

**SIWES TECHNICAL REPORT FORMAT**  
**SIWES Technical Report Format and Presentation Grading**  
*Marks obtainable are enclosed in parentheses*

 **Page 1 ---- Cover Page (see Sample below):**

## **SIWES TECHNICAL REPORT FORMAT**

As expected on the cover page, student full name, matric no, Placement Area, Program & Department Should be clearly written in bold format.

e.g. REPORT ON STUDENT INDUSTRIAL WORK  
EXPERIENCE SCHEME (SIWES)  
TRAINING PROGRAMME  
(MARCH 2011 – AUGUST 2011)

AT

***PUT YOUR PLACEMENT AREA***

BY

***YOUR FULL NAME***

***(MATRIC NUMBER)***


***YOUR PROGRAM, DEPARTMENT,***

COVENANT UNIVERSITY


BEING A REPORT SUBMITTED TO THE DEAN  
COLLEGE OF SCIENCE AND TECHNOLOGY IN  
PARTIAL FULFILMENT OF THE REQUIREMENTS FOR  
***(YOUR COUSE CODE)***


DEAN CST: PROF F.K HYMORE  
SEPTEMBER 2011.

 **Page 2 ---- Dedication**

 **Page 3 ---- Acknowledgements**

 **Page 4 ---- Table of Contents**

 **Page 5 ---- Abstract**

 **Page 6 ---- Short Introduction about your placement area, what they do or services they provide**

 **Body of your Technical Report should feature:**

**1. Technical Report (Body) Structure (30 marks)**

- Chapter One: Introduction: Participation / Work Done (5 marks)
- Chapter Two: Experience gained (new) (5 marks)
- Chapter Three: Challenges encountered by Student (5 marks)

- Chapter Four: Observations & Contributions (5 marks)
- Chapter Five: Conclusion (5 marks)
- **Chapter Six: Challenges Observed as being faced by the SIWES Industry-based Firm ( A copy of this chapter should also be spirally bound separately)**
- Related Diagrams (sketches / screen snapshots) (5 marks)

*The Technical Report should be in Times New Roman font, 12 pt font size, 1.5 line spacing, and should be between 30 and 50 pages. Spiral-bound*

## **2. Presentation using MS PowerPoint (30 marks) (10 minutes)**

- Participation / Work Done (5 marks)
- Observations & Contributions (5 marks)
- Quality of Slide Presentation (5 marks)
- Challenges Encountered (5 marks)
- Dress Code (3 marks)
- Eloquence (2 marks)
- Questions & Answers (5 marks)

*A Schedule for the Presentation: As indicated by Departmental Coordinators( September – October 2011)*

## **3. Log Book (30 marks)**

- Assessment Guide
  - High Quality Weekly Report (1mk/week for 24 weeks) 24 mks
  - Weekly Supervisor's Comments 6 mks

## **4. CU Supervisor's Assessment (10 marks)**

**Total (100 marks)**

## **Submission**

*Both the Technical Report and LogBook would be submitted on the day of your own Presentation for grading.*

**Mr Akinsola Oluwale O.**  
**Covenant University Information Technologist/SIWES Administrator**  
**17<sup>th</sup> August, 2011.**