NATIONAL OPEN UNIVERSITY OF NIGERIA
FACULTY OF AGRICULTURAL SCIENCES

TRAINING LOG BOOK

FOR

STUDENT’S INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

(200 LEVEL)

The Farm Practical Year (FPY)/SIWES Logbook
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 - 8 weeks
  - 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.
- 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
  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 2018.
- The current students in 300 Level will register courses designated for 200 and 300 levels.
- 400 level students MUST register all 2018/19 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)

<table>
<thead>
<tr>
<th>S/N</th>
<th>Level</th>
<th>Number of Courses</th>
<th>Total Weeks per Course</th>
<th>Number of Weeks per Course</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>200</td>
<td>2 courses plus report writing</td>
<td>8 weeks</td>
<td>3 Weeks per Course (6 weeks)</td>
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<tr>
<td></td>
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<td>2 Weeks for report writing</td>
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<td>3 courses plus report writing</td>
<td>12 weeks</td>
<td>3 Weeks per Course (9 weeks)</td>
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<td></td>
<td>2 Weeks for report writing</td>
</tr>
<tr>
<td>3</td>
<td>400</td>
<td>10 courses plus report writing</td>
<td>52 weeks</td>
<td>4 Weeks per Course (40 weeks)</td>
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<td>12 Weeks for report writing</td>
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</table>
STUDENT’S PARTICULARS

Full Name: __________________________________________________________

Department: __________________________________________________________

Matric. No. __________________________________________________________

Programme: __________________________________________________________

Course Code/Tittle: ____________________________________________________

Duration of FPY/SIWES: ______________________________________________

Mobile Telephone No. _________________________________________________

Email Address: _______________________________________________________

Bank Name: __________________________________________________________

Bank Branch: _________________________________________________________

Bank Sort Code: ______________________________________________________

Bank Account No. _____________________________________________________

Name of Establishment: _______________________________________________

Address of Establishment: _____________________________________________

Name of Industry Based-Supervisor: _____________________________________

Rank: _______________________________________________________________

Mobile Telephone No. _________________________________________________

Email Address: _______________________________________________________

In addition to the I.T.F. 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
   - I.T.F Form 8 and
   - A Log-book

(ii) Report at your place of attachment on the date stipulated on the letter of introduction.

(iii) Comply with the employer’s rules and regulations. Particularly, you have to be punctual at your training locations.

(iv) Expect Supervisors from Faculty of Agricultural Sciences and institutions of higher learning around your place of attachment and the Industrial Training Fund (ITF).

(v) The I.T.F. 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 I.T.F. may use the last two pages for its official purpose.
WEEKLY PROGRESS CHART
(Week Ending………………………….....)

<table>
<thead>
<tr>
<th>DAY</th>
<th>DESCRIPTION OF WORK DONE</th>
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<tbody>
<tr>
<td>FRIDAY</td>
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<tr>
<td>SATURDAY</td>
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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____
# WEEKLY PROGRESS CHART

*(Week Ending……………………………..)*

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*Comments by Industry-Based Supervisor*

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**Name & Signature**
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**Date**

9
FOR SKETCHES, DIAGRAMS AND GRAPHS
(Additional drawings may be attached where necessary)

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Student’s Signature       Date

Comments by Industry-Based Supervisor

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**Comments by Industry-Based Supervisor**

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Comments by Industry-Based Supervisor

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____________________________________________________

Name & Signature

Date
FOR SKETCHES, DIAGRAMS AND GRAPHS
(Additional drawings may be attached where necessary)  Date:__________20____
FOR THE USE OF INSTITUTION SUPERVISOR ONLY

General Comments on Visit:

_______________________________________________
Name

_______________________________________
Signature of Supervisor

_______________________________________
Date