



**NATIONAL OPEN UNIVERSITY OF NIGERIA**

**FACULTY OF AGRICULTURAL SCIENCES**

**TRAINING LOG BOOK**

**FOR**

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

**(300 LEVEL)**

**The Farm Practical Year (FPY)/SIWES Logbook**

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14/16 Ahmadu Bello Way  
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## ***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.
- 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)

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"><li>▪ 3 Weeks per Course (6 weeks)</li><li>▪ 2 Weeks for report writing</li></ul>
2	300	3 courses plus report writing	12 weeks	<ul style="list-style-type: none"><li>▪ 3 Weeks per Course (9 weeks)</li><li>▪ 2 Weeks for report writing</li></ul>
3	400	10 courses plus report writing	52 weeks	<ul style="list-style-type: none"><li>▪ 4 Weeks per Course (40 weeks)</li><li>▪ 12 Weeks for report writing</li></ul>

## STUDENT'S PARTICULARS

**Full Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Matric. No.** \_\_\_\_\_

**Programme:** \_\_\_\_\_

**Course Code/Title:** \_\_\_\_\_

**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:** \_\_\_\_\_

STUDENT'S  
PASSPORT  
PHOTOGRAPH  
HERE

**GENERAL GUIDE TO THE FACULTY OF AGRICULTURAL SCIENCES,  
NATIONAL OPEN UNIVERSITY OF NIGERIA, PLOT 91 CADASTRAL ZONE,  
UNIVERSITY VILLAGE, JABI DISTRICT-ABUJA.**

In addition to the I.T.F. Guidelines for **SIWES** participants, **Faculty of Agricultural Sciences** students in 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.....)*

<b>DAY</b>	<b>DESCRIPTION OF WORK DONE</b>
<b>FRIDAY</b>	
<b>SATURDAY</b>	

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*Student's Signature*

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*Date*

*Comments by Industry-Based Supervisor* \_\_\_\_\_  
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**FOR SKETCHES, DIAGRAMS AND GRAPHS**

*(Additional drawings may be attached where necessary)*

*Date:* \_\_\_\_\_ 20 \_\_\_\_\_



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**FOR THE USE OF INSTITUTION SUPERVISOR ONLY**

*General Comments on Visit:*

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*Name*

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*Signature of Supervisor*

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*Date*