



MAASAI MARA UNIVERSITY

ATTACHMENT REPORT WRITING GUIDELINES

1. Cover page – Name, Reg No. Programme, Institution attached, Course Code & Name etc
2. Forward – Declaration, Acknowledgements, Dedication and Table of Contents
3. Introduction
 - Brief introduction on the institution attached and personal expectations.
4. History of the institution from its inception to date, including ownership etc
5. Organizational structure of the institution – Management, hierarchical chart etc
6. Description of the various departments of the institution
 - Objectives
 - Department organization
 - Roles and functions of the staff
 - Equipment used
 - Any other relevant information on the department
7. Benefits / Learning and problems encountered
8. Conclusion
9. Recommendations
10. Official documents
 - Daily records of work
 - Weekly Records
 - Trainees' evaluation
 - Lecturer's assessment
 - Official clearance letter
11. Other institution documents e.g. Menus, Room rates, Travel Tariffs e.t.c