



UNIVERSITY OF JOS

FACULTY: _____

DEPARTMENT: _____

STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME

(SIWES) LOGBOOK FOR INDUSTRIAL TRAINING

THIRD EDITION

...Designed By:...

Prof. Naomi N. James - Rugu
(Director of SIWES)

Mr. Solomon Abashe
Mr. Emmanuel Ge Agara

© NAOMI N. JAMES-RUGU
(Nee AUDU-TANWIA)
Director of SIWES

3rd Edition, 2014

ISBN: 978-978-52240-3-0

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Published by:

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.....*Certification*.....

This is to certify that this third (3rd) Edition of the Logbook is the Working Document for Industrial Training (WDIT)/Attachment (WDIA) for SIWES Students (SSs) of the University of Jos.

.....*Signed*.....
Prof. Naomi N. James-Rugu
Director of SIWES

.....15-7-2014.....
Date

.....*Signed*.....
Prof. Hayward B. Mafuyai
*Vice-Chancellor, University of Jos
and Supervisor to the Directorate*

.....15-7-2014.....
Date

.....*Approval*.....

The third (3rd) Edition of the Logbook (LB) has been approved by SIWES Directorate (SD) of the University of Jos and is operational from the 2013/2014 SIWES Year (SY)/SIWES Outing (SO).

.....*Signed*.....
Prof. Naomi N. James-Rugu
Director of SIWES

.....15-7-2014.....
Date

.....*Signed*.....
Prof. Hayward B. Mafuyai
*Vice-Chancellor, University of Jos
and Supervisor to the Directorate*

.....15-7-2014.....
Date

Dedication.....

This Third (3rd) Edition of the Logbook (LB) is dedicated to the:

- Almighty God, the Prince of Peace the Creator of Heaven and Earth
- University of Jos (UJ)
- National Universities Commission (NUC)
- Industrial Training Fund (ITF)
- Industries /Organizations/Employers of Labour (EL)
- Members of my Family
- Past and Present :
 - ✓ Pro-Chancellors
 - ✓ Chancellors
 - ✓ Vice-Chancellors
 - ✓ Deputy Vice-Chancellors
 - ✓ Registrars
 - ✓ Bursars
 - ✓ Librarians
 - ✓ Council Members
 - ✓ Directors/Coordinators of SIWES
 - ✓ Deans of Faculty/Postgraduate School
 - ✓ Deputy Deans of Faculty
 - ✓ Deputy Deans of Postgraduate School
 - ✓ Heads of Unit
 - ✓ Heads of Department
 - ✓ Directors
 - ✓ Departmental SIWES Coordinators (DSCs)
 - ✓ Institution-based Supervisors (IBSs)
- SIWES Graduates (SGs)
- Graduating SIWES Students (GSSs)
- SIWES Students (SSs)
- Prospective SIWES Students (PSSs)
- Departed Colleagues
- Academic and Non-Academic Staff
- Students of the University of Jos
- Future Undergraduates and Postgraduates
- Future Directors of SIWES (DS)
- Future Departmental SIWES Coordinators (DSCs)
- Future Institution-based Supervisors (IBSs)
- Heads of Department in the Organizations (HODOs)
- Heads of Organization (HOO)
- Departmental Coordinators in the Organizations (DCOs)
- Industry-based Supervisors (IDBSs)

University of Jos

....Acknowledgment....

All honour and adoration are given onto the Lord of lords for the opportunity given in serving as the Director of Students Industrial Work Experience Scheme (SIWES).

The Almighty God has indeed been faithful, merciful and has given me the zeal and inspiration to review the University of Jos, Logbook (LB).

It is an opportunity for me to be thankful to the Vice-Chancellor, Prof. Hayward B. Mafuyai for having found me worthy for the appointment.

Sir, myself and my family members appreciate you for this appointment, may the Lord bless you, as you steer the ship of leadership of this great Institution.

Sir, myself and staff of SIWES Directorate are indebted to you for the priority attention that you have given to the Scheme. With your encouragement, financial and unflinching support, the Directorate has continued to accomplish several successes. These achievements have attracted the admiration of the Industrial Training Fund (ITF) which has encouraged other Tertiary Institutions (TIs) to emulate the University of Jos. Similarly, Organizations and Industry-based Supervisors (IDBSs) have commended the Directorate on its efforts in achieving excellence.

To my dear family members. I am thankful to you for your continuous prayers, encouragement, moral and financial support.

To all Staff of SIWES Directorate (SSD), Mr. Sharshot Shenin Ignatius (Higher Executive Officer), Laraba Mandik (Secretary), Rahila Maijama'a (Chief Clerical Officer), Lami Deborah Sunday Oyalana (Computer Operator) and Lami Tabitha Musa (Cleaner/ Messenger for their fervent prayers, support and encouragement).

Our indebtedness goes to all Institutional Stakeholders (ISHs) viz Deans and Heads of SIWES Participating Departments (SPDs), Departmental SIWES Coordinators (DSCs) and Institution-based Supervisors (IBSs) for their tremendous contributions towards the success of the Scheme.

The Directorate uses this medium in order to most sincerely appreciate one of its SIWES Coordinators, Builder Anthony A. Okwa whose name was inadvertently omitted in the SIWES Key Points (SKPs) (2). He served at different times as the Coordinator of SIWES. His immense contributions are highly registered.

The immense contributions of past Coordinators and Directors of SIWES in the University of Jos are also highly appreciated.

To the various Industries/Organizations, we are delighted and satisfied with your performance towards the onerous task of producing human capital or human resource that will work the different strata of the Nigerian economy.

The Directorate is extremely grateful to all Industry-based Supervisors (IDBSs), Departmental Coordinators (DCs) and Heads of Section (HOS) /Heads of Department, for the good training of our SIWES Students (SSs). It is worth noting that time and space will not permit the Directorate to mention everyone, but wishes to extend its sincere appreciation to Mr. Michael Akanyi Gagum, Mr. Matthew Attah, Mr. Rotimi Johnson Ididum, Pastor Ben Ochejile, Mr. Shola Olukose, Ijeoma Nkwankpa, Mary Iledare and Mr. John Aruwa for their ceaseless contributions to the Scheme.

We remain grateful to the Coordinating Agencies viz Industrial Training Fund (ITF) and National Universities Commission (NUC). We appreciate you for the dream of ensuring that our Science Graduates are empowered with Industrial Skills (ISs) that will enable them compete favourably in the Nigerian economy.

To those who participated in type-setting the work, Christiana Kaini Yakubu, Isaac Ge James-Rugu, Atu Emmanuel John, Desmond Du James-Rugu and Martha Madueke, the Directorate is indebted to you for your untiring efforts.

I also appreciate the immense support of my Auxiliary Staff, Mr. Emmanuel Ge Stephen Agara and Mr. Yodu Samuel Audu Tanwia who supervised the type-setting of the Reviewed Logbook (RLB).

I appreciate the efforts of Mr. Solomon Abashe and Emmanuel Stephen Agara who assisted in the design of the Logbook (LB).

The Directorate expresses its many thanks to the staff of the Industrial Training Fund (ITF) Area Office Jos especially the Area Manager, Lami Dakwak, SIWES Desk Officers viz Mr. Bitrus Rotdung, Sarah Attah and the former SIWES Desk Officer, Barrister Fidelia Irabor and the SIWES Accountant, Hadija Omaku for their untiring efforts in the administration of SIWES.

Finally, to all categories of SIWES Students (SSs), my lovely sons and daughters, you have contributed immensely to the successes recorded. Please keep the academic flag flying and remain blessed.

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.....Foreword.....

The Logbook (LB) is the document for entry of all SIWES Activities (SACTs) by the SIWES Student (SS) during the Industrial Training (IT)/ Industrial Attachment (IA). It is therefore the Working Document for Industrial Training (WDIT)/Attachment (WDIA).

Since the inception of the Scheme, the Logbook has had two (2) editions though without international numbers. When the current Director came on board in February 2012, she felt it was necessary to review and improve on the existing Logbook (LB). The aim is for it to be in keeping with the current trends that are billed to strengthen the operations of SIWES.

This Edition of the Logbook (LB) emphasizes on the Philosophy of SIWES which is clearly reflected on all the pages of the Logbook (LB).

It should be noted that the segment tagged "Certification" is appearing three (3) times in the Logbook (LB), i.e Certification by the University, the SIWES Student (SS) and the Organization (pages 4 and 5 respectively). This is deliberate, because it is incumbent upon the University to endorse the segment on Certification prior to the SIWES Outing (SO), while the SIWES Student (SS) and the Organization are expected to complete their own sections as instructed by the Directorate.

Detailed addresses of Industrial Training Fund (ITF) Headquarters and Area Offices are properly reflected (page 1). This is to enable the SIWES Students (SSs) find their way to any of the offices nearest to their Organization for submission of copies of SPE, Forms which are completed by them on assumption of the Industrial Training (IT)/Attachment (IA) in the various Organizations. If this action is to be complied with, it therefore means that the actual number of SIWES Students (SSs) at particular Organization can be ascertained. Based on the above, it prepares the Industrial Training Fund (ITF) Supervisors, the task of supervision at the different Organizations within their assigned locations.

It should be clearly stated that each SIWES Student (SS) is expected to complete his/her Biodata (page 2) which must be forwarded to Institutional Stakeholders (ISHs) viz Departmental SIWES Coordinators (DSCs), Heads of Department (HOD), Deans of Faculty (DOF) and Verification Officers for SIWES Outing (VOSO) in the SIWES Directorate (SD) for endorsement before embarking on the SIWES Outing (SO). The endorsement is quite imperative because it is a confirmation that this category of SIWES Students (SSs) has fulfilled all the necessary pre-requisites.

With the implementation of e-payment, it is expected that each SIWES Student (SS) should reflect in the segment on Biodata of the SIWES Student (BDSS) (page 2) the necessary information required of him/her. The Biodata in each Logbook (LB) provides further information such as Names of Banks, Account Numbers, Sort Codes, Phone Numbers, Names and Addresses of Next of Kin. This has the advantage of providing all the necessary information required about the SIWES Student (SS) (page 2).

Again, the names of Principal Officers of the University of Jos are to be reflected by each SIWES Student (SS).

This is vital so as to ascertain whether the SIWES Student (SS) is knowledgeable of his/her environment.

Before now, the Industrial Training Fund (ITF) has received incessant complaints from the University based on inappropriate Bank Names and Account Numbers submitted by the SIWES Students (SSs). This has no doubt created problems which have largely stagnated the smooth payment processes. With the review of the Logbook i.e the third (3rd) Edition of the Logbook (LB), the SIWES Students (SSs) will provide in their handwriting certain vital information that is hoped to address these grey areas that were experienced.

Apart from the above, there is also a segment on Detailed Information about the SIWES Student (DISS) and the Organization (page 3). This segment reflects the names of the Industry-based Supervisor (IDBSs), Departmental Coordinators (DCs), Heads of Section/Studio/Unit (HOS/HOU), and Heads of Department (HOD).

On assumption in the Industry/Organization, each SIWES Student (SS) is expected to get other segments of the Logbook (LB) completed by the Industrial Stakeholders (IDSHs).

There is also a segment that is on the Daily Attendance Register (DAR) of the SIWES Student (SS) of the Organization. There are six (6) pages that signify the first (1st) to sixth (6th) months of the Industrial Training (IT) (pages 6-11). There is a provision for each SIWES Student (SS) to reflect the actual month specifying the Commencement Date and End of each particular month of the Industrial Training (I).

Furthermore, it reflects the various **days, dates of reporting and closing hours** of the SIWES Student (SS). It is **worthy of note** that there are four (4) major segments for each **Week** and that these **segments** have been **repeated** through out the twenty-four (24) Weeks i.e. the Six (6) months of the **Industrial Training (IT)/Attachment (IA)**. These are:

- ✓ *Weekly Progress Report (WPR).*
- ✓ *Daily SIWES Activities (DSACTs) from Monday to Saturday*
- ✓ *Summary of important SIWES activities/New knowledge Acquired:*
Furthermore, the Logbook (LB) instructs each SIWES Student (SS) to relate the knowledge learnt into three (3) notably:
Theoretical, Technical based and Skills based knowledge. The Directorate has reflected this based on the Recommendation of the Industrial Training Fund (ITF) during the SIWES Interactive Seminar (SIS) held on 4th April, 2013 for Directors and Coordinators of SIWES within the Jos Zone.
In addition to this, each SIWES Student (SS) is to report on the Equipment, Instruments, Machines, Machinery and Facilities that they were exposed to.
- ✓ *Inclusion of Organogram, Code of Conduct of the Organization, Relevant Maps, Diagrams, Figures, Graphs, Histograms, Pie Charts, Photographs (including the front view of the Organization, Studios and Workshops, Various Building Projects assessed, Excursions/Field Trips embarked upon, Speeches presented by the SIWES Student (SS), Seminars, Workshops, Conferences, Professional Meetings attended, Statistical Parameters and References consulted.*

Provision has been made on page 108 of the Logbook (LB) where each SIWES Student (SS) will outline all the problems encountered and the solutions proffered during the **Industrial Training (IT)/Attachment (IA)**.

Supervision is a key element to successful SIWES operations. There are segments on supervision that are to be completed by the various Stakeholders (SHs). Provided on page 109 of the Logbook (LB) is a segment where the **Industry-based Supervisor (IDBS)** is expected to comment on the performance ability of the SIWES Student (SS). Each **Industry-based Supervisor (IDBS)** is expected to state and relate his/her comments on SIWES Activities (SACTs) to Research, Curriculum Development and Deficiencies.

In view of the above, each **Industry-based Supervisor (IDBS)** is to indicate whether the **Industrial Skills (ISs)** acquired are sufficient to consider the SIWES Student (SS) as a volunteer or employee in the Organization.

Also, there are two (2) segments indicating the 1st (page 110) and 2nd (page 111) visits of **Institution-based Supervisors (IBSs)**. This segment is expected to be completed only during SIWES Supervision (SSUP). On the basis of this, any **Institution-based Supervisor (IBS)** that fails to supervise during the exercise should leave this segment uncompleted.

Furthermore, this edition of the Logbook (LB) has created a new segment which is to be completed by the **Director of SIWES (DS)** who is saddled with the responsibilities of ensuring that the Scheme is properly coordinated. Understandably, this segment is to verify the status of supervision by Institution-based Supervisors (IBSs).

Let me at this point stress that the participation of the Higher Executive Officer (HEO) in SIWES Supervision (SSUP) (page 112) is quite essential for the smooth running of the Scheme. On the other hand, participation in supervision by other Senior Staff of SIWES Directorate (SSSD) (page 112) becomes necessary too due to the inability of the Director to visit every location/Organization. In this situation, no vacuum will be created.

The segment on page 113 requires the comments of **Industrial Training Fund (ITF) Supervisors** during SIWES Supervision (SSUP). It is therefore the responsibility of these **Industrial Training Fund (ITF) Supervisors** to avail themselves at the various Organizations. Emphasis on this will no doubt motivate the SIWES Students (SSs). It also gives the **Industrial Training Fund (ITF) Supervisors** the leverage to monitor and assess the level of participation of each SIWES Student (SS).

On resumption after the **Industrial Training (IT)/Attachment (IA)**, all SIWES Students (SSs) are expected to forward their Logbooks to their **Institution-based Supervisors (IBSs)** for grading. Thereafter, the Logbooks (LBs) are expected to be forwarded along with Form 8 to SIWES Directorate (SD) for Verification by the **Industrial Training Fund (ITF) Supervisors**.

To this end, the **segment** on page 114 of the Logbook (LB) is tagged **Verification Exercise of Graded Logbook (VEGLB)**, which is set aside for **comments** of the **Industrial Training Fund (ITF)** Supervisors. Any **Graded Logbook (GLB)** not forwarded at the time of this exercise indicates that the **SIWES Students (SSs)** will forfeit his/her **Student's Allowance (SA)**.

On pages 115 to 118 are the **Original** and **Duplicate** copies of the **Industrial Assessment (IDA)** Form i.e the "**Student's Performance Evaluation (SPE) Form**" which are to be completed by the **Industry-based Supervisors (IDBSs)**, sealed and **forwarded accordingly**. It should be noted that the **Form 8 (End of Programme Sheet)** is on pages 119 and 120 of the Logbook (LB). Each **copy** of the **Form 8** is to be completed at the **end** of the **Industrial Training (IT)/Attachment (IA)** by **Stakeholders** viz the **SIWES Student (SS)**, **Industry-based Supervisor (IDBS)** and the **Institution-based Supervisor (IBS)**. Successful completion of the **Industrial Training (IT)/Attachment (IA)** for six (6) months with the **submission** of **Graded Logbook (GLB)**, **Technical Report (TR)**, **completed** and **endorsed** copies of **Form 8** and **Industrial Assessment (IDA)** Form: **Student's Performance Evaluation (SPE) Form** by **SIWES Students (SSs)** are key elements for **qualification** for **Student's Allowance (SA)**.

There is a **Questionnaire** appearing on pages 121 to 134 which is to be completed by each **SIWES Student (SS)**. This is the first (1st) time since the **inception** of the **Scheme** that the **Directorate** has come up with the **administration** of a **Questionnaire**. This has become **necessary** so as to appraise the performance of the **Scheme** both at the **Departmental** and **Institutional** levels through the **SIWES Annual Report (SAR)** and **Comprehensive Annual Report (CAR)** respectively. In the light of this therefore, the **Directorate** will be in a position to report on the **Successes, Challenges, Prospects and Recommendations** that will enable the **University** improve on some of the **Developmental Challenges** of the **Scheme**. Based on the above therefore, the author urges all **Stakeholders (SHs)** to follow the **instructions** and act **appropriately**. They should all reflect on the **dictum** of **Pele** which states "*Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do*".

On the other hand, three (3) pages (pages 132 to 134) i.e. Appendices (Appendix I, Appendix II and Appendix III) have been set aside for **additional** information as may be required by the **SIWES Student (SS)**. Each **SIWES Student (SS)** is therefore **advised** to **concentrate** and provide all **necessary** information. Again, where **Extra Sheets** are to be used, it should be expected that each **SIWES Student (SS)** will obey the **instructions** accordingly. The **SIWES Student (SS)** should remember, the assertion of **Friedrich Nietzsche** who says, "*All I need is a sheet of paper and something to write with and then I can turn the world upside down*".

The author is of the belief that exhibiting positive **cultural values** will no doubt facilitate the realization of the **Philosophy, Aim and Objectives (PAOs)** of the **Scheme**.

On this note, the authority calls on all **Industrial Stakeholders (IDSHs)** and **Institutional Stakeholders (ISHs)** to perform their **responsibilities** assiduously by **supervising, coordinating and contributing** meaningfully to the **sustenance** of the **Scheme**.

Prof. Naomi N. James-Rugu

Former Departmental SIWES Co-ordinator (DSC), Zoology (1996 to 2012)

Director of SIWES (2012 to Date)

INDUSTRIAL TRAINING FUND (ITF) HEADQUARTERS AND AREA OFFICES

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Tel: 077-543363, 543560.

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Bauchi, Bauchi State.
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Kano, Kano State.
Tel: 064-649132

ITF Area Office, Lagos
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P.M.B. 12660,
Lagos, Lagos State.
Tel: 01-4964428, 4954733.

ITF Area Office, Makurdi,
UTC Motors, New Bridge Road,
P.M.B. 102050,
Makurdi, Benue State.
Tel: 400-531050.

ITF Area Office, Sokoto, Behind
Sokoto Foam Factory,
P.M.B. 2272,
Sokoto, Sokoto State.
Tel: 060-231014.

ITF Area Office, Uyo,
7 Kevin Street,
P.M.B. 1156,
Uyo, Akwa Ibom State.
Tel: 085-201951, 200687.

Industrial Skills Training Centre,
Behind Philips Factory,
Ojota, Lagos State.
Tel: 01-4964155.

ITF Area Office, Abuja,
Old Sec. Block "D",
Room 330/331,
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Jos, Plateau State.
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Instructor Training Center,
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Kano, Kano State.
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UNIVERSITY OF JOS
OFFICE OF THE VICE-CHANCELLOR
SIWES DIRECTORATE
.....**BIODATA OF SIWES STUDENT (BDSS)**.....

- Name of SIWES Student (SS): *Surname* *First Name* *Middle Name*
- Matriculation No:.....
- Course of Study:.....
- SIWES Year (SY)/SIWES Outing (SO):..... Level:.....
- Faculty:.....
- Department:.....

- Name of Bank of the SIWES Student (SS):.....
- Sort Code of the Bank:.....
- Account Number of the SIWES Student (SS):.....
- Phone Number of the SIWES Student (SS):.....
- E-mail of the SIWES Student (SS):.....
- Name of the Next of Kin:.....
- Phone Number of the Next of Kin:.....
- Address of the Next of Kin:.....
- Name of the Vice-Chancellor:.....
- Name of the Registrar:.....
- Name of the Director of SIWES (DS):.....
- Name of Dean of the Faculty:.....
- Name of Head of the Department:.....
- Name of the Departmental SIWES Coordinator (DSC):.....
- Name of the Institution-based Supervisor (IBS):.....

*Recent Passport
Photograph of the
SIWES Student (SS)
and Departmental Stamp
for Identification*

.....
Signature of SIWES Student (SS)

.....
Signature of the Head of Department /Stamp
or
Signature of Departmental SIWES Coordinator

ORGANIZATION

➤ DETAILED INFORMATION ABOUT THE SIWES STUDENT (DISS) AND THE ORGANIZATION

- Name of SIWES Student (SS): *Surname* *Middle Name* *First Name*
- Matriculation No: Faculty: Sciences
- Department: Master List (ML)/Placement List (PL) No:
- SIWES Year (SY)/SIWES Outing (SO): Level:
- Name of the Industry/Organization/Establishment/ Unit/Parastatal:
- Full Address of the Industry/Organization/Establishment/ Unit/Parastatal:
- E-mail of the Organization:
- Phone Number of the Organization:
- The Department(s)/Section(s) attached in the Industry/Organization/Establishment/ Unit/Parastatal:
 - (i).....
 - (ii).....
 - (iii)
- Names of the Industry-based Supervisor(s) (IDBS(s)) and their Department(s):
 - (i).....
 - (ii).....
 - (iii)
- Names of the Industry Departmental Coordinator(s) (IDDC(s)) and their Department(s):
 - (i).....
 - (ii).....
 - (iii)
- Names of the Heads of the Department and their Sections:
 - (i).....
 - (ii).....
 - (iii)
- Name of the Head of the Organization (HOO): (e.g Director-General, Medical Director, Managing Director and so forth)
- Title of the Head of the Organization (THOO).....
- Commencement Date of Industrial Training (CDIT)/Attachment (CDIA).....
- End of Industrial Training (EIT)/Industrial Attachment (EIA).....

nt /Stamp

Coordinator

... Certification ...

I, certify that
Surname First Name Middle Name

I was posted to
Name of the Organization and Address in full

.....
for the six (6) months (*indicate the number of months if less than six (6) months*) Industrial Training (IT)/ Industrial Attachment (IA)

.....
Name of SIWES Student (SS)

.....
Signature

.....
Date

ORGANIZATION

- Name of the Organization (in full):.....
 - Department/Section in the Organization:.....

... Certification ...

I, *Industry-based Supervisor (IDBS)/Head of Department* certify that.....
Surname
(Name of SIWES Student (SS))

Middle Name

First Name

has been in..... *Name of the Organization and Address in full*

six (6) months (*indicate the number of months if less than six (6) months*) has carried out/not carried out all the SIWES Activities (SACTs) assigned to him or her.

Name of Industry-based Supervisor (IDBS)

Phone Number

Signature/Official Stamp

.....
Date

UNIVERSITY OF JOS
OFFICE OF THE VICE-CHANCELLOR
SIWES DIRECTORATE

► **STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)**
DAILY ATTENDANCE REGISTER (DAR) 1st Month (.....)

- Name of SIWES Student (SS):
- Mat. No: Department: SIWES Year (SY):
- Name of the Organization:.....
- Department in the Organization:.....

DAY	DATE	NAME OF SIWES STUDENT AND SIGNATURE	TIME IN	TIME OUT	SUPERVISOR'S COMMENTS AND SIGNATURE
1.					
2.					
3.					
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31.					

Name of Industry-based
Supervisor (IDBS)

Official Stamp

Signature/Date

UNIVERSITY OF JOS
OFFICE OF THE VICE-CHANCELLOR
SIWES DIRECTORATE

STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)
DAILY ATTENDANCE REGISTER (DAIR) 2nd Month (.....)

- Name of SIWES Student (SS):
- Mat. No: Department: SIWES Year (SY):
- Name of the Organization:
- Department in the Organization:

DAY	DATE	NAME OF SIWES STUDENT AND SIGNATURE	TIME IN	TIME OUT	SUPERVISOR'S COMMENTS AND SIGNATURE
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30.					
31.					

Name of Industry-based
Supervisor (IDBS)

Official Stamp

Signature/Date

UNIVERSITY OF JOS
OFFICE OF THE VICE-CHANCELLOR
SIWES DIRECTORATE

► STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)
DAILY ATTENDANCE REGISTER (DAR) 3rd Month (.....)

- Name of SIWES Student (SS):
- Mat. No: Department: SIWES Year (SY):
- Name of the Organization:
- Department in the Organization:

DAY	DATE	NAME OF SIWES STUDENT AND SIGNATURE	TIME IN	TIME OUT	SUPERVISOR'S COMMENTS AND SIGNATURE
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31.					

Name of Industry-based
Supervisor (IDBS)

Official Stamp

Signature/Date

UNIVERSITY OF JOS
OFFICE OF THE VICE-CHANCELLOR
SIWES DIRECTORATE

► **STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)**
DAILY ATTENDANCE REGISTER (DAR) 4th Month (.....)

- Name of SIWES Student (SS):
- Mat. No: Department: SIWES Year (SY):
- Name of the Organization:
- Department in the Organization:

DAY	DATE	NAME OF SIWES STUDENT AND SIGNATURE	TIME IN	TIME OUT	SUPERVISOR'S COMMENTS AND SIGNATURE
1.					
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3.					
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31.					

Name of Industry-based
Supervisor (IDBS)

Official Stamp

Signature/Date

UNIVERSITY OF JOS
OFFICE OF THE VICE-CHANCELLOR
SIWES DIRECTORATE

► **STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)**
DAILY ATTENDANCE REGISTER (DAIR) 5th Month (.....)

- Name of SIWES Student (SS):
- Mat. No: Department: SIWES Year (SY):
- Name of the Organization:
- Department in the Organization:

DAY	DATE	NAME OF SIWES STUDENT AND SIGNATURE	TIME IN	TIME OUT	SUPERVISOR'S COMMENTS AND SIGNATURE
1.					
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31.					

Name of Industry-based
Supervisor (IDBS)

Official Stamp

Signature/Date

UNIVERSITY OF JOS
OFFICE OF THE VICE-CHANCELLOR
SIWES DIRECTORATE

► **STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)**
DAILY ATTENDANCE REGISTER (DAR) 6th Month (.....)

- Name of SIWES Student (SS):
- Mat. No: Department: SIWES Year (SY):
- Name of the Organization:
- Department in the Organization:

DAY	DATE	NAME OF SIWES STUDENT AND SIGNATURE	TIME IN	TIME OUT	SUPERVISOR'S COMMENTS AND SIGNATURE
1.					
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30.					
31.					

Name of Industry-based
Supervisor (IDBS)

Official Stamp

Signature/Date

ORGANIZATION:.....

WEEKLY PROGRESS REPORT (WPR) FOR SIWES STUDENT (SS)

WEEK 1 (.....)

(Commencement Date and end of Week 1)

NB:

- ✓ *Use Extra sheets where necessary.*
- ✓ *Reflect your full name in the Extra Sheets.*
- ✓ *Staple all Extra Sheets.*

SECTION A

○ Weekly Assignment (WASS) for SIWES Student (SS)

✓ *Work assigned:*

- (i).....
- (ii).....
- (iii).....

SECTION B

○ Industrial Weekly Assessment (IDWA)

✓ *Work accomplished:*.....

✓ *Problem (s) encountered:*

- (i).....
- (ii).....
- (iii).....

✓ *Steps taken to solve the problems:*

- (i).....
- (ii).....
- (iii).....

SECTION C

○ Comments by Industrial Stakeholders (IDSJs)

✓ *Comment(s) of Industry-based Supervisor (IDBS):*

- (i).....
- (ii).....
- (iii).....

Name of the Industry-based Supervisor (IDBS)

Signature

Date

Comments of the Departmental Coordinator (DC):.....

Name of the Departmental Coordinator (DC)

Signature

Date

Comments of the Head of Department (HOD):.....

Name of the Head of Department (HOD)

Signature

Date

WEEK 1

...../...../..... to/...../.....
 Date Month Year Date Month Year

DAILY SIWES ACTIVITIES (DSACTS)

<i>Day/Date</i>	<i>Description of Work done</i>
<i>Day 1:</i> <i>Monday</i> <i>Date:</i>	
<i>Day 2:</i> <i>Tuesday</i> <i>Date:</i>	
<i>Day 3:</i> <i>Wednesday</i> <i>Date:</i>	
<i>Day 4:</i> <i>Thursday</i> <i>Date:</i>	
<i>Day 5:</i> <i>Friday</i> <i>Date:</i>	
<i>Day 6:</i> <i>Saturday</i> <i>Date:</i>	

WEEK 1

..... / / to / /

Date Month Year Date Month Year

Inclusion of Organogram, Code of Conduct of the Organization, Relevant Maps, Diagrams, Figures, Graphs, Histograms, Pie Charts, Photographs (including front view of the Organization, some Studios and Workshops), Various Building Projects assessed, Excursions/Field Trips embarked upon, Speeches presented by the SIWES Student (SS), Seminars, Workshops, Conferences, Professionals Meetings Attended and References consulted

→ (Use Extra Sheets where necessary, ensure that you reflect your full names and staple all the Extra sheets).

NB:

- ✓ You may need to scan the photographs.
- ✓ Reflect the caption for each item mentioned above.
- ✓ Remember, that additional information and originality in the Presentation of your SIWES Activities (SACTs) will attract more marks.
- ✓ Reflect your name in all the Extra Sheets used.
- ✓ Staple all the Extra sheets used.

Statistical Parameters

NB:

- ✓ Where applicable, reflect the Statistical Parameters used in analyzing your Data (Results and Discussion).
- ✓ Use Extra Sheets where necessary and ensure that you reflect your full names in the Extra sheets.

References

NB:

- ✓ Itemize in full and in alphabetical order the References consulted (where applicable).
- ✓ Your effort in supporting your SIWES Activities (SACTs) with relevant References will attract more marks.
- ✓ Staple all the Extra sheets used.

WEEK 1

..... / / to / /

Date	Month	Year	Date	Month	Year
------	-------	------	------	-------	------

•• Summary of important SIWES Activities (SACTS)/New knowledge acquired ••

- ✓ *Theoretical knowledge, Technical-based and Skills-based.*

NB:

- ✓ *Remember to include the names of the Equipment, Instruments, Machines, Machinery and Facilities that you were exposed to, during the Industrial Training (IT)/ Attachment (IA).*

- ✓ *Use Extra sheets where necessary.*
- ✓ *Reflect your full name in the Extra Sheets.*
- ✓ *Staple all Extra Sheets.*

ORGANIZATION:.....

Comments on Performance ability of the SIWES Student (SS), Relationship of the Scheme to possible Research, Curriculum Development and Deficiencies ascertained by the Industry-based Supervisors (IDBSs)

- ✓ *To be completed by Industry-based Supervisor(s) (IDBS(s))*
- ✓ *Your honest comments will greatly assist the University. You are to comment on the performance of the SIWES Student (SS) based on the underlisted areas:*

NB:

- ✓ *Use Extra Sheets where necessary.*

- *Performance Ability:*

- *Research:*

- *Curriculum Development:*

- *Deficiencies:*

- *Are you convinced that the Industrial Skills (ISs) acquired are sufficient to consider the SIWES Student (SS) as a Volunteer or Employee in your Organization?*

Yes *or* *No* *State the reason(s) for your answer:*

- *Recommendations:*

ORGANIZATION:.....

**Problem(s) encountered and Solution(s) profered during the Industrial Training
(IT)/Attachment (IA)**

NB:

✓ *Use Extra Sheets where necessary.*

• *Problems Encountered:*

• *Solutions Profered:*

**UNIVERSITY OF JOS
OFFICE OF THE VICE-CHANCELLOR
SIWES DIRECTORATE**

COMMENTS BY THE INSTITUTION-BASED SUPERVISOR (IBS)
(During SIWES Supervision (SSUP))

→ 1st Visit:

Name

Signature

Phone Number

Date

UNIVERSITY OF JOS
OFFICE OF THE VICE-CHANCELLOR
SIWES DIRECTORATE

COMMENTS BY THE INSTITUTION-BASED SUPERVISOR (IBS)
(During SIWES Supervision (SSUP))

→ 2nd Visit:

Name

Signature

Phone Number

Date

UNIVERSITY OF JOS
OFFICE OF THE VICE-CHANCELLOR
SIWES DIRECTORATE

**COMMENTS BY THE DIRECTOR OF SIWES/HIGHER EXECUTIVE
OFFICER/ANY OTHER SENIOR STAFF OF THE DIRECTORATE**
(During SIWES Supervision (SSUP))

Name of Director of SIWES (DS)

Signature

Date

*Name of Officer
(Staff of SIWES Directorate (SSD))*

Rank

Date

Signature

► COMMENTS BY THE INDUSTRIAL TRAINING FUND (ITF) SUPERVISOR(S) DURING
INDUSTRIAL TRAINING (IT)/ATTACHMENT (IA)

→ (NB: *For Official use by the ITF Supervisors*)

1st Visit:

→ (NB: Comment freely on the Place of Industrial Training (PIT)/Attachment (PIA) of the SIWES Student (SS)):

Name

Signature

Date

2nd Visit:

→ (NB: Comment freely on the attitude to work by the SIWES Student (SS)/Staff disposition):

Name

Signature

Date

3rd Visit:

→ (NB: Comment freely on Staff disposition to the Scheme):

Name

Signature

Date

**UNIVERSITY OF JOS
OFFICE OF THE VICE-CHANCELLOR
SIWES DIRECTORATE**

**VERIFICATION EXERCISE OF GRADED LOGBOOK (VIEGLIB)
BY THE ITF AREA OFFICE**

→ *Visit to the University of Jos by Staff of Industrial Training Fund (ITF)*

Name of SIWES Officer (SO)

Signature of SIWES Officer (SO)

Date

Recent Passport
Photograph of
SIWES Student (SS)

UNIVERSITY OF JOS
OFFICE OF THE VICE-CHANCELLOR
SIWES DIRECTORATE
INDUSTRIAL ASSESSMENT (IDA) FORM

ORIGINAL

NB:

- ✓ To be completed in Duplicate by the Industry-based Supervisor (IDBS) This Assessment is confidential please)

STUDENT'S PERFORMANCE EVALUATION (SPE) FORM

Name of SIWES Student (SS):

Mat. No. SIWES Course (SC):

SIWES Year (SY):

Name of the Industry/Organization/Establishment/ Unit/Parastatal:

A. Various factors based on the Performance of the SIWES Student (SS)

Instruction: Please tick (✓) as appropriate or complete the information required.

S/N	Factors Considered	A 70-100	B 60-69	C 50-59	D 45-49	E 40-44	F 0-39	Total out of 100
1	Punctuality							
2	Knowledge of work - Theoretical							
3	Knowledge of work - Skills-based							
4	Knowledge of work - Technical-based							
5	Attendance							
6	Appearance (Cleanliness)							
7	Honesty/Frankness							
8	Teamwork (Camaraderie)							
9	Observation of Rules/Code of the Establishment							
10	Initiative							
11	Hardwork/Diligence/Productivity							
12	Responsibility (Leadership Qualities)							
13	Problem Solving Ability							
14	Discipline							
15	Keenness/Inquisitiveness/Astuteness							
16	Composure							
17	Articulateness							
18	Enthusiasm/Devoteness							
19	Endurance/Resilience							
20	Originality							
21	Potential Teaching Ability							
22	Potential Research Ability							

Average Score = _____ %

B. Would you say that the SIWES Student (SS) has skills suitable for employment at entry?

Yes or No Briefly, state the reasons for your answer.

- (i).....
(ii).....
(iii).....

C. Itemize the contributions made so far by the SIWES Student (SS) in your Organization while on the Industrial Training (IT)/Attachment (IA).

- (i).....
(ii).....
(iii).....
(iv).....

D. Endorsement by the Industry-based Supervisor (IDBS):.....

.....
Name of Industry-based Supervisor (IDBS) *Signature* *Phone Number* *Date*

E. Additional Comments by the Head of the Department in the Organization:

- (i).....
.....
(ii).....
.....
.....
(iii).....
.....
.....
(iv).....
.....

.....
Name of Head of the Department

.....
Phone Number

.....
Signature

.....
Official Stamp/Date

NB: Please complete this Assessment Form, seal and forward the Original copy to the Director of SIWES (DS) and the Duplicate copy to the Departmental SIWES Coordinator (DSC) through the SIWES Student (SS).

Please return this form to:

Director of SIWES,
Office of Vice-Chancellor,
University of Jos,
P.M.B. 2084,
Jos, Plateau State, Nigeria.

Please return this form to:

Departmental SIWES
Co-ordinator,
Reflect the Department of your
SIWES Student (SS),
University of Jos.

Recent Passport
Photograph of
SIWES Student (SS)

UNIVERSITY OF JOS
OFFICE OF THE VICE-CHANCELLOR
SIWES DIRECTORATE
INDUSTRIAL ASSESSMENT (IDA) FORM

DUPPLICATE

NB:

- ✓ To be completed in Duplicate by the Industry-based Supervisor (IDBS) This Assessment is confidential please

STUDENT'S PERFORMANCE EVALUATION (SPE) FORM

Name of SIWES Student (SS):

Mat. No. SIWES Course (SC):

SIWES Year (SY):

Name of the Industry/Organization/Establishment/ Unit/Parastatal:

A. Various factors based on the Performance of the SIWES Student (SS)

Instruction: Please tick (✓) as appropriate or complete the information required.

S/N	Factors Considered	A 70-100	B 60-69	C 50-59	D 45-49	E 40-44	F 0-39	Total out of 100
1	Punctuality							
2	Knowledge of work - Theoretical							
3	Knowledge of work - Skills-based							
4	Knowledge of work - Technical-based							
5	Attendance							
6	Appearance (Cleanliness)							
7	Honesty/Frankness							
8	Teamwork (Camaraderie)							
9	Observation of Rules/Code of the Establishment							
10	Initiative							
11	Hardwork/Diligence/Productivity							
12	Responsibility (Leadership Qualities)							
13	Problem Solving Ability							
14	Discipline							
15	Keenness/Inquisitiveness/Astuteness							
16	Composure							
17	Articulateness							
18	Enthusiasm/Devoteness							
19	Endurance/Resilience							
20	Originality							
21	Potential Teaching Ability							
22	Potential Research Ability							

B. Would you say that the SIWES Student (SS) has skills suitable for employment at entry?

Yes or No Briefly, state the reasons for your answer.

- (i).....
(ii).....
(iii).....

C. Itemize the contributions made so far by the SIWES Student (SS) in your Organization while on the Industrial Training (IT)/Attachment (IA).

- (i).....
(ii).....
(iii).....
(iv).....

D. Endorsement by the Industry-based Supervisor (IDBS):.....

.....
Name of Industry-based Supervisor (IDBS)

.....
Signature

.....
Phone Number

.....
Date

E. Additional Comments by the Head of the Department in the Organization:

- (i).....
.....
(ii).....
.....
.....
(iii).....
.....
.....
(iv).....
.....

.....
Name of Head of the Department

.....
Phone Number

.....
Signature

.....
Official Stamp/Date

NB: Please complete this Assessment Form, seal and forward the Original copy to the Director of SIWES (DS) and the Duplicate copy to the Departmental SIWES Coordinator (DSC) through the SIWES Student (SS).

Please return this form to:

*Director of SIWES,
Office of Vice-Chancellor,
University of Jos,
P.M.B. 2084,
Jos, Plateau State, Nigeria.*

Please return this form to:

*Departmental SIWES
Co-ordinator,
Reflect the Department of your
SIWES Student (SS),
University of Jos.*



**INDUSTRIAL TRAINING FUND
MIANGO ROAD, P.M.B. 2199, JOS**

--

**STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME
END-OF-PROGRAMME REPORT SHEET**

PART A (To be completed by the Student)

1. (a) Name in full:.....

(b) Registration/Matriculation Number:.....

(c) Course of Study:.....(d) Year of Study:.....

(e) Name of Institution:.....

2. (a) Name and Address of the Establishment of Attachment:.....

(b) The Department/Section:.....

(c) Period of Attachment: From:..... To:.....

Number of weeks:.....

3. Total Allowance received by Student: ₦..... k

4. Brief outline of experience/relevance of training provided:

.....
.....
.....
.....
.....
.....
.....
.....
.....

5. (a) Where were you attached last? (If applicable):.....

(b) Total number of weeks engaged on industrial attachment:.....

Signature of Student:..... Date:.....

PART B (To be completed by the Employer)

6. Do you agree with the student's comments in items 3 & 4 in Part A? YES/NO

If No, please comment:

7. State total amount paid to student as ITF allowance: ₦..... k

In words:.....

8. Please assess the student's overall performance by ticking the appropriate box as provided

VERY GOOD GOOD SATISFACTORY POOR

9. Will you accept the student in any future attachment? YES NO

If No, please comment:.....

.....

10. Is your Company/Establishment in a position to offer this student a job in future?

.....

11. Name of Reporting Officer:.....

Designation/Remark:.....

Signature/Stamp:..... Date:.....

N.B. Forms duly completed by employers should be forwarded to/collected by the respective institutions under seal

PART C (To be completed by the Institution)

12. Indicate number of visits:.....

13. Give your assessment of facilities provided by Company during visit(s) by ticking:

STANDARD ADEQUATE RELEVANT NOT RELEVANT

14. Give you impression of the student's involvement in training: FULLY/PARTIALLY

.....
.....
.....
.....
.....

15. Assessment of student's performance (Grading "A,B,C, or D" has to be stated)

.....
.....
.....
.....

16. Full Name of Supervisor..... Status.....

Department/Discipline.....

Signature/Stamp:..... Date:.....

N.B: This form is to be returned to the ITF on completion by the respective institutions under seal.

UNIVERSITY OF JOS
OFFICE OF THE VICE-CHANCELLOR
SIWES DIRECTORATE

AFFIX
RECEIPT
PASSPORT

Questionnaire

Instructions:

- ✓ Fill in the spaces provided or tick the appropriate answers.
- ✓ Use Extra Sheets where necessary.
- ✓ Write your name on all the Extra Sheets used.
- ✓ Staple all Extra Sheets used.
- ✓ Detach and produce three (3) photocopies, forward the Original to SIWES Directorate, Photocopies to Institution-based Supervisor (IBS), Departmental SIWES Coordinator (DSC) and keep a copy for yourself.
- ✓ Failure to submit the Questionnaire is an indication that you will forfeit your Student/SIWES Allowance (SA).
- ✓ Note that submission has several Advantages, for example, the information that will be extracted from your Questionnaire will be consulted as Reference materials by Prospective SIWES Students (PSSs), SIWES Students (SSs) and the Institution. Your work will also be acknowledged in the SIWES Annual Report (SAR) to be forwarded to the SIWES Directorate and the Comprehensive Annual Report (CAR) that will be forwarded to the Vice-chancellor.

Section A
Registration and Documentation

1. Name of SIWES Student (SS):.....
2. Matriculation Number:.....
3. Phone Number:.....
4. Faculty:.....
5. Department:.....
6. SIWES Year (SY)/Outing (SO):.....
7. Did you register for SIWES? Yes No
8. What is the SIWES Course (SC) in your Department?.....
9. Did you complete the SIWES Certification Form (SCF)? Yes No
10. If Yes, do you have your own copy of the Endorsed SIWES Certification Form (ESCF)?
Yes No
11. If No, state your reasons for not completing the SCF:.....
12. Did you submit your Biodata to your Departmental SIWES Coordinator (DSCs)? Yes No
13. If Yes, is your name in the Department's Master List (DML) Yes No
14. If Yes, what is the Serial/Number in the Department's Master List (DML):.....
15. If No, state your reasons:.....

Section B

SIWES Processes/Activities preparatory to SIWES Outing (SO)

16. Are you conversant with the Philosophy, Aim and Objectives (PAOs) of SIWES?
Yes No
17. Who is the Supervisor to the SIWES Directorate (SD)?.....
18. Mention the Name of the Supervisor to SIWES Directorate (SD):.....
19. Mention the Name of the Director of SIWES:.....
20. Mention the Name of your Departmental SIWES Coordinator (DSC):.....
.....
21. Have you ever interacted with your Departmental SIWES Coordinator (DSC)? Yes No
22. If Yes, what lessons have you learnt?.....
.....
23. If No, why?.....
.....
24. Mention the Name of your Institution-based Supervisor (IBS):.....
25. Have you interacted with your Institution-based Supervisor (IBS)? Yes No
26. If Yes, what lessons did you learn?.....
.....
27. Do you have SIWES Files (SFs)? Yes No
28. If Yes, do you document the SIWES Memos (SMs)/Announcements (SAnns) in your SIWES Files (SFs)? Yes No
29. If No, where do you document your SIWES Memos (SMs)/Announcements (SAnns)?.....
.....
30. Have you received your SIWES Handbooks (SHBs)? Yes No
31. If Yes, do you read/study them? Yes No
32. List the SIWES Handbooks (SHBs) that you have:.....
33. What are your suggestions about the SIWES Handbooks (SHBs) and the University of Jos Logbook?.....
34. Do you know the SIWES Delegates (SDels)/SIWES Representatives (SReps) in your Department? Yes No
35. Mention their names:.....
.....
36. How helpful are the SDels/SReps to the Scheme?.....
37. Do you know the Location of the SIWES Directorate (SD) of the University of Jos? Yes No
38. If Yes, state its Location:.....

39. Have you ever visited the SIWES Directorate Library (SDL)? Yes No
40. If Yes, what books did you consult?.....
.....
41. How relevant were these books?.....
42. Did you sign the SIWES Directorate Library Register (SDLR)? Yes No
43. Are you impressed with the documentation of the SIWES Materials (SMs) in the SIWES Directorate Library (SDL)? Yes No
44. If Yes, did you borrow some of the materials? Yes No
45. If Yes, did you harmonize the relevant information in your Logbook (LB) or Technical Report (TR)? Yes No
46. If No, state your suggestions:.....
.....
47. Have you ever had the opportunity of reading any SIWES Memos (SMs)/Announcements (SAnns)? Yes No
48. How did you get the SIWES Announcements (SAnns)? Notice Boards Circulars
DSCs SDels/SReps Colleagues
49. Have you received and completed the Letter of Introduction for SIWES Student (LISS) and Letter of Acceptance for SIWES Student (LASS)? Yes No
50. If Yes, have you secured a Place of Industrial Attachment (PIA)? Yes No
51. If Yes, have you submitted the Original copy of the Letter of Acceptance for SIWES Student (LASS) to your Departmental SIWES Coordinator (DSC) and a photocopy to the SIWES Directorate (SD)? Yes No
52. If Yes, is your name in the Department's Placement List (DPL)? Yes No
53. If Yes, state your Department's Placement List (DPL) Serial Number:.....
54. If No, give your reasons:.....
.....
55. Who selected your Place of Industrial Training (PIT)/Attachment (PIA) for you? Myself
Colleague My DSC My Sibling
56. Is your Place of Industrial Training (PIT) relevant to your discipline? Yes No
57. If Yes, state your reasons:.....
.....
58. If No, why?.....
59. How did you get to know about the Organization?.....
.....
60. Do you have a copy of the document on Twenty three (23) stages approved for SIWES Operations? Yes No

61. If Yes, have you complied with the directives? Yes No
62. If No, what effort did you make?:
.....
63. Did you receive a copy of the Letter of Undertaking for SIWES Student (LUSS)? Yes No
64. Did you receive a copy of the Letter of Attestation for SIWES Student (LATSS)? Yes No
65. Have you received a copy of the Letter on Commencement Date of Industrial Training (LCDIT)? Yes No
66. If Yes, congratulations, you are now ready for your Training. Give yourself a SIWESORIAL Clap.
67. If No, why?:
.....
68. Have you received a copy of the Logbook (LB)? Yes No
69. If Yes, have you read it and are you conversant with the instructions? Yes No
70. Do you have a copy of the SIWES Handbook (SHB) tagged Logbook, the Working Document for Industrial Training (WDIT)/Attachment (WDIA) Yes No
71. If Yes, have you gone through it? Yes No
72. If No, have you made a request? Yes No
73. Has the Working Document for Industrial Training (WDIT), given you an insight on how to complete your Logbook? Yes No

Section C

Participation during SIWES Programmes (SPs)

74. Did you attend the two (2) SIWES Programmes (SPs)? Yes No
75. Did you sign the Attendance Register (AR) during the Programmes? Yes No
76. If Yes, mention the SIWES Programme(s) (SP(s)) you attended:
.....
77. Indicate the Serial number (S/No) that reflects your name in the Attendance Register (AR) of SIWES Directorate:.....
78. What lessons did you learn from the SIWES Programme(s) (SP(s)) that you attended?
.....
9. State the most interesting aspect of each of the Programmes:
- ✓ SIWES Awareness Forum (SAF):.....
- ✓ SIWES Orientation Programme (SOP):.....
80. Which of these best describe the two (2) SIWES Programmes (SPs)? Boring Interesting
Educating and Informative Relevant Irrelevant

Section D
Information about the Organization

81. **Name of the Organization:**.....
82. **Address of the Organization (in full):**.....
83. **Location:**.....
(Mention the name of a building, shopping complex or any popular building near the Organization).
84. **Vision of the Organization:**.....
.....
.....
85. **Mission of the Organization:**.....
.....
.....
86. **Draw the Organogram of the Organization:**.....
87. **Name(s) of the Industry-based Supervisor(s) (IDBS(s)) and their Section(s)**
(i).....
(ii).....
(iii).....
88. **Name of the Departmental Coordinator in your Organization(DCO):**.....
89. **Name of the Head of Department/Section in your Organization**
(i).....
(ii).....
(iii).....
90. **Name of the Head of the Organization (HOO):**.....
91. **Rank of the Head of the Organization (HOO):**.....
(Manager, General Manager, Managing Director, Project Manager, Medical Director, Director General and so forth)
92. **Would you say that the Organization has a reasonable number of trained Staff for Training of SIWES Students (SSs):** Yes No
93. If Yes, were you given the much needed cooperation? Yes No
94. If No, state your suggestions:.....
.....
95. **Did you borrow relevant books, Handouts or SIWES Materials (SMs) from your Organization or Industry- based Supervisor?** Yes No
96. If Yes, were the books or SIWES Materials (SMs) relevant to the Training? Yes No
97. If Yes, did you return them after consultation? Yes No

98. If No, state the reasons:.....
99. Does the Organization have an **Operational Manual (OOM)**? Yes No
100. If Yes, how often was it consulted by the **Industry-based Supervisor (IDBS)**? Frequently
Occasionally Monthly Weekly
101. Did you have the opportunity of consulting it? Yes No
102. If Yes, how often did you consult it? Frequently Occasionally Monthly Weekly
103. How beneficial was it to your Training?.....
.....
104. Attach a photocopy of the Organization's **Operational Manual (OOM)**:.....
105. Did you attend the Orientation in your Organization? Yes No
106. Were you offered accommodation by your Organization? Yes No
107. If Yes, were you residing close to your Organization? Yes No
108. State the advantages:.....
.....
109. Did you have the opportunity of working in a Workshop/Studio/Field/Farm as a Section in the Organization? Yes No
110. Did you work in the Laboratories? Yes No
111. If Yes, were you assigned to clean the Laboratories? Yes No
112. What are your comments about such an assignment?.....
.....
113. Did you wear Laboratory Coat while on Training? Yes No
114. If Yes, what were the advantages of wearing Laboratory Coats?.....
.....
115. If No, what were the disadvantages of not wearing Laboratory Coat?.....
.....
116. Did you sustain any injury during the Training? Yes No
117. If Yes, state what action was taken:
.....

Section E
Assessment of SIWES based on some factors

118. How did you make entries of your SIWES Activities (SACTs)? Daily Weekly
Fortnightly Monthly At the end of the Training
119. Based on your answer, what were the advantages:.....
.....

120. Itemize some of the SIWES Activities (SACTS) that you carried out during the six (6) Months Industrial Training (IT)/Attachment (IA) (Laboratories/Workshops/Studios/Field Work/Farms)
-
.....
.....
.....

121. What SIWES Activity (SACT) /Activities (SACTs) was/were the most interesting?
-
.....

122. Draw and state the functions of four (4) important Equipment, Instruments /Machines /Machinery that you used during your Training.

123. Were you engaged in Teamwork? Yes No

124. If Yes, state the advantages of Teamwork:
-

125. Did the Organization organize Interactive Fora/Seminars/Workshops/Conferences/ and Professional Meetings while you were on Training? Yes No

126. What were the benefits?
(Use Extra Sheets, State the Names, Venues/Dates of such Programmes in a tabular form).

127. Did you embark on Excursions/Field Trips? Yes No

128. If Yes, what were your experiences?
-

129. Did you interact with your Industry-based Supervisor(s) during the Training?

130. If Yes, explain the advantages of the interaction:
-

131. If No, state the reasons:
-

132. Did you serve as a Team Leader (TL) during the Industrial Training (IT)? Yes No

133. If Yes, what were the benefits?
-

134. If No, did you cooperate with your Team Leader (TL)? Yes No

135. State the Number of SIWES Students (SSs) that served in the Organization:

136. How many SIWES Students (SSs) from the University of Jos served with you?

137. State the Departments of the SIWES Students (SSs) from the University of Jos that served with you:

138. How many SIWES Students (SSs) were from other Institutions?.....
139. How was your relationship like with other SIWES Students (SSs)?
140. Were you ever absent as a result of ill-health? Yes No
141. If Yes, were you officially visited by any of the staff on account of your ill-health?
Yes No
142. If No, what reasons did the Organization give?.....
143. Did you request for Extra SIWES Activities (ESACTs) after your return? Yes No
144. If Yes, was your request granted? Yes No
145. If No, what action did you take?.....
146. State the Total Number of days that you were absent:.....
147. Did you contribute money for the purchase of consumables during the Training? Yes No
148. If Yes, were they actually used for the Training? Yes No
149. If Yes, state your comments as regards the purchase of the consumables:.....
150. If your answer to Question 147 is No, what are your suggestions?
.....
151. Were you given any stipend by your Organization during the Training? Yes No
152. If Yes, what were the advantages of the stipend?
.....
153. If No, what are your suggestions:
.....

Section F

SIWES Supervision (SSUP) by Stakeholders (SHs)

154. How were you supervised by the Industry-based Supervisor(s) (IDBS(s))?
Daily Weekly Fortnightly Monthly At the end of the Training
155. Based on your answer to Question 154, state the advantages:
.....
156. Were you supervised by your Institution-based Supervisor (IBS), Departmental SIWES Coordinator (DSC), Director of SIWES (DS), Industrial Training Fund (ITF) Supervisors during the Training? Yes No
157. If Yes, produce photocopies of their comments from the Logbook (LB) and attach to the Questionnaire.

Section G

Assessment of SIWES based on skills acquisition

158. State your assessment of SIWES based on three (3) factors: Theoretical, Skills based and Technical based knowledge.

159. Would you now say that the **Philosophy, Aim and Objectives (PAOs)** of SIWES have been achieved? Yes No
160. If Yes/No, state your reasons:.....
.....
161. Based on the skills you have acquired, do you recommend other Prospective SIWES Students (PSSs) to the Organization?
162. If Yes/No, state your reasons:.....
.....
163. Comment on the Modus Operandi of SIWES in the Organization:.....
.....
164. Are there functional Laboratories or Internet facilities in the Organization? Yes No
165. If Yes, how many functional Laboratories are there?.....
166. How beneficial were they to you?.....
167. What is your assessment of the facilities? Standard Below Standard
168. If the facilities are standard, were you restricted from the use of Equipment /Instruments /Machines /Machinery? Yes No
169. If No, did the Organization apologize for not providing such facilities?.....
170. With the inadequate facilities did that affect your Training? Yes No
171. If Yes, how were you able to cope?.....
172. Did you have the experience of not carrying out certain Tests Procedures/Projects as a result of non-functional Instruments/Equipment/Machines/Machinery or absence of existing Laboratories? Yes No
173. Do you think your Organization is enhancing practical skills under the Scheme? Yes No
174. If Yes, state some of the Practical Skills (PSs) you acquired:.....
.....
175. Do you think that SIWES has enhanced your Practical Knowledge (PK)? Yes No
176. State some of the major challenges you experienced:.....

Section H

Overall assessment of Stakeholders (SHs) and the Organizations

177. Would you say that you are now skillful after the Industrial Training (IT)? Yes No
178. Based on the Training, which of these best describe your positive work habits: Responsible, Hardworking, Respectful, Keen-sighted, Punctual, Committed, Approachable, Aggressive, Credible, Cheerful, Gentle and Careful.
179. Which of these values best describe your Industry-based Supervisor(s) (IDBS(s))? Assertive, Careful, Expressive, Frank, Intelligent, Keen and Meticulous.

138. How many SIWES Students (SSs) were from other Institutions?..... 159
139. How was your relationship like with other SIWES Students (SSs)?
140. Were you ever absent as a result of ill-health? Yes No 160.
141. If Yes, were you officially visited by any of the staff on account of your ill-health?
Yes No 161.
142. If No, what reasons did the Organization give?.....
143. Did you request for Extra SIWES Activities (ESACTs) after your return? Yes No 162.
144. If Yes, was your request granted? Yes No 163.
145. If No, what action did you take?.....
146. State the Total Number of days that you were absent:.....
147. Did you contribute money for the purchase of consumables during the Training? Yes No 164.
148. If Yes, were they actually used for the Training? Yes No 165.
149. If Yes, state your comments as regards the purchase of the consumables:..... 166.
150. If your answer to Question 147 is No, what are your suggestions?
..... 167.
151. Were you given any stipend by your Organization during the Training? Yes No 168.
152. If Yes, what were the advantages of the stipend?
..... 169.
153. If No, what are your suggestions:
..... 170.
- 171.
- 172.

Section F

SIWES Supervision (SSUP) by Stakeholders (SHs)

154. How were you supervised by the Industry-based Supervisor(s) (IDBS(s))?
Daily Weekly Fortnightly Monthly At the end of the Training 173.
174.
155. Based on your answer to Question 154, state the advantages:
..... 175.
156. Were you supervised by your Institution-based Supervisor (IBS), Departmental SIWES Coordinator (DSC), Director of SIWES (DS), Industrial Training Fund (ITF) Supervisors during the Training? Yes No 176.
157. If Yes, produce photocopies of their comments from the Logbook (LB) and attach to the Questionnaire. 177.

Section G

Assessment of SIWES based on skills acquisition

158. State your assessment of SIWES based on three (3) factors: Theoretical, Skills based and Technical 179.