

## **DEPARTMENT OF COMPUTER ENGINEERING TECHNOLOGY**

### **GUIDELINES ON SIWES PROGRAMME:**

For the smooth operation of the SIWES the following guidelines shall apply

#### **9.1 Responsibility for placement of students**

a) Institutions offering the ND programme shall arrange to place the students in industry by April 30 of each year, six copies of the list showing where each student has been placed shall be submitted to the Executive Secretary, NBTE which shall in turn, authenticate the list and forward it to the industrial training fund, Jos.

b) The placement Officer should Explain and agree with industry on the following:

i. A task inventory of what the students should be expected to experience during the period of attachment. It may be wise to adopt the one already approved for each field

ii. The industry-based supervisor of the students during the period, likewise the institution based supervisor.

iii. The evaluation of the student during the period. It should be noted that the final grading of the student during the period of the attachment should be weighted more on the evaluation by his industry-based supervisor

**9.2** Evaluation of students during the SIWES In the evaluation of the student, cognizance should be taken of the following items:

a) Punctuality

b) Attendance

c) General Attitude to Work

d) Respect for Authority

e) Interest in the Field/Technical area

f) Technical competence as a potential technician in his field

#### **9.3 Grading of SIWES**

To ensure uniformity of grading scales, the institution should ensure that the uniform grading of student's work, which has been agreed to by polytechnics, is adopted.

**9.4** The Institution Based Supervisor The Institution-based supervisor should initiate the logbook during each visit. This will enable him to check and determine to what extent the objective of the scheme are being met and to assist students having any problems regarding the specific assignments given to them by their industry-based supervisor.

**9.5** Frequency of Visit Institution should ensure that students placed on attachment are visited within one month of their placement. Other visits shall be arranged so that:

- 1) There is another visit six weeks after the first; and
- 2) A final visit in the last month of the attachment

**9.6** Stipends for Students in SIWES The rate of stipend payable shall be determined from time to time by the Federal Government after due consultation with the Federal Ministry of Education, the Industrial Training Fund and the NBTE

**9.7 SIWES as a Component of the Curriculum**

The completion of SIWES is important in the final determination of whether the student is successful in the programme or not. Failure in the SIWES is an indication that the student has not shown sufficient interest in the field or has no potential to become a skilled technician in his field. The SIWES should be graded on a fail or pass basis. Where a student has satisfied all other requirements but failed SIWES, he may only be allowed to repeat another four months SIWES at his own expense.