

SIWES ORIENTATION LECTURE - 2019

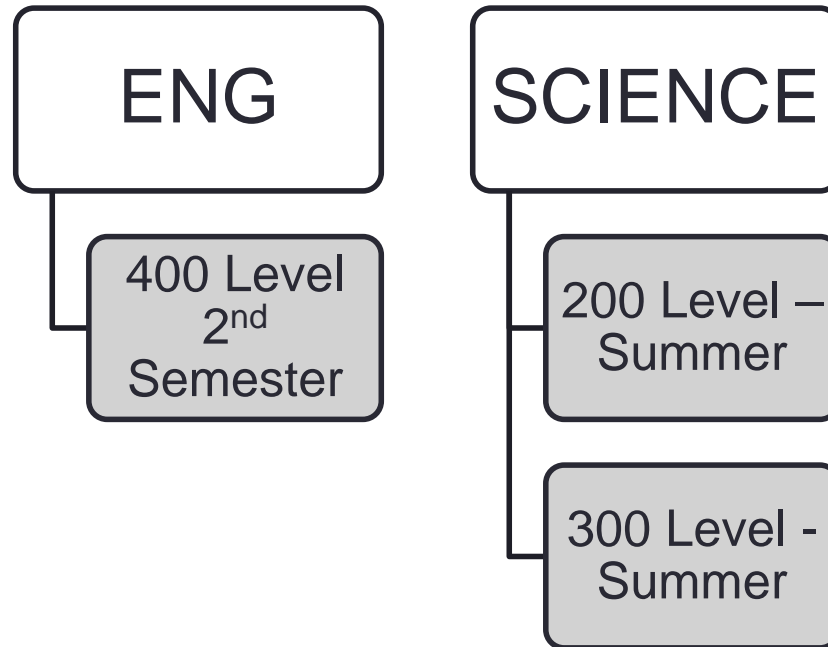
SIWES OFFICE

1

GENERAL INFORMATION

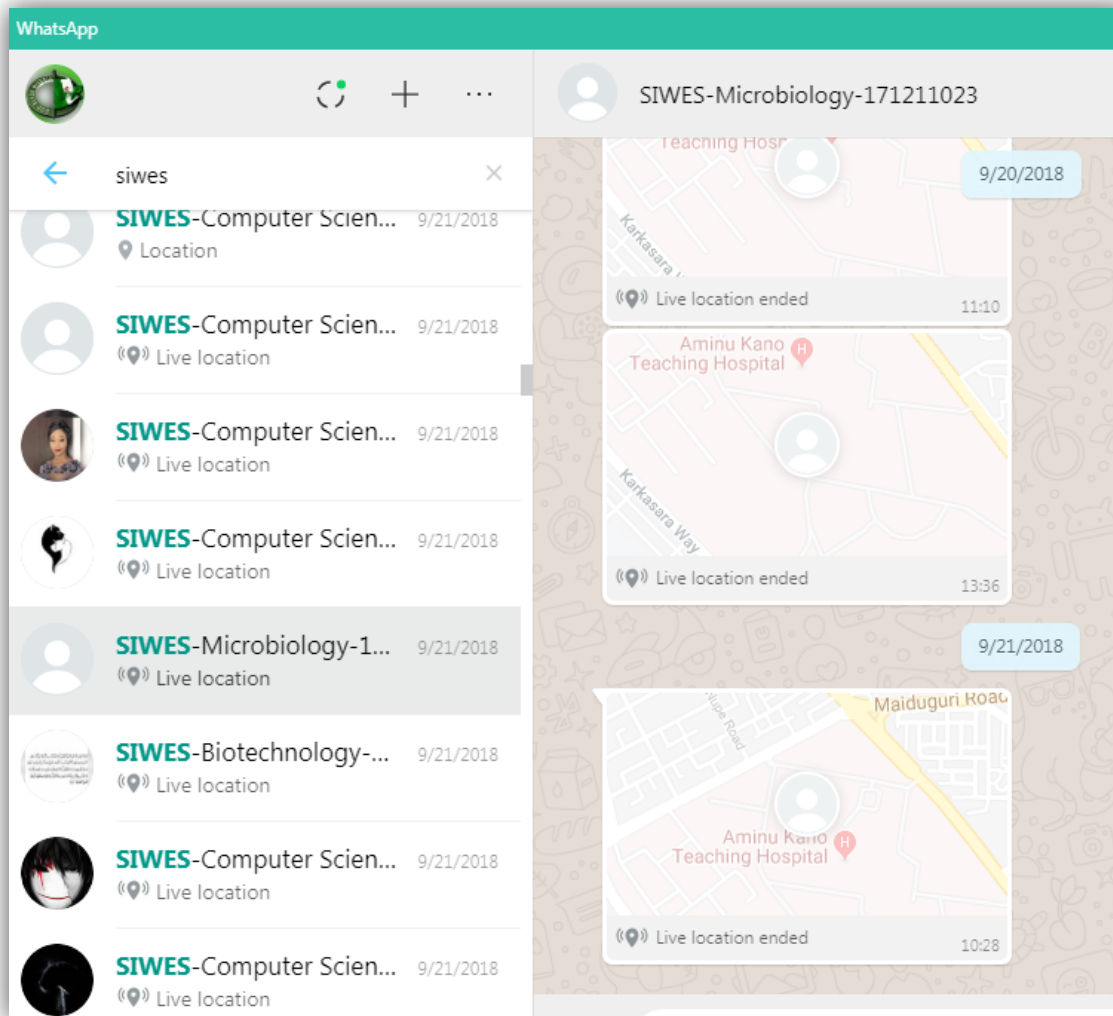
SIWES BACKGROUND

- 24 weeks SIWES is compulsory requirement for Graduation



LIVE LOCATION SHARE (WhatsApp)

Two(2) times a day



Before 10:30 am
After 15:30 pm

Working Days

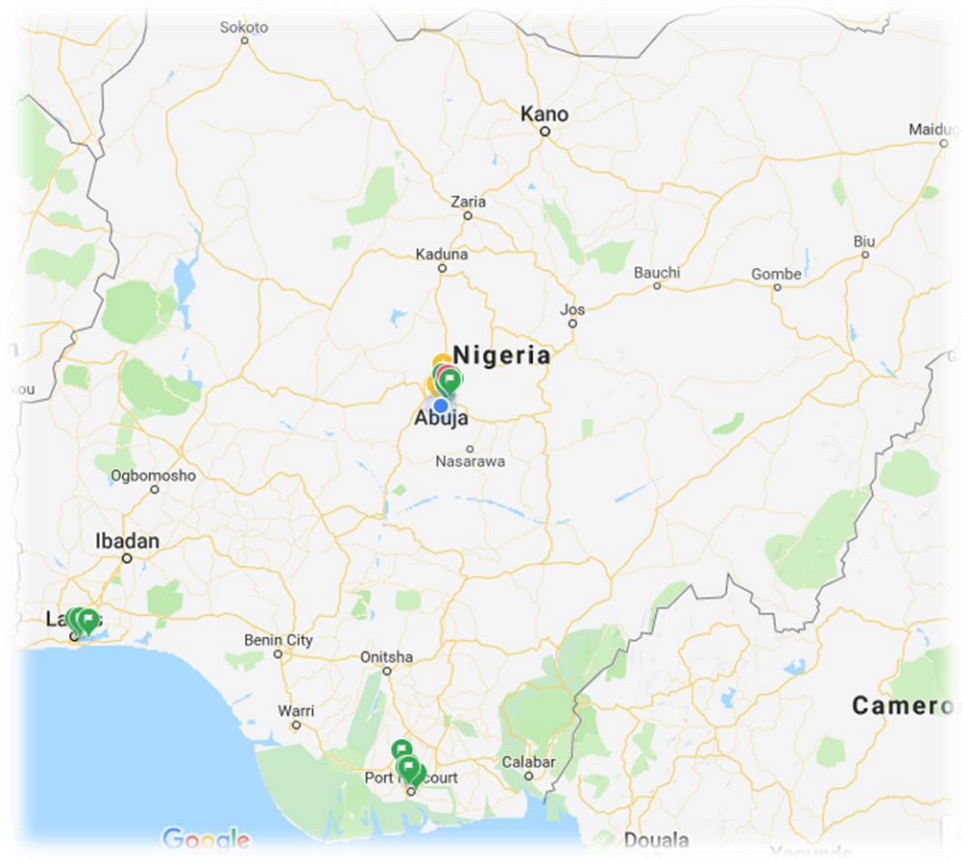
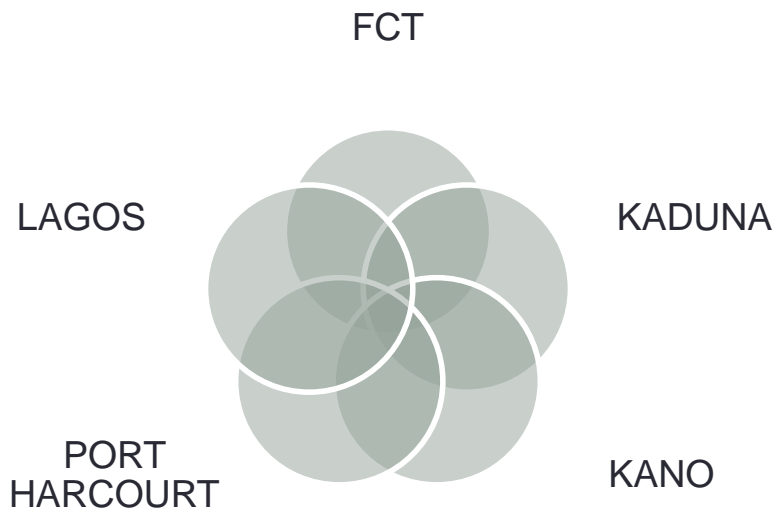
Monday- Friday

9:00 am to 17:00pm

NIGHT WORK



SIWES ZONE



2

STEPS IN SIWES

Before Start to SIWES

1. Get Reference Letter - Fill the Online Master List and Reference Letter Form

• siwes.nileuniversity.edu.ng

2. Seek & Obtained Place of Attachment

3. Submit Placement Offer Letter to SIWES Office For Approval

• Before March for ENG
• Before May for SCIENCE

4. After Get Approval Message from SIWES Office

5. Fill Online Placement List Form

• <https://siwes.nileuniversity.edu.ng/>

6. Online Course Registration

• ENG → GET 499
• SCIENCE 200 → ITP 299
• SCIENCE 300 → ITP 399

7. Collect: Logbook, Form 8, SCAF Form before leave

After Start to SIWES

1. Submit SCAF Form to ITF Area Office in two weeks

2. Share your Live Location with SIWES Office every day

- Before 10:30 am
- After 15:30 pm

3. Keep your Logbook always with you. Write summary of weekly activities with relevant diagrams

- Get logbook signed by those involved

4. Inform the SIWES Office always using Online Change & Update Form

5. Surprised Visits by School Supervisor

- Absence without inform SIWES office - results fail!

After Resume

1. Prepare Report

- Check Guidelines

2. Plagiarism Test

- More than %50 Copy-Paste or referenced is not acceptable

3. Submit your Logbook & Form 8 and Report to SIWES Office

4. Prepare Power Point Presentation for Defence

- Download Template from SIWES Website



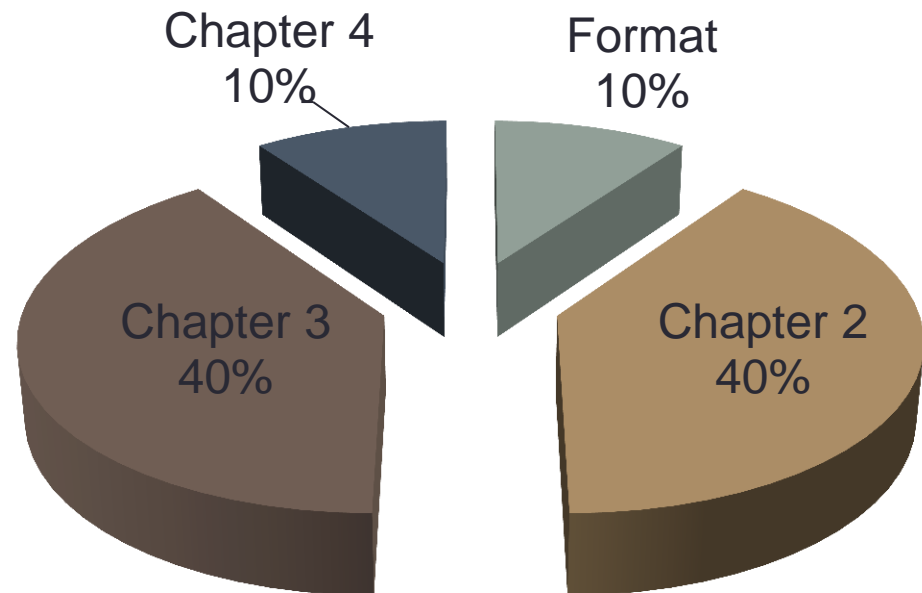
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SIWES REPORT WRITING FORMAT

REPORT FORMAT

COVER PAGE
TITLE PAGE
DEDICATION
ACKNOWLEDGEMENT
ABSTRACT
TABLE OF CONTENTS
CHAPTER ONE
BACKGROUND OF COMPANY/ORGANIZATION
CHAPTER TWO (MIN 15 pages)
THE PROCESS, COMPONENTS & DESCRIPTION
2.1 INTRODUCTION
2.2 PROJECTS CARRIED OUT
2.3 SUPERVISORY WORKS
2.4 CONCLUSION
CHAPTER THREE (MIN 10 pages)
WORKING EXPERIENCE
3.1 INTRODUCTION
3.2 PROBLEMS ENCOUNTERED
3.3 PROBLEMS SOLVED
3.4 CONCLUSION
CHAPTER FOUR
SUMMARY, RECOMMENDATION AND CONCLUSION
4.1 INTRODUCTION
4.2 SUMMARY
4.3 RECOMMENDATION
4.4 CONCLUSION
REFERENCES

Grading



The text has to be in this type of format: Times New Roman, 12 pt, 1,5-spaced lines,, fully justified, edges: right – 2,5 cm, left – 2,5 cm, upper – 2,5 cm, bottom– 2, 5cm.

4

EVALUATION

Assessment

- If your attendance is not less than %70

