madam,

RE: PRACTICAL TRAINING ATTACHMENT FOR SECOND YEAR STUDENTS FROM THE COLLEGE OF SOCIAL SCIENCES FOR JULY-SEPTEMBER, 2025 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 **21st July, 2025 – 12th September, 2025**. Practical Training is intended to expose students to the real environment of work and challenges involved. Specifically, Practical Training aims at enabling students to:

- Apply or learn practical application of theories acquired in a class situation to solve real life problems.
- Prove equal weight to theory and practice.
- Acquire appropriate work experience to complement academic training.
- Establish and maintain close relations between the College of Social Sciences and the employers – ministries, organization and institutions.

Our students can conduct their Practical Training in a number of fields and sectors including libraries, archives, documentation and information centers, tertiary,

research, publishing and media institutions and many areas of social sciences. 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 expected;

- To learn and follow host institution's rules and adapt to the working environment.
- To fully observe and participate in PT task/ assignments given by the supervisor of the host institution.
- To appreciate services and guidance rendered.
- To demonstrate discipline, creativity, respect and zeal in learning working skills.
- To produce a concise 10-page PT report to the College's Coordinator in charge of Practicum.

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.

I thank you in advance for your understating and cooperation.

In case you require further information and for correspondence, please contact us through the Coordinator Undergraduate Studies: mrombac@yahoo.com, +255688466892 and/or Assistant Coordinator: bedamasilingi@gmail.com, +255713552111

Yours sincerely,



Ms Beda Gosbert
Coordinator, Practical Training
College of Social Sciences (CoSS)