



**TECHNICAL REPORT
ON
STUDENTS INDUSTRIAL WORKS EXPERIENCE SCHEMES
(SIWES)**

**HELD AT
NATIONAL MOONLIGHT NEWSPAPER, ILORIN,
KWARA STATE.**

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DEDICATION**

I dedicate this project to God Almighty my creator, my strong pillar, my source of

inspiration, wisdom, knowledge and understanding.

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This SIWES work has been a great journey for me and has helped me to understand an area of work that is vast and wonderful. It has been completed with months of hard work and dedication and would not have been possible if not for the blessing and guidance I have received from a number of people. For this I am particularly indebted to all staff of Department of Mass Communication, Kwara Poly who had earlier taught me all the basics involved with workshop practice. Also, I appreciate the rigorous training and teaching from the staff of National Moonlight Newspaper.

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CHAPTER ONE

INTRODUCTION

1.1 ABOUT SIWES

The Student industrial work experience scheme (SIWES) was established as a result of the realization by the Federal government of Nigeria in 1973 of the need to introduce a new dimension to the quality and standard of education obtained in the country in order to achieve the much needed technological advancement. It has been shown that a correlation exists between a country's level of economic and technological development and its level of investment in manpower development (Oniyide, 2000). The ITF solely funded the scheme during its formative years. But due to the elevated rate of financial involvement, it was withdrawn from the scheme in 1978. In 1979, the Federal Government of Nigeria handed the scheme to both the National University Commission (NUC) changed the management and implementation of SIWES fund to ITF.

It was effectively taken over by ITF in July 1985 with the funding being solely borne by the Federal Government. The Federal Government, ITF, the supervising agencies – NUC, NBTE, NCE (National Commission for Colleges of Education), Employers of Labour, and the Institutions contribute it one quarter in the management of SIWES. The student industrial work experience scheme (SIWES) is the accepted skills training program, which forms part in the approved minimum academic standards in the various degree programs for all Nigeria University.

It is an effort to bridge the gap between theory and practical of engineering and technology, science, agriculture, medical, management and other professional educational of Nigerian tertiary institutions. It is aimed at exposing student to machines and equipments, professional work methods and way of safeguarding the work areas and workers in industries and other organizations.

Osinem and Nwoji stated that student's industrial work experience scheme is a skill-training program designed to expose and prepare students of higher institutions for work situations, as they exit in the world of work. The

minimum duration for SIWES should be 24 weeks except for engineering and technology program where the minimum duration should be 40 weeks; the scheme is a tripartite program involving the students, the universities and the place of industrial attachment. Therefore, participation in SIWES has become necessary precondition for the award of diploma and degree certificates in specific disciplines in most institutions of higher learning in the country, in accordance with the education policy of government.

The student industrial work experience scheme (SIWES) is planned and supervised training intervention based on stated and specific learning and career objectives and geared towards developing the occupational competencies of the participants; this work experience program gives students the opportunity to be part of an actual work situation outside the classroom. The scheme has four supervising agencies as follows; the industrial training fund, the coordinating agency (NUC), the employer of labor and the institution;

1. The industrial training fund: the ITF was established in 1971, it was operated consistently and painstakingly within the context of it enabling laws, i.e. Degree 47 of 1971.
2. The National Universities commission (NUC): the national universities commission (NUC) is saddled with the responsibility of providing the appropriate for the execution of SIWES as well as approving courses to embark on SIWES, programmed for a given number of times in months depending on the need for some departments.
 - a. The employer of labor: the employer of labor is the only one of the supervising agencies that offers the training to the students. The students make use of the instrument and equipment provided by the establishment.
 - b. The institution: the institution provides students and supervises them while on training on regular intervals to ascertain the level of training practical an equipment, the students are thereby visited by the industrial based supervisor in order to ensure how well the students are doing during the program.

1.2 SCOPE OF SIWES

- It makes the transitions from school to the world of work easier and enhances students contact for late job placements.
- It provides students with an opportunity to apply their knowledge in actual work situation bridging the gap between theory and practical.
- It enlists and strengthens employer involvement in the entire educational process and prepares student for employment after graduation.
- The Student Industrial Work Experience Scheme [SIWES] provides the avenue for students in institutions of higher learning to gain industrial skills and experience in their course of study.
- The Student Industrial Work Experience Scheme [SIWES] prepares the students for industrial work situations they are likely to meet after graduation.

1.3 AIMS AND OBJECTIVES OF SIWES

The aims and objectives of SIWES go thus:

- To provide students with industrial skill and needed experience during the course of study.
- To create condition and circumstances which can be as close as possible to the actual workflow?
- To prepare specialists who will be ready for any working situations immediately after graduation.
- To teach students the techniques and methods of working with facilities and equipment that not be available within the walls of an educational institution.
- To give students the ability to try and apply the given knowledge.

CHAPTER TWO

HISTORICAL BACKGROUND

2.1 HISTORICAL BACKGROUND OF NATIONAL MOONLIGHT NEWSPAPER

National Moonlight Newspaper was established on 14th of March 2014, founded by Alhaji Sulyman Toyin Olokoba as Publisher/Editor-In-Chief.

According to the edict, it shall be the duty of the corporation to disseminate the knowledge and to encourage interests in the state and to give guidance to the public upon any matter of public interest. By this singular directive and as spelt out in succeeding paragraphs of the edict, the corporation was to publish newspapers and periodicals, carryout all the function common to a newspaper organization, including the promotion, the encouragement and the stimulation in the study of journalism. One other thing the edict directed the corporation to do which makes it clearly too similar in other states of the federation, was that it shall encourage, by competing or otherwise the composition of music and literature of all kinds and, alongside shall maintain depots for distribution of periods on the literature books.

National Moonlight has continued to wax stronger in terms of patronage and national outreach and has remained the voice of the voiceless. It has refused to be cowed by these political elements who have continued to profit from the name of its founder but who are not following his political ideals and ideology.

2.2 OBJECTIVES OF NATIONAL MOONLIGHT NEWSPAPER

- They prints news, editorials or other supplementary content. They provide various local, national and international news. They have to resort to history.
- They occasionally publish supplements to the regular edition or special issues.
- They highlight the event through various articles, editorials, coloumns like 'what happened in history on this day'. The knowledge of history is essential for writing of such type.
- They provide various local, national and international news to the people and inform them about daily events.

- They narrate political, economic, cultural and social history of the country.
- They fulfill their role as the fourth column of democracy by creating public awareness and becoming a medium of mass education.
- They even condemn the anti social element in the society and support the weaker section.

2.3 DIFFERENT DEPARTMENTS IN THE NATIONAL MOONLIGHT NEWSPAPER

1. Editorial department
2. Advertising department
3. Circulation/Collection department
4. Printing department
5. Administrative department
6. Stores department
7. IT department

CHAPTER THREE

THE PLACEMENT DEPARTMENTS, THEIR FUNCTIONS AND EXPERIENCE GAINED

This library has different departments in it, which includes:

3.1 Editorial department

3.2 Advertising department

3.3 Circulation/Collection department

3.4 Printing department

3.5 Administrative department

3.6 Stores department

3.7 IT department

3.1 THE EDITORIAL DEPARTMENT forms the backbone of any newspaper organization. As the name implies, this department is the one responsible for content creation in any newspaper establishment. The main responsibilities of this department is the gathering of news, selecting which news and features get to be published in the paper, editing the news and features that have been selected for publication and then laying them out for print. Following chart represents the hierarchy of the department followed by a brief description of the functions performed by various staff members:

- **Publisher-** The publisher is responsible for all of the operations of the newspaper, both editorial and business. The main job of the publisher is to see that the newspaper remains financially healthy.
- **Editor-** The editor is responsible for all of the editorial content of the newspaper and for the budgets and money spent by the editorial side of the newspaper. Often in smaller papers, the publisher and editor is the same person.
- **Editorial page editor-** The editorial page editor is responsible for the editorial page and the "op-ed" page of the newspaper. These pages are where the newspaper's editorials are printed as well as letters to the editor, columns by syndicated columnists and guest columns by local people.

- Managing editor- This is the person who is in charge of the day-to-day production of the newspaper.
- City Editor- The city editor -sometimes called the metro-editor is in charge of the news coverage of the area in which the newspaper is located. The city editor usually has the largest staff and assigns tasks to most of the local news reporters.
- News reporter- A news reporter gathers information about news stories in the local area. There are generally two kinds of reporters: i) a beat reporter, and ii) a general assignment reporter.
 - i. A beat reporter covers the same subject or location all the time. The subject is generally of interest to the reporter. Various beats include legal reporting, parliamentary reporting, political reporting, etc.
 - ii. A general assignment reporter, on the other hand, covers any story assigned by the city editor or assistant city editor.
- Chief copy editor- The chief copy editor is in charge of the newspaper's copydesk. The people on the copydesk read news stories (and sometimes stories from other sections) to make sure they are written according to the newspaper's standards. The chief copy editor makes final decisions about the copy and is in charge of the staffing of the desk.
- Copy editor- A copy editor is specially trained to read the stories that others have written and make sure they conform with the rules of grammar and style. A copy editor also writes headlines and performs other duties that help produce the newspaper every day.
- Photo editor- A photo editor is not a photographer, although it is often the case that the photo editor is a former photographer. This editor assigns photographers and helps select the photos that the newspaper prints.
- Graphics editor- The graphics editor is the head of the graphics department, sometimes called the "art department." This editor is in charge of all of the graphics and illustrations produced for the newspaper.

- Graphics reporter- A graphics reporter researches and designs informational graphics that support news stories the paper. A graphics reporter is an expert in graphic forms and also must be able to local information that can be used to build graphics.

Functions of the Editorial Department

The main responsibilities of this department are:

- The gathering of news
- Selecting which news and features get to be published in the paper
- Editing the news and features that have been selected for publication and then laying them out for print.

EXPERIENCE GAINED: In this department, I have learnt how to gather news of current interest, selecting news to be published eventually, and editing the news. I also participated in some of these activities.

3.2 ADVERTISING DEPARTMENT

As an integral mass media vehicle, newspapers are vehicles of advertising meant to appeal to their readers. As such, the advertising department is the one which is critical because it gets in the revenue necessary to sustain the newspaper. Getting in revenue through advertising for the newspaper happens through various means. There can be several sections in this department one to look after **Local Advertising**, one for **Classified Ads**, one for **General / National Advertising**, one for **Legal Advertising** and yet another one for preparing copy and so on. For example, there is a complete sales team in place, whose job it is to push the newspaper as an advertising vehicle of choice to advertising and media buying agencies acting on behalf of clients, as well as clients.

FUNCTIONS OF THE ADVERTISING DEPARTMENT

The functions of this department include:

- The Advertising department will accept and process orders from advertisers, to book space in the newspapers.
- They create ads.
- They give agencies statistics and information about the circulation and

readership of the newspaper as well, as well as work with the editorial teams to create space.

- Accepting and processing orders from advertisers, creating advertisements.
- Providing media information to advertisers and advertising agencies.
- Helping businesses develop advertising plans and working with editorial teams to develop features that will attract advertisers or help clients place their products with a coordinated editorial write up.

EXPERIENCE GAINED: In this department, I have gained knowledge on how to process orders from advertisers and create advertisement strategy for them, I also learnt how to provide media information to advertisers and advertising agencies.

3.3 CIRCULATION/COLLECTION DEPARTMENT:

This department takes care of everything after the newspaper is printed. This includes delivering the publication to homes through their own or third-party carriers, to the post office to be mailed into homes, as well as to newsstands, vending machines, and other places it's circulated.

It is usually headed by a major executive, the circulation manager, since the newspaper ultimately stands or falls on the basis of the number of steady readers that can be enrolled.

The circulation manager may have any or all of the following subdivisions under his supervision:

- i. City Circulation: It involves the maintenance of circulation records for the city of publication; the recruitment, supervision and reimbursement of carrier boys; the: supervision of district men who oversee circulation by subdivisions of the city, taking responsibility for moving papers to the news-stands, relations with news-stand operators, etc.
- ii. Area Circulation: Responsibilities here include getting papers destined for the surrounding area into the mail and operation of a fleet of tempos/taxis to carry the papers into surrounding areas where mail service is not rapid enough. The circulation manager is also in charge of moving the papers

into the appropriate distribution channels as they move into the mailing room from the press room.

- iii. Sales Promotion: It involves the direction of an office staff to keep records, notifying subscribers when their subscriptions need renewing, the handling of complaints, new subscriptions and renewals over the counter, by mail, etc.

Promotion is essentially the "public relations" department of the newspaper. Where a separate promotion department exists, it usually is responsible for initiating promotion policies, subject to the approval of the publisher, and usually coordinates the promotional activities of other departments.

EXPERIENCES GAINED: In this department, I have learnt various ways by which newspapers are disseminated or circulated after publication

3.4 PRINTING DEPARTMENT

This is another department in a newspaper establishment whose name simply tells people the job that they perform. This department is responsible for the printing of the newspapers. The department is in charge of everything that has to do with the production and printing of the papers, which includes, transforming journalists' stories into type and maintaining the printing machines.

FUNCTIONS OF THE PRINTING DEPARTMENT

The general function of this department is the printing of newspaper, this includes transforming journalists' stories into type and maintaining the printing machine. **THE EXPERIENCE I GAINED** in this department is the ability I have to know the machine used for printing newspaper.

3.5 ADMINISTRATIVE DEPARTMENT

This department is responsible for the general administration of the entire establishment. The department is in charge of certain very important duties such as planning, organizing and staffing. Thus, the department basically looks after the general administrative work pertaining to personnel their selection, training, promotion, allotment of work, maintaining leave record, liaison with government departments, general facilities and all such work that facilitates working of other

departments. In the absence of a separate legal department the administrative department also handles the work pertaining to legal matters. Otherwise there is a separate department for the legal aspects.

FUNCTIONS OF THE ADMINISTRATIVE DEPARTMENT

1. This department is responsible for the planning organization and staffing of the management.
2. They look after the general administrative work
3. It also handles the work pertaining legal matters

3.6 STORES DEPARTMENT:

This is a department that has one sole responsibility which is to properly store newsprint and all the raw materials used for printing. They also store all other materials that are used in the establishment.

FUNCTIONS

1. They store the newsprint materials
2. They also keep raw materials for printing safe

THE EXPERIENCE GAINED In this section, I have helped in the arrangement of the materials for printing and also helps in keeping raw materials safe.

3.7 IT DEPARTMENT:

This department is in charge of protecting, maintaining, and improving the technical equipment associated with running a media outlet. Engineers/technicians spend some of their time on preventive maintenance and trying to keep equipment from breaking and much more of their time fixing equipment that has already broken. This last job is especially important, considering that the high cost of new technology makes it difficult to replace equipment. Like the production/printing department, this department is not a part of the news department but still plays an important part in the newscast. This department is mostly headed by the Chief Engineer. He/She is responsible for all operations and maintenance that has to do with any and all engineering

equipment used throughout the organization. Chief engineer has to manage and maintain complex integrated systems with minimum supervision and maintain and repair of all technical equipment in the organization. This position requires the ability to troubleshoot, diagnose and handle the tools necessary to repair newsroom equipment and effectively present information and respond to question from managers, clients, customers and public. A solid working knowledge of the latest gadgets, computers, hardware, parts and related software with practical knowledge of electrical, plumbing and basic construction techniques is helpful. Chief Engineer presides over ground-keeping technician.

FUNCTIONS OF THE IT DEPARTMENT

- It is in charge of protecting, maintaining, and improving the technical equipment associated with running a media outlet.
- It is responsible for all operations and maintenance that has to do with any and all engineering equipment used throughout the organization.

EXPERIENCES GAINED: I gained experience on how to protect and maintain technical equipment related with running a media outlet.

CHAPTER FOUR

SUMMARY, CHALLENGES ENCOUNTERED, RECOMMENDATIONS AND REFERENCES

4.1 SUMMARY OF ATTACHMENT ACTIVITIES

The departments of the placement are: the Editorial, Collection Department, Sales and Distribution Department, reprographic department and the Library. The Editorial deals with receiving papers, assembling and organizing them for sales, they also attend to the user's need. While The Library deals with moving materials to the store and arranging the newspaper, they also attend to users. The reprographic section make photocopies of documents to users. Collection Development takes care of newspaper printed or acquired day-to-day, Sales and Distribution Department is responsible for the distribution and sales of newspaper to the society. In each of this section, I have gained experience that is worth it.

4.2 CHALLENGES ENCOUNTERED

Each organization with their lapses, I enjoyed my training program at the National Moonlight Newspaper, and it is really a superb experience. Some of the challenges I encountered during the course of the program is that they is that the library needs more librarians, so the services will be faster, more efficient and also the library needs an effective binding machine. Also the library needs more shelves so that the information materials will be arranged orderly and serially, the library newspaper collection needs more spaces because the volume is larger than the space, so the library needs shelves for spacious arrangement. Also the library needs more technological facilities e.g Computer and Air-Conditioner, Photocopier machine e.t.c. The library also needs more stable electric supply for bright reading.

4.3 RECOMMENDATIONS

I recommend that the library should employ more professional staff to carry out the services more efficiently. And also the library should endeavor to make

provisions for more shelves so the materials could be arranged orderly and serially. I also recommend that the library purchase more technological facilities and a stable electric supply. I also recommend that SIWES should provide places for industrial attachment for student and the Industrial Training Fund [I.T.F.] should pay some allowances to the students.

REFERENCES

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www.wikipedia.com

My training log book

Machines and laboratory manuals