

Guideline for Student Industrial Work Experience Scheme

(SIWES) Report

INTRODUCTION

This guideline is prepared to guide, and enable students to produce quality technical reports with respect to their places of attachment/activities during the Student Industrial Work experience (SIWES). This guideline has become necessary owing to the poor output of reports submitted by students to the department over time, and lacklustre justification of their training/activities during the oral defence organized by the department after their industrial training.

It is hoped that this guideline will ensure the standardization of reports presented by the students, entrench competence, improve their skill set, assist lecturers during grading of the students, and contribute to achieving the objectives and improving the scheme in its entirety.

SIWES REPORT FORMAT

The format of the SIWES report writing using Microsoft Word is given below:

- Paper – A4 sized white paper
- Font type – Times New Roman
- Font size – 12
- Line spacing – 2.0 (double line)
- Margin – 2.54 cm at the top, bottom, left, and right sides of the paper
- Aligned/justified on both sides

SIWES REPORT SECTIONS

The SIWES report is divided into the following sections:

1. PRELIMINARY SECTION

The preliminary section should contain the following in the specified order:

- Title Page
- Dedication
- Acknowledgements
- Abstract
- Table of Contents
- List of Figures
- List of Tables
- List of Abbreviations

Note: The preliminary section is numbered in **Roman Numerals (i, ii, iii, iv...)** at the bottom of each page.

TITLE PAGE

The title page should be in the following format:

- Your Full Name
- Company Name and Address
- Student Registration Number
- Department, Faculty, and School
- Date

A sample of the title page is presented below.

A TECHNICAL REPORT

ON

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

UNDERTAKEN AT

(COMPANY NAME AND ADDRESS)

BY

(NAME OF STUDENT)

(REGISTRATION NUMBER)

SUBMITTED TO THE DEPARTMENT OF AGRICULTURAL AND FOOD ENGINEERING,

FACULTY OF ENGINEERING, UNIVERSITY OF UYO, AKWA IBOM STATE

IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE AWARD OF BACHELOR

OF ENGINEERING (B.ENG) DEGREE IN (YOUR PROGRAM)

(DATE)

DEDICATION

(Write your dedication here)

ACKNOWLEDGEMENTS

(Write your acknowledgement here)

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NOTE

Abstract

(Begin your report with a brief abstract that describes the following in a few sentences: where you have done your industrial training, what you have done, what you have learnt, and your achievements)

List of Figures

(Provide a list of all figures prepared/used in the report, if any)

List of Tables

(Provide a list of all tables prepared/used in the report, if any)

List of Abbreviations

(Provide a list of all abbreviations used in the report, if any)

2. MAIN SECTION

The main section of the SIWES report is often divided into four (4) chapters, and while you are allowed to have up to five (5) or more chapters, and except you have a lot to say and aren't writing a textbook, it is always a good idea to keep your report short. It is possible that your professors, lecturers and supervisor may not have the time to read the entire report, and may likely look out for key sections and pages of your reports in search of inconsistencies, blunders, or fascinating activities, hence, it is preferable to **prioritise quality over quantity**.

The main section should contain your report write up beginning with chapter one. Each chapter should begin on a new page, while subsections of each chapter can be written on the same page. All the subsections of each chapter are self-explanatory. However, please note the following contents of some important subsections in the various chapters that must be strictly adhered to.

Subsection 1.1. Introduction

(Reasons for embarking on SIWES and overall aim/objective of report. Sample is given below:

As prerequisite for obtaining Bachelor of Engineering Degree in Food Engineering, it is mandatory that students are excused from the academic environment for a given period so as to be attached to an industry which is related to their course of study for industrial/practical training. This will enable them to attain the necessary practical experience that will make them become more knowledgeable and entrench specialization in their given field/area. In addition, it will ensure that students are equipped in the relevant practical aspects of their courses and expose them to the industrial world.

Based on the forgoing, I applied to – UNIUYO CONFECTIONERIES, BAKERIES AND SUPPLIES where I was exposed to various food processing and engineering methods and techniques. This technical report is written to communicate all I have learned and been exposed to. My acquired knowledge about food chemistry, unit operations like cutting, mixing, weighing, kneading, packaging, fermentation, material handling, and cleaning practices and many others will be captured in this report.)

Subsection 1.2. Overview of Students Industrial Work Experience Scheme (SIWES)

(Background, establishment and brief history of SIWES)

Subsection 2.1. Overview and Background

(Background on the organization/company to include registered name, history, establishment, organizations core business, organization's activities, number of staff, information on the division/unit/department training took place, the training program which has been planned by the organisation: please provide a Gantt chart)

Subsection 2.4. Organizational Structure

(Structure of the company, including organogram)

Subsection 3.1. Overview of Projects/Training

(Objectives of the project/training, type of work done – for example, design, unit operations, analysis, preparation, maintenance, repairs, etc., equipment and computer software employed for executing tasks, time period to complete training)

Subsection 3.2. Knowledge Gained during Training

(Theoretical and practical knowledge from supervisors, workers, reference materials and resources used during the training, report clearly on activities carried out with clear statements on the experience/knowledge acquired)

Subsection 3.3. Relevance of Training to Course of Study

(Provide constructive comments on the relevance of the training to your field/area of study)

Subsection 3.4. Overall Impact of Training

(State the overall impact of training and achievement of the training to you as a person, profession, university, and Nigeria at large)

Subsection 4.1. Summary

(Provide a brief summary of the entire report to include your tasks, activities, and perception of the scheme)

Subsection 4.2. Problems Encountered during Management of Tasks

(State the problems faced during task execution and implementation/management of tasks and how the problems were solved)

Subsection 4.3. Challenges Encountered during SIWES

(Present the challenges encountered during the training like transportation, payment of stipends, attitude of workers/employees, and mode of work to include running of night or day shifts)

Subsection 4.4. Recommendations and Suggestions for the Improvement of SIWES

(Provide opinions, suggestions and recommendations on how to improve the training in the firm, role of department and SIWES unit of the university in the future)

Note:

- The main section is numbered in **Roman Numerals (1, 2, 3, 4...)** at the bottom of each page.
- The page numberings in the table of contents are just exemplary. The actual numberings will depend on your write up.
- Submit your **SIWES Log Books, ITF Form 8** and **one (1) soft bound copy of a technical report** of your activities during their SIWES attachment, placed inside the **student's SIWES file** to the Departmental SIWES coordinator as at when advised/requested.

AGRICULTURAL AND FOOD ENGINEERING DEPARTMENT STUDENT
INDUSTRIAL EXPERIENCE WORK SCHEME (SIWES) REPORT
GUIDELINE