



NATIONAL OPEN UNIVERSITY OF NIGERIA

FACULTY OF AGRICULTURAL SCIENCES

TRAINING LOG BOOK

FOR

**STUDENT'S INDUSTRIAL WORK
EXPERIENCE SCHEME
(SIWES)**

FPY/SIWES PRACTICAL

(200 LEVEL)

STUDENT'S
PASSPORT
PHOTOGRAPH
HERE

GENERAL GUIDE FOR STUDENTS OF THE FACULTY OF AGRICULTURAL SCIENCES, NATIONAL OPEN UNIVERSITY OF NIGERIA

In addition to the ITF Guidelines for **SIWES** participants, **Faculty of Agricultural Sciences** students and the scheme are to note the following:

- (i) Obtain and carry with you to your place of attachment copies of the following documents:
 - *An Introductory Letter from the Study Centre*
 - *ITF Form 8 and*
 - *A Log-book from the Study Centre*
- (ii) Report at your place of attachment on the date stipulated on the letter of introduction *from the Study Centre*.
- (iii) Comply with the employer's rules and regulations. Particularly, punctuality at your training locations.
- (iv) Expect Supervisors from **Faculty of Agricultural Sciences** and the Industrial Training Fund (ITF).
- (v) The ITF will arrange to pay you **SIWES** allowance through the establishment to which you are attached.
- (vi) Successful completion of the **SIWES** programme is a pre-condition for the award of the Bachelor degree in Agriculture.
- (vii) The ITF may use the last two pages for its official purpose.

The Farm Practical Year Log Book

What You must Know!

Meaning and Purpose of B. Agric. FPY/SIWES Programme

- Farm Practical Year/Student Industrial Work Experience Scheme (FPY/SIWES) is a programme.
- This is recommended by National Universities Commission (NUC) which is premised on the philosophy that a 12 calendar month hands-on training.
- The programme is mounted at 400 level for B. Agricultural Sciences
- (FPY/SIWES) is compulsory requirements for graduation of students in all Nigeria Universities by NUC Bench Mark Minimum Academic Standard (BMAS)

Operation of FPY/SIWES in NOUN ODL System

- Farm practical training duration for students of Agriculture in NOUN is proposed to span between 200 and 400 levels.
- The FPY/SIWES programme in 72 weekends of intensive practical farm scheme.
200 level - 8weeks
300 level - 12 weeks
400 level - 52 weeks
- Each student is expected to participate in a minimum of 12 hours of practical training per weekend under the direction or supervision of the farm officer, from Friday 12pm-4pm and Saturday 9am-5pm.
- Each student is expected to identify institution/colleges of Agriculture/Agricultural Development Project Offices (ADPs), Agricultural agencies with Agribusiness, Livestock management, Agric. Mechanization, Crop & Soil activities and well- equipped private farms closest to his/her location for the FPY/SIWES training.
- The institutional based supervisors shall visit students once at 200 and 300 Level and twice at 400 Level

Effective Coordination, Monitoring and Efficient Evaluation

- Supervisors at places of FPY/SIWES training and academic staff of the Faculty should site the following:
 - i. Farm diary
 - ii. Log-book
 - iii. Evaluation/Grading Report at 200, 300 and 400 Level
 - iv. Attendance report at each enterprise also forms part of the final grading.
 - v. A written report that covers all activities in a bound form duly signed.

Session of Commencement of this Policy

- 2019/2020 academic Session because NUC granted approval for NOUN FPY/SIWES programme with effect from February 2019.

- The current students in 300 Level will register courses designated for 200 and 300 levels.
- 400 level students MUST register all 2010/2020 enterprises/skills in their portal.

Grading system of the FPY

- Each of the courses shall be graded by Industrial based supervisor (30%) and Institutional based supervisor (70%), that gives, a total of 100%

FPY Logbook from 200 – 400 Level

Three (3) sets of Logbooks shall be used throughout the FPY (200, 300 and 400 Level)

S/N	Level	Number of Courses	Total Weeks per Course	Number of Weeks per Course
1	200	2 courses plus report writing	8weeks	<ul style="list-style-type: none"> ▪ 3 Weeks per Course (6 weeks) ▪ 2 Weeks for report writing
2	300	3 courses plus report writing	12 weeks	<ul style="list-style-type: none"> ▪ 3 Weeks per Course (9 weeks) ▪ 2 Weeks for report writing
3	400	10 courses plus report writing	52 weeks	<ul style="list-style-type: none"> ▪ 4 Weeks per Course (40 weeks) ▪ 12 Weeks for report writing

STUDENT'S PARTICULARS

Full Name : _____

Department: _____

Matric. No. _____

Programme: _____

Duration of FPY/SIWES: _____

Mobile Telephone No. _____

Email Address _____

Name of Establishment: _____

Address of Establishment: _____

Name of Industry Based-Supervisor: _____

Rank: _____

Mobile Telephone No. _____

Email Address: _____

WEEKEND PROGRESS CHART

(Week Ending.....)

DAY	DESCRIPTION OF WORK DONE
FRIDAY	
SATURDAY	

Student's Signature

Date

Comments by Industry-Based Supervisor _____

Name & Signature

Date

WEEKEND PROGRESS CHART

(Week Ending.....)

DAY	DESCRIPTION OF WORK DONE
FRIDAY	
SATURDAY	

Student's Signature

Date

Comments by Industry-Based Supervisor _____

Name & Signature

Date

WEEKEND PROGRESS CHART

(Week Ending.....)

DAY	DESCRIPTION OF WORK DONE
FRIDAY	
SATURDAY	

Student's Signature

Date

Comments by Industry-Based Supervisor _____

Name & Signature

Date

WEEKEND PROGRESS CHART

(Week Ending.....)

DAY	DESCRIPTION OF WORK DONE
FRIDAY	
SATURDAY	

Student's Signature

Date

Comments by Industry-Based Supervisor _____

Name & Signature

Date

WEEKEND PROGRESS CHART

(Week Ending.....)

DAY	DESCRIPTION OF WORK DONE
FRIDAY	
SATURDAY	

Student's Signature

Date

Comments by Industry-Based Supervisor _____

Name & Signature

Date

WEEKEND PROGRESS CHART

(Week Ending.....)

DAY	DESCRIPTION OF WORK DONE
FRIDAY	
SATURDAY	

Student's Signature

Date

Comments by Industry-Based Supervisor _____

Name & Signature

Date

WEEKEND PROGRESS CHART

(Week Ending.....)

DAY	DESCRIPTION OF WORK DONE
FRIDAY	
SATURDAY	

Student's Signature

Date

Comments by Industry-Based Supervisor _____

Name & Signature

Date

WEEKEND PROGRESS CHART

(Week Ending.....)

DAY	DESCRIPTION OF WORK DONE
FRIDAY	
SATURDAY	

Student's Signature

Date

Comments by Industry-Based Supervisor _____

Name & Signature

Date

FOR SKETCHES, DIAGRAMS AND GRAPHS

(Additional drawings may be attached where necessary)

Date: _____ 20 _____

FOR SKETCHES, DIAGRAMS AND GRAPHS

(Additional drawings may be attached where necessary)

Date: _____ 20 _____

FOR SKETCHES, DIAGRAMS AND GRAPHS

(Additional drawings may be attached where necessary)

Date: _____ 20 _____

FOR SKETCHES, DIAGRAMS AND GRAPHS

(Additional drawings may be attached where necessary)

Date: _____ 20 _____

FOR SKETCHES, DIAGRAMS AND GRAPHS

(Additional drawings may be attached where necessary)

Date: _____ 20 _____

FOR THE USE OF INSTITUTION-BASED SUPERVISOR ONLY

General Comments on 1st Visit:

Name

Signature of Supervisor

Date

COMMENTS BY I.T.F. OFFICIALS

General Comments on 1st Visit:

Name

Signature of Supervisor

Date