



KOGI STATE UNIVERSITY, KABBA

KM 6, KABBA-OKENE EXPRESSWAY, KABBA, KOGI STATE

DIRECTORATE OF SIWES

FROM: Ag. Director

To: All SIWES Students

REF:KSUK/SIWES/DS/2026/081

DATE: Sunday 20th September , 2026

GUIDELINES ON SIWES TECHNICAL REPORT

Title Page

- ❖ Title of the report
- ❖ Full name of student
- ❖ Matriculation number
- ❖ Course title and Course code: (If applicable)
- ❖ Department/Programme
- ❖ Faculty
- ❖ Institution
- ❖ Name of the organization /industry where the SIWES / Internship was completed
- ❖ Date of submission

Acknowledgments

- ❖ Appreciate your Institution, Directorate of SIWES, SIWES Institution Based Supervisors, organizations/industries (Industry Based Supervisors) and individuals that contributed to your experience or helped you during your training.

Table of Contents

- ❖ List all the sections and sub-sections along with their page numbers for easy navigation.

List of table/figures (if any)

Abstract

- ❖ A brief summary (around 150-250 words) of the report, including the purpose of SIWES /Internship, key activities undertaken, and main findings or conclusions.

Chapter One: Introduction

- ❖ Background of the study/training: Background information on Industrial Training Fund (ITF) / Student Industrial Work Experience Scheme (SIWES) and the organization (history, mission, vision, and objectives). Overview of the department and its function.
- ❖ Objectives of SIWES: The purpose of the training and objectives for your SIWES/Internship.
- ❖ Scope of the training.

Chapter Two: Description of the Organization/Industry

- ❖ Detailed information about the organization, including its structure (With organogram if possible), core services, and major project.
- ❖ Departments/Unit and their function.
- ❖ The relevance of the organization to your field of study.

Chapter Three: Description of Roles and Responsibility

- ❖ A description of your roles during the SIWES/ Internship.
- ❖ Detailed description of tasks you carried out.
- ❖ Tools, equipment and software used; the tools or technologies you learned how to use.
- ❖ How these relate to your academic studies / course of study.
- ❖ Procedures and methods learned.
- ❖ Specific skills or knowledge acquired during the SIWES/Internship/ Training

Chapter Four: Challenges/ Problems Faced and solutions

- ❖ Discuss difficulties encountered /challenges faced during your training/SIWES.
- ❖ How you solved / overcame these challenges and what you learned from them.

Chapter Five: Summary, Conclusion and Recommendation

- ❖ Summarize your SIWES / internship experience and reflect on your learning / summary of your experience.
- ❖ Discuss how the experience has affected your career goals and future plans.
- ❖ General conclusion.
- ❖ Recommendations for your department, the organization or future SIWES student/interns.
- ❖ Suggestions for improvements for the organization or for future SIWES students/interns.

References

- ❖ List all references used in your report (books, journal articles, websites, edited book chapter etc.) Ensure proper citation format (APA Reference List Format)

General Rules:

- ❖ Title the page References (centered, bold).
- ❖ Double-space all entries.
- ❖ Use a hanging indent (first line flush left, subsequent lines indented).
- ❖ Alphabetize by the first author's last name.
- ❖ Arrange alphabetically.
- ❖ Use italics for book titles and journal names.
- ❖ Include DOI or URL for online sources when available.
- ❖ Examples by Source Type:

❖ **Book**

Format: Author, A. A. (Year). *Title of work: Capital letter also for subtitle*. Publisher.

Example: Smith, J. A. (2020). *Understanding psychology*. Pearson Education.

❖ **Journal Article**

Format: Author, A. A., & Author, B. B. (Year). Title of article. *Title of Journal*, volume number (issue number), page range. <https://doi.org/xxxxx>

Example: Lee, C., & Kim, H. (2021). Social media and mental health. *Journal of Digital Behavior*, 15(2), 45–60. <https://doi.org/10.1234/jdb.2021.01502>

❖ **Website**

Format: Author, A. A. (Year, Month Day). Title of page. *Website Name*. URL

Example: Johnson, M. (2023, April 10). Climate change and global policy. *Environmental Watch*. <https://www.environmentalwatch.org/climate-policy>.

❖ **Edited Book Chapter**

Format: Author, A. A. (Year). Title of chapter. In E. E. Editor (Ed.), *Title of book* (pp. xx–xx). Publisher.

Example: Davis, R. (2019). The rise of urban farming. In L. Green (Ed.), *Modern agriculture* (pp. 112–130). Urban Press.

- **Appendices:** include additional materials that boost your report (e.g., charts, graphs, reports, or documents relevant to your training) and photographic evidence.

Formatting Guidelines

- ❖ Use a consistent font (Times New Roman) and size (usually 12 pt).
- ❖ Set appropriate line spacing (2.0 or double spacing).
- ❖ Use margins of about 1 inch on all sides
- ❖ Number your pages for easy references

Final checks

- ❖ Proofread your report for grammatical accuracy and clarity

- ❖ Ensure your report is well-organized and flows logically from one section to the next.

Note: The minimum length prescribed for SIWES report is typically 25 pages excluding appendices and maximum is 40 pages


Olubiyo Gloria Taiye PhD