



NILE UNIVERSITY OF NIGERIA
FACULTY OF ENGINEERING
SIWES ORIENTATION LECTURE

SIWES INSTRUCTIONS

– BY THE UNIVERSITY SIWES OFFICE

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**NILE UNIVERSITY OF NIGERIA
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1. GENERAL INFORMATION

- ❖ SIWES BACKGROUND
- ❖ OBJECTIVES OF SIWES
- ❖ BODIES INVOLVED IN THE MANAGEMENT OF SIWES



SIWES BACKGROUND

In the earlier stage of science and technology education in Nigeria, students were graduating from their respective institutions without any technical knowledge or working experience. It was in this view that students undergoing science and technology related courses were mandated to embark on Industrial Training to enable them acquire technical knowledge or working experience before graduating from their various institutions.



❖ OBJECTIVES OF SIWES

The Industrial Training Funds policy which established SIWES outlined its objectives thus:

- ❖ Provide an avenue for students in higher institutions to acquire industrial skills and experiences during their course of study.
- ❖ Prepare students for industrial work situations that they are likely to meet after graduation.
- ❖ Expose students to work methods and techniques in handling equipment and machinery that may not be available in their institutions.



OBJECTIVES OF SIWES (Contd.)

- ❖ Make the transition from school to the world of work easier and enhance students' contacts for later job placements.
- ❖ Provide students with the opportunities to apply their educational knowledge in real work situations, thereby bridging the gap between theory and practice.
- ❖ Enlist and strengthen employers' involvement in the entire educational process and prepare students for employment in Industry. Etc.



BODIES INVOLVED IN THE MANAGEMENT OF SIWES

- ❖ The Federal Government,
- ❖ Industrial Training Fund (ITF)
- ❖ Other supervisory agencies: National University Commission (NUC), etc.



GENERAL INFORMATION

The functions of these agencies above include:

- ❖ Ensure adequate funding of the scheme;
- ❖ Establish SIWES and accredit SIWES unit in the approved institutions;
- ❖ Formulate policies and guideline for participating bodies and institutions as well as appointing SIWES coordinators and supporting staff;
- ❖ Supervise students at their places of attachment and sign their lob-book and IT forms;



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GENERAL INFORMATION

- ❖ Vet and process student's log-book and forward same to ITF Area office;
- ❖ Ensure payment of allowances for the students and supervisors.



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GENERAL INFORMATION

Therefore the success or otherwise of the SIWES depends on the efficiency of the Ministries, ITF, Institutions, Employers of labour and the general public involved in articulation and management of the program. Thus the evaluation of SIWES in tertiary institutions in meeting up with the needs for the establishment of the program is necessary.



2. STEPS IN SIWES

STEP 1: Students get **reference letter** from SIWES coordinator to seek for place of attachment.

STEP 2: Students seek and obtained **place of attachment**.

STEP 3: Students submits **Placement Offer Letter** to HOD for signature & stamp.



STEP 4: Online registrations:

- ❖ Go to siwes.nileuniversity.edu.ng
- ❖ Point to REGISTRATION/SUBMISSION
- ❖ Click on **Master list form** (fill & submit before 31st January, 2017)
- ❖ Click on **Placement form** (fill & submit after confirming your place of attachment, before 28th February, 2017)



STEP 5: Register SIWES as a course during your second semester online **course registration** (FEB. 2017) as follows:

- ❖ Faculty of Science – 300L **CSC 399, BIO 399** (3 credit)
- ❖ Faculty of Science – 200L **ITP 299** (3 credit)
- ❖ Faculty of Engineering – 400L **GET 499** (4 credit)



STEP 6: Students submits approved Placement Offer Letter stamped & signed by HOD to departmental SIWES Officer & collect the following:

- ❖ Log book
- ❖ Form 8
- ❖ Student Commencement of Attachement Form (SCAF) &
- ❖ Student Evaluation Form



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STEPS IN SIWES

STEP 7: The Student Evaluation Form is for your employer to fill & sign, returned to you in a sealed envelop.

STEP 8: SIWES coordinators pay suprised visits to students



STEP 9: On your return from IT, submit the following to your **departmental SIWES Officer:**

- ❖ **Log book**
- ❖ **SIWES report (Hard copy-rail or spiral bound)**
- ❖ **SIWES report (Soft copy) online**
- ❖ **Form 8**
- ❖ **Student Commencement of Attachement Form (SCAF) &**
- ❖ **Student Evaluation Form (sealed in envelop)**



Submit your SIWES report (Soft copy)
online thus:

- ❖ Go to siwes.nileuniversity.edu.ng
- ❖ Point to REGISTRATION/SUBMISSION
- ❖ Click on **Report Submission** (fill the form as required & Submit)



STEP 10: Defend your SIWES on the given date, thus:

- ❖ Dress corporate
- ❖ Give a power point presentation
[to capture background of the company, the practical knowledge you've acquired, relate your practical knowledge to the theories you learned in school, challenges, recommendations, answer questions, etc.]



3. SIWES LOGBOOKING

- ❖ Fill logbook as directed & always keep it up-to-date
- ❖ Write summary of weekly activities, with relevant diagrams
- ❖ Attache additional diagrams if necessary
- ❖ Get logbook signed by those involved

Note: have a notebook to write your daily activities, write the summary of weekly activities into logbook



4. SIWES REPORT WRITING FORMAT

- ❖ Show report writing format...
 - write report in the format shown
 - each chapter starts on new page
 - use appropriate size for headings & sub-headings
 - use font type Cambria, size 12, text colour black, double line spacing for body text
 - number pages, etc.



5. OTHER INFORMATION

- ❖ Engineering Students should commence their IT early March, 2017 to complete the 6 months early September, 2017
- ❖ Science Students should commence their IT early July, 2017 to complete the 3 months early October, 2017