



OSUN STATE UNIVERSITY

College of Science, Engineering and
Technology, Osogbo

P.M.B 4494, OSOGBO, OSUN STATE



STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)



LOGBOOK

Name in full: _____

Matriculation Number: _____

Programme: _____

Duration of Programme: _____

Department: _____

Name and Address of Company (Placement): _____

Period of Attachment (Weeks): _____

From: _____ to: _____

1. Log book is for record keeping of students' daily activities during SIWES training. It will show the Departments or Sections or Units where the student has worked and the specific duration in each Department or section or Unit.
2. Daily activities and the specific time of training is to be recorded clearly with sketches and diagrams where applicable.
3. Each student should present his/her log-book regularly at specific intervals to the industry-based supervisor for assessment of content and progress of which the industry-based Supervisor will counter sign at the appropriate section of the Log book.
4. The assigned university supervisor will visit the allocated student at the industry/company to check and assess the log-book and also assess the facilities / equipment and the environment of the industry/company at regular intervals as possible to ensure that the student receive proper training as stipulated by regulation.
5. The student will present the Log book to the nearest Industrial Training Fund area office for stamping and countersign by designated ITF official.

Guidelines on how to download the e-Logbook, collate and submit after 24 weeks of SIWES programme:

1. Log in to your student's account on SIWES portal.
2. Download the appropriate e-logbook (i.e e-Logbook specifically for your College) at the inception of your SIWES programme.
3. Make **soft binding (not Spiral binding)** of the pages of the downloaded Logbook or keep all the pages of the downloaded logbook in a neat file pending the end of the programme. Ensure you fill in the daily activities periodically as expected until the end of the SIWES programme.
4. You may present either the **soft bonded** copy and well paged or Neat file containing well-arranged and paged Logbook to assigned University supervisor for vetting and endorsement on page 57.
5. On resumption for new academic year by first week, the student is expected to have soft bonded copy of his or her logbook and Form 8 ready for submission to SIWES office through his or her Department. **Late submission is not allowed.**
6. Note that the expected cover pages should be **cardboard sheets**.
7. Do **not** purchase any **prepared Logbook** from any individual or Business Centre because your logbook is **security proof** and **customized**.

STUDENT'S INFORMATION

NAME OF STUDENT: _____

MATRICULATION NUMBER: _____

INSTITUTION: _____

PROGRAMME OF STUDY: _____

LEVEL: _____

SESSION: _____

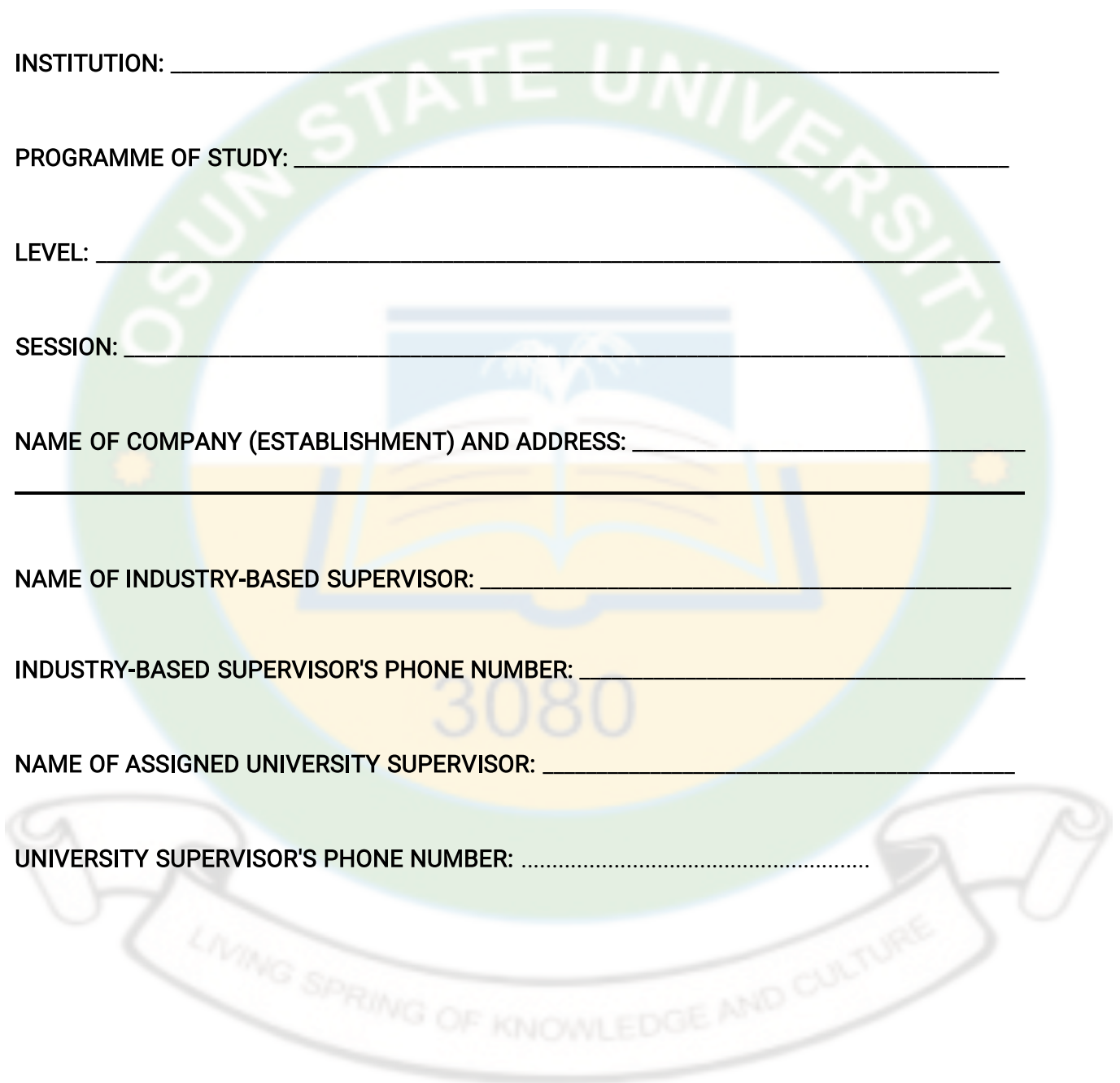
NAME OF COMPANY (ESTABLISHMENT) AND ADDRESS: _____

NAME OF INDUSTRY-BASED SUPERVISOR: _____

INDUSTRY-BASED SUPERVISOR'S PHONE NUMBER: _____

NAME OF ASSIGNED UNIVERSITY SUPERVISOR: _____

UNIVERSITY SUPERVISOR'S PHONE NUMBER:



WEEK NO:

WEEK ENDING:

(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	



DATE:

FOR SKETCHES, DIAGRAMS AND GRAPHS

(Additional drawings may be attached where necessary)



Student's Signature: Date:

Comments by Industry-Based Supervisor:

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Name, Signature & Company Stamp: Date:



Osun State University

Osogbo, Nigeria

Students' Industrial Work Experience Scheme



SIWES

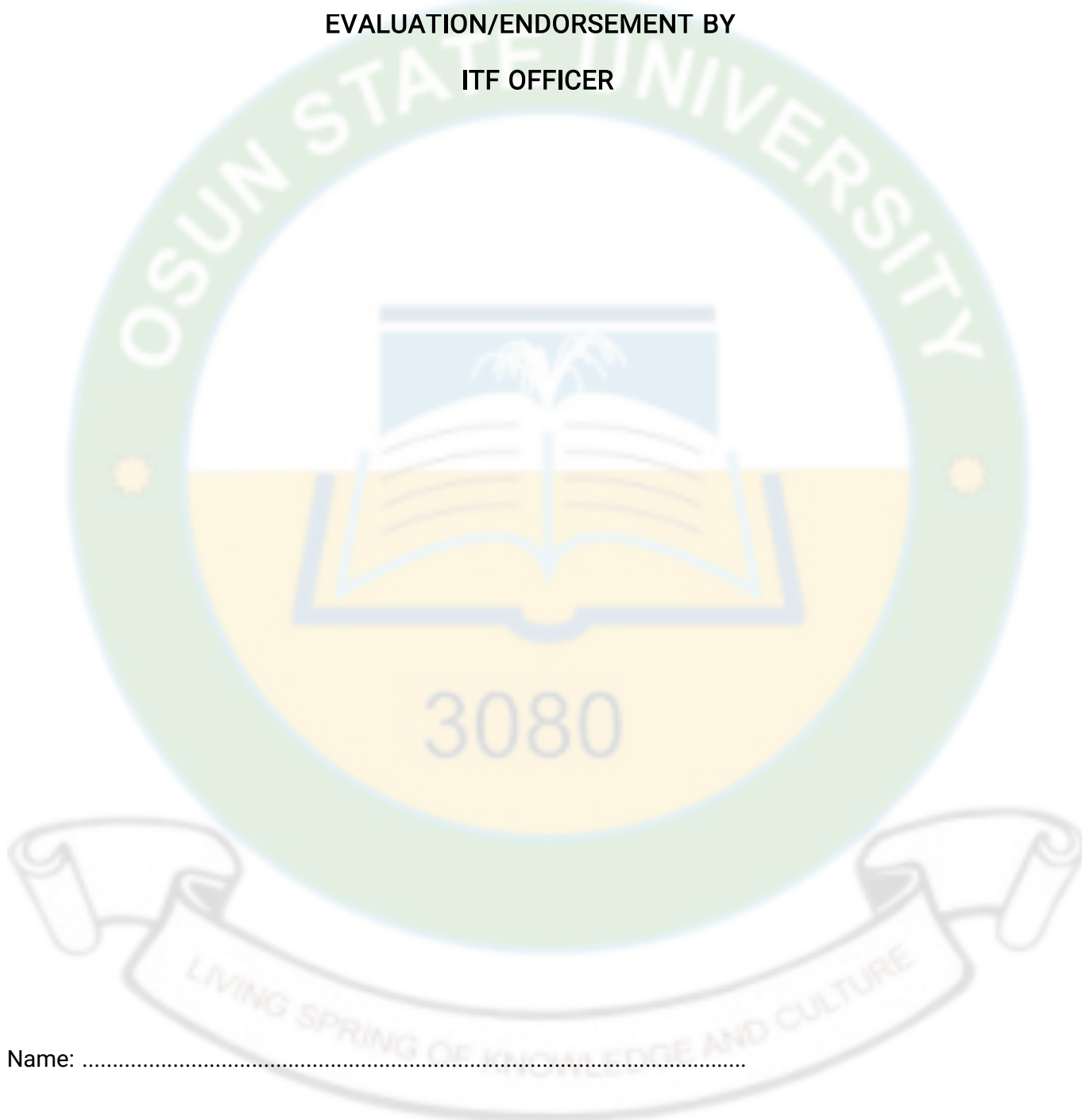
INDUSTRIAL TRAINING FUND

itfibanadan@itf.gov.ng

Ibadan Area Office, 13 Queen Elizabeth Road,
Near PHCN Office and Agodi Total Garden, Oyo State.

EVALUATION/ENDORSEMENT BY

ITF OFFICER



Name:

Signature:

Date:

