



A REPORT ON
STUDENTS INDUSTRIES WORK EXPERIENCE SCHEME [SIWES]
UNDERTAKEN AT



HONOR 103.5 FM
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ND/23/MAC/PT/0898

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AUGUST - DECEMBER, 2023

DEDICATION

I dedicate this student industrial work experience scheme (SIWES) report to Almighty God for his power and grace towards the completion of the SIWES programme.

ACKNOWLEDGEMENT

My acknowledgement goes to Almighty God, my parent, my friends, Kwara state polytechnic, Ilorin and my supervisor at HONOR 103.5 FM.

REPORT OVERVIEW

This is an industrial attachment report for the student's industrial work experience (SIWES) programme carried out at HONOR 103.5 FM within the period of three months from August – December, 2023.

The report comprises the background of SIWES, the description of the organization, its aims and objectives, the experience gained as an industrial training student and the summary, conclusion and recommendations.

It has a total of 5 chapters with sub-chapter. It also has the preliminary pages, such as the title page, report overview and table of contents and recommendations on the improvement of scheme.

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CHAPTER ONE

1.1 INTRODUCTION

Student Industrial Work Experience Scheme is a programme designed by many tertiary institutions to accustom students with the practical knowledge of their profession. It enhances the knowledge of students by giving the student an opportunity to witness practically what has been taught theoretically in the class. It also helps the student to acquire current knowledge of what the field is all about, getting familiar with newly invented technologies. The future aspect of it is the foreknowledge of what should be expected when he/she begins to practice the profession. The SIWES programme is very significant, going to the field brings to sight whose visualized machine part, tools etc. It makes real the processes involved in repair of various parts, maintenance and a lot more.

Also, it provides the students an opportunity to learn inter and intra-personal relationship, office organization and administration, identification of equipment and as well inculcate working discipline in students among other opportunities. This report encompasses some of the experience I was able to acquire in my period of attachment.

1.2 BACKGROUND OF SIWES

The programme (SIWES) came to existence through establishment of the Industrial Training Fund (ITF) under degree 47 of 1971 in bid to boost professionalism in the construction industry. The fund in its policy statement No. 1 published in 1973 inserted a clause dealing with the issue of practical skill. The fund will seek to look out co-operative machinery with industry, where students in institutions of higher learning may rewrite industrial training or mid-career attachment by contribution to the allowance payable to the students.

SIWES is therefore a skill training programme designed to expose and prepare students of the universities, polytechnics and colleges of education to practical work on site, this scheme is for students of engineering and technology including environmental, technical and business studies. Of recent, students in the medical field are also made to undertake this programme for higher learning in Nigeria.

However, in 1979, ITF withdrew the funding enjoyed by polytechnics and colleges of education, technical and went ahead to notify all universities that it would withdraw the funding of SIWES as from January 1980. In view of this, the National University Commission took up the responsibility of funding the programme for engineering and technology students in Nigeria Universities, while the National Board for Technical

Education (NBTE) assumed financial responsibilities for the programmes in the Polytechnics and Colleges of Education.

The administration of the programme was still a Herculean task and was not without a myriad of operational problem so the Federal Government agreed on the funding of the scheme in 1985. In 1985, ITF assumed the administration of SIWES programme and these are some of the parastatals of government that are involved in the management of SIWES programme; the Federal Government, Industrial Training Fund (ITF), institutions of higher learning, employers of students and coordinating agencies, the National University Commission (NUC), the National Board of Technical Education (NBTE) and the National Council for Colleges of Education (NCCE).

1.3 OBJECTIVES OF SIWES

- i. To bridge the identified gap in the practice of engineering and technology in tertiary institution.
- ii. Prepare an avenue for students in institution of higher learning to acquire industrial skills and experience in their course of study.
- iii. Prepare students for post-graduation work situation
- iv. Expose students to work method and techniques in handling equipment and machinery that may not be available in educational institution.
- v. Provide opportunity for student to apply their knowledge in real work situations thereby bridging the gap between theory and practice.

CHAPTER TWO

DISCRIPTION OF ESTABLISHMENT OF ATTACHMENT

2.1 LOCATION AND BRIEF HISTORY OF ESTABLISHMENT

Honor 103.5 FM is a vibrant radio station catering to diverse audiences with its engaging programming. Launched with a commitment to delivering quality content, it has become a staple in the media landscape. The station offers a dynamic mix of music, news, talk shows, and entertainment, ensuring there's something for everyone. With a focus on community involvement, Honor 103.5 FM frequently hosts events and promotions, fostering a strong connection with its listeners.

Music is a cornerstone of the station, featuring a wide range of genres from pop and rock to hip-hop and jazz. Additionally, it provides up-to-date news coverage, keeping listeners informed about local, national, and international events. Through its talk shows, Honor 103.5 FM addresses various topics, from current affairs to lifestyle and culture, sparking meaningful discussions.

The station's skilled presenters and DJs bring energy and personality to the airwaves, creating a lively and engaging listening experience. Whether it's during the morning commute or late-night relaxation, Honor 103.5 FM is a trusted companion for its audience. Its commitment to excellence and community engagement has solidified its position as a leading radio station in its region.

2.2 THE VARIOUS DEPARTMENTS AND UNITS.

ENERGINEERING DEPARTMENT; A chief engineering is responsible for keeping the studio and transmission equipment operating large corporate owned broad costars have turned to sub contracted engineering services to both keep older studio operating as well as remodeling existing studies and /or building brand new state of the air studio facilities and transmit to plants.

PROMOTION DEPARTMENT; This department is responsible of keeping the station in the eyes of their target demographic audience, be it with visual advertisement on the television, in print or in modern times via social media, besides typing visual ads many situations give away premium at remote broadcast such as hats, tee shirt e.t.c in the hope that listeners will wear these and provide an avenue of free advertising for the station.

PROGRAMMING DEPARTMENT: this encompasses everything from the program, music director and “on air” personalities everything from which songs are on or aren’t played when they should appear on the air as well as special features such as motorists, traffic reports,

brokered and syndicated programming. The way the station is presented on the air is often controlled by program to keep the air personalities from running among in addition to providing a uniform presentation.

MARKETING DEPARTMENT: They should provide a formidable, and result oriented media campaign in various product and services. The marketing department is into advertising broadcasting and promotional activities for and commercial items to boost acceptance patronage in the market.

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, organization and staffing. Thus, the department basically looks after the general administrative work pertaining to news. It should supplement, but not replace all other methods whenever it is proper and convenient, use the telephone, but do not be afraid to engage in a little leg work.

RESEARCH: is nothing more than digging out information from file and reference works. Research is used to verify and amplify facts a news stories and to give deputy to feature stories and magazine articles.

INTERVIEWS: interviews are as varied as the people who grant them, the journalists who conduct them and the news that suggests them. Rarely are interview so mechanical that they can be reduced to standard formulated or categories several types however, deserve special attention because they are the one that occur most frequently. They are as follow:

New interview: The news interview is based on “hard news” some event or development of current and immediate interests suppose you are a journalist assigned to the staff of command as Naval Air Force, US Atlantic Fleet (COMMAVAT REAT), and a new super carrier will be assigned to the Atlantic fleet, and you are assigned to write the story. The original news announcement released by the ship ward or naval authorizes would most likely contain only the broad, straight facts cost size and contribution details in any interview, try to speak to the best authority available. Do not settle for the supply clerk if the information you need should come from the company.

Telephone interview: The telephone interview, a modified version of the interview has a number of obvious advantages and at the same time, it was several limitations that challenge resourceful journalist ingenuity and clear thinking and sometime needed to locate a news source when a big story break. The power of persuasion is necessary to elicit information from a regulate person who can easily hang up the receiver and a hydropathic telephone voice is important when you are talking to a family where tragedy has struck.

WRITING OF NEWS

The following are procedures on how to write and make a good news story:

- i. Choose a recent news worthy event or topic
- ii. Conduct timely, in person interview with witness
- iii. Establish the “four main Us”
- iv. Construct your place insect quotations
- v. Research additional facts and figures

CHAPTER THREE

3.1 ACTUAL WORK DONE WITH EXPERIENCE GAINED

On my first day at the radio station I was first given a random of the studio safety rules and regulations. I took time to pursue through, and understand the safety rules. I was also oriented on how important dress code corporate dress is to a communicator and also introduced to the management and various department in the company, after which I was shown some transmission and broadcasting machines.

3.2 SAFETY RULES AND REGULATIONS

General safety rules and regulation when using the studio for broadcast or production.

- Learn the location of the nearest fire extinguisher
- Never enter a studio above which the “on air” light is illuminated. The studio is meant to accommodate three talent on mic.
- The studio doors must always be closed when broadcasting.

3.3 SKILLS AND KNOWLEDGE ACQUIRED

NEWS WRITING STYLE

News Writing has universal way of writing it. In other words, there is a global standard of writing news. It means that the style is adopted by the Journalists around the world. The style are;

1. The Inverted Pyramid
2. 5Ws and H

The style is peculiar to both print and broadcast. It should be noted that the style of broadcast is different from print. Television style is different from radio style.

Every medium now adopts in-house style and Editorial policies e.g the in-house style is different from TV to TV, Radio to Radio, Print to Print. Similarly, newspaper in-house style is also different from magazine to magazine and journal to journal. Also, Editorial policies of every media also different.

5Ws and H explains what happens, where it happened, why it happened, who it happened to and how it happened. It should be noted that your news item must answer all the 5Ws and H questions. Additionally,

Lead should not bear more than one or two of the 5Ws and H. it is an aberration and erroneous for all 5Ws and H to occupy a lead. Interestingly, news Writing is a creative writing, hence it should be learnt through vocation and professionalism, your creativity will

appear in your news writing if you have one. In a nutshell to write a very good news item, you have to be brainy, good command of English language which is the official language of the Country and intelligence.

LEAD

Lead is the first paragraph of a news story.

Rules guiding lead writing In Broadcast.

1. It must contain the most important
2. It must be short as much as possible
3. It must be straight forward
4. Two to three conjunction must be avoided in lead casting
5. The idea of the lead must be properly conveyed

TYPES OF LEAD

1. Issue-based lead
2. Personified lead
 - **Issue-based lead** is the type of lead that focuses on the issue in the first paragraph where the subject matter takes center stage.
 - **Personified lead** is the type of lead that links the issue with the speaker.

Example of Issue based lead.

1. Students of Tertiary institution have been asked to desist from acts capable of impeding their academic pursuit.

2. Personified;

Rector, Kwara State Polytechnic, Engineer Abdul Jimoh Mohammed has encouraged Students of tertiary institutions to desist from action capable of impeding their future.

It is important to note that news is written from general to specific and every word in a news item will be queried by the duty Editor, which means that the news writer/Reporter must be proficient in the spellings of English words, Sentence constructs, punctuation and other necessary grammar agreements.

ATTRIBUTION:

It reflects where the event has taken place and who is involved as the case may be. It should be emphasized that a news item without an attribution will be grossly inaccurate.

TYPES OF ATTRIBUTION

1. Immediate/Instant Attribution
2. Delayed attribution

Immediate/ Instant Attribution; is the paragraph that comes immediately after the lead Using the extract of the example of Personified lead.

Rector, Kwara State Polytechnic, Ilorin, Engineer Abdul Jimoh Mohammed has encouraged Students of tertiary institutions to desist from action capable of impeding their future.

Engineer Mohammed gave the encouragement while addressing a cross section of Students of the institution at the Mohammed Alabi Lawal Auditorium.

The Rector condemned immorality of some Students and charged them to turn a new leaf to secure a better tomorrow.

NEWS SOURCES

1. Press Release is an information material meant to be broadcast or publish and submitted to broadcast or print media.

3.Press Conference- is a situation where journalists are invited, addressed and given opportunity to ask questions.

4.Coverage; This is a situation where journalist visit the scene of the event or incidence e.g Organized programmes such as convocation, Matric, rallies, Government activities, unforeseen event or unplanned such as flood, fire disaster, building collapse etc

5.Beat- Assigning a reporter to cover a particular place or sector e.gKwara State Government House, Kwara State House of Assembly, Office of the first lady, Police beat, Judiciary beat, Health beat.

Other beats Include: Education, Environment, INEC, Sport etc.

Beats is also referred to as specialized reporting this is because, writing of beat requires expertise and choice of words, it should be noted that terminologies must be used to write the news often refer to as register.

Anyone covering a beat is perceived to be a specialist in such a beat places him or her as knowledgeable in that area and must know how to use the Register appropriately.

6. News Agency of Nigeria: is a federal government agency under Federal Ministry of information that sells news items for interested media organizations both print and broadcast stations.

This agency has reporters across 774 Local Government of Nigeria and nooks and crannies saddled with the responsibility of news gathering for onward purchase by interested potential customers.

Any interested customer-media organization is expected to approach the agency with the payment of certain amount to the purse of the agency for subscription.

If payment confirmed, the customer will be given username and password to login and the world in general.

into the portal of NAN for easy access of timely and fresh news across Nigeria, Africa. Additionally, subscription to the agency enables its customers to source for news through the agency. Immediately, subscription of the customer elapses that media organization seizes to access fresh news. It should be noted that as soon as subscription is renewed, the site-portal of NAN will load and update for new news items. Subscription of a customer that is media organization could be monthly, quarterly, weekly or yearly depending on the category available on the site of NAN. All branches of mass media patronize NAN for example, Radio Kwara has no correspondent at the State House, Aso Rock, Abuja but can get News of State House through NAN timely and other News materials.

7. Monitoring is the process of observing other media houses, whether print or broadcast for the purpose of news gathering. It should be emphasized that no media house can be said to be self-sufficient. This means that a media house can monitor other stations.

1. You can monitor a live programme from your own station for news gathering.
2. You can monitor a live programme of another station for the same purpose.
3. You can monitor News of another station for news gathering.
4. You can monitor newspaper online for news gathering as the World is now a global village as all Media Houses including Newspapers now operate online.

CHAPTER FOUR

4.1 ACTUAL WORKDONE WITH EXPERIENCE GAINED

During my student industrial working experience scheme (SIWES) at Honor 103.5 FMwe were able to learn and gained a lot of industrial and organizational experience as goes:

- News gathering: recognize the most commonly used methods of gathering news. The four most commonly used methods in news gathering used by journalists are observation telephone conversations, research and interview.
- Observation: observation consists of your actually seeing an event to be place and the reporting what you have seen in from of a new story. The different between a good story and a poor one is often the skill of the observer skilled observes use this eyes, ear, mind, notebooks and tape recorders. They make sure they get the concrete facts, specific figures and accurate information.
- Telephone conversations: May range from full scale interviews to brief queries to verify or amplify information. But regardless of how often you use this method of news gathering, you should beep the following point in minds. Know what information you want before you dial. Keep your pencil and paper hand do not call someone and then ask that person to want while you look for writing material.
 - Speak politely indistinct well-modulated tones
 - Be cheerful and business likes
 - Avoid three-way conversation among yourself, the person on the telephone and somebody else in your office.
 - Rechecks your information by reading it back to the person who has given it to you.
 - Do not discuss classified information

Although telephone is a very useful instrument remember it is not the only and not necessary the best, method of gathering personal their selection, training, promotion, allotment of work, maintain in leave record, vision with governments general facilities and all such work that facilitate working of other department.

CHAPTER FIVE

SUMMARY AND CONCLUSION

5.1 SUMMARY OF ATTACHMENT ACTIVITIES

This is a complete report of an industrial training program carried out during my SIWES (2022/2023) Honor 103.5. Activities including field work such as news writing and report differently type of interview, news editing, news alignment and so on.

The experience gained has given me a sound knowledge on media house in general which has helped prepare me for the future journalism work.

5.2 PROBLEMS ENCOUNTERED

The success of my training is undisputed, but it was not devoid of rough edges. I experienced some challenges, among these are:

- The issue of expensive transportation
- Every member of staff was now depending on me to carryout assignments when there were other hands. This made me work over time sometimes and it was favorable coming back late to a family house.

5.3 SUGGESTION FOR IMPROVEMENT OF THE SCHEME

- Visiting of students during the program should be ensure by the ITF
- Student should be paid their allowance on time to ensure motivation
- Selection of placement should not be left to student polytechnic should make a means of allocating student to related companies.
- Students should be organized for establishments to acquaint then with their roles towards student on training.
- Government should participate fully in the provision of equipment in the placement centers.

5.4 CONCLUSION

My four-month industrial attachment Honor 103.5 FMIIlorin has been one of the most interesting, productive and instructive experience in my life. Through this training I have gained new insight and more comprehensive understanding about the real industrial working condition and practice, it has improved my soft and functional skills. All these valuable experience and knowledge that I have gained were not only acquired through the direct involvement in the task but also through other aspects of the training such as work observation, interaction with colleagues, superior and other people related to the field. It also

exposes me on some certain things about marine environment, and from what I have undergone, I achieved and a sure that the industrial training programme has achieved its primary objectives. As a result of the programme I am now more confident to build my future career which I have already started with Honor 103.5 FM.