STUDENT INDUSTRIAL WORKING EXPERIENCE SHCEME

A TECHNICAL REPORT OF WORK DONE

HELD AT

MIOX INTERNATIONAL COMPANY

PRESENTED BY

OLADIPO ISRAEL BOLUWATIFE

ND/23/PAD/PT/0135

IN PARTIAL FULFILLMENT OF THE NATIONAL DIPLOMA of KWARA STATE POLYTECHNIC

SUBMITTED TO THE DEPARTMENT OF PUBLIC AMINISTRATION.

INSITUTE OF FINANCE AND MANAGEMENT STUDIES, KWARA STATE POLYTECHNIC, ILORIN.

DEDICATION

This piece of work is dedicated first to Almighty God for giving me the opportunity and resources to complete this work and my parent for their love, support and parental care throughout the program.

PREFACE

This report highlights the skills and knowledge gained during the SIWES program, bridging the gap between classroom theory and real-world media practice. It serves as a guide for Mass Communication students, covering key aspects like news writing, interviews, transcription, and media ethics. Organized into chapters with subheadings, it provides a structured overview of practical experiences that enhance learning and professional development in the field of journalism and communication.

ACKNOWLEGEMENT

All thanks and glory be to Almighty God for His grace, mercy, and protection throughout the process of writing this report. His divine provision, wisdom, and strength have been my guiding light.

I extend my heartfelt gratitude to my loving parents, Mr. and Mrs. Oladipo, whose unwavering support, prayers, and encouragement have been a source of strength and motivation. Their sacrifices and guidance have shaped my academic journey. My sincere appreciation also goes to my Head of Department (HOD), my esteemed lecturers, and my dedicated supervisor, whose mentorship, knowledge, and encouragement have played a vital role in my academic and professional growth.

I also acknowledge the management and staff of my department, whose commitment to excellence has provided me with a solid foundation in Mass Communication. My deepest appreciation goes to my siblings, friends, and colleagues, whose constant support, words of encouragement, and assistance whether financial, moral, or spiritual have been invaluable throughout this journey.

To everyone who contributed, directly or indirectly, to the success of this work, I say a big thank you. May Almighty God bless you all abundantly and reward you for your kindness.

TABLE OF CONTENTS

CHAPTER ONE

1.1 INTRODUCTION

This programme is introduced by the Federal Government of Nigeria to all the student of higher institutions throughout the country in order to gives them the opportunity to obtain industrial working experience in their respective disciplines. And it has been introduced in 1973.

I was attached to computer and information technology centre, kwara state college of education, which is divided into different units for the four months of my SIWES (Student Industrial Work Experience Schemes) programme.

Furthermore, the student industrial work experience scheme (SIWES) provides an atmosphere for continuity of learning that can update student's understanding on the course of study. SIWES also prepare students for future purposes and also supply the needed experience which will assist the student to maintain their stand in the labor market. SIWES will also assist the students to be more exposed and prepare them for challenge ahead.

1.2 DEFINITION OF SIWES

The student industrial work experience scheme (SIWES) can be referred to as the industrial training or the involvement for science and technology education in order to gain more theories an practical works being offered in the place of attachment, it is the programme designed for student for students in higher institution to acquire practical skills in their respective field of study.

The student industrial work experience scheme (SIWES) enable student to improve on the practical skills and as well as to improve students on the overall development.

1.3 AIMS AND OBJECTIVES

The aims and objective of this programme is to expose student to computer operating system, professional work methods, hardware device and ways of carryout operation in industries and others organizations.

The objectives set out for this report is that, the ideal of student industrial work experience scheme (SIWES) has set a goal for student who really has the focus to achieve in his/her respective field of specialization.

Many higher institutions could not afford adequate number of computer and others things for the practical work, as a result of economic predicament in the country, so the programme give students opportunity to have a full knowledge of practical and application of various devices.

CHAPTER TWO

2.1 HISTORY AND ESTABLISHMENT OF MIOX INC.

Miox International Company is a fast-growing, innovative conglomerate dedicated to providing top-tier services in Real Estate, Web Development, Graphics Design, Educational Consultancy, and Social Media Management. With a strong commitment to excellence, creativity, and customer satisfaction, we empower businesses and individuals with cutting-edge solutions tailored to their unique needs.

At Miox International, we believe in innovation, integrity, and impact, ensuring that every service we deliver contributes to the growth and success of our clients. Whether it's real estate investment opportunities, brand development, digital transformation, or educational consulting, our expert team is dedicated to delivering outstanding results.

DATE FOUNDED

Miox International Company was founded in 2017, initially operating without official registration. Recognizing the need for formal expansion, the company was officially registered on September 22, 2020. Since then, it has grown into a reputable and trusted brand across multiple industries.

OUR MISSION

Our mission is to transform businesses and individuals through innovative solutions, professional expertise, and strategic services. We are committed to setting new standards of excellence in real estate, digital services, and education consultancy while maintaining a customer-first approach.

VISION

To become a leading global brand known for excellence, innovation, and reliability across multiple industries.

Core Values

- Innovation – We embrace creativity and cutting-edge technology to provide the best solutions.
- Integrity – Transparency, trust, and ethical business practices guide our operations.
- Excellence – We strive for outstanding quality and professionalism in all our services.
- Customer-Centric Approach – We prioritize our clients' needs and satisfaction.
    - Growth & Development – We continuously evolve to stay ahead in our industrie

CHAPTER THREE

EXPERIENCE GAINED DURING SIWES

3.1 HUMAN MANAGEMENT

Human management, also known as human resources management, is the strategic approach to the effective management of people in an organization so that they help the business gain a competitive advantage. It involves designing and implementing systems that ensure human talent is used effectively to achieve organizational goals. Effective human management fosters a productive and positive work environment.

Key Elements of Human Management:

1. **Recruitment and Selection:** This involves identifying job openings, attracting qualified candidates, and selecting the best fit for the organization. Rigorous and fair selection processes ensure the organization hires competent individuals.
2. **Training and Development:** Continuous learning and development programs are essential for enhancing employees' skills and knowledge. These programs help employees adapt to changing job requirements and improve their performance.
3. **Performance Management:** This includes setting performance standards, providing regular feedback, and conducting performance appraisals. Effective performance management helps in identifying areas for improvement and recognizing employee achievements.
4. **Compensation and Benefits:** Designing competitive compensation packages and benefits programs is crucial for attracting and retaining talent. Fair compensation and attractive benefits boost employee morale and job satisfaction.

5. **Employee Relations:** Maintaining positive relationships with employees is vital for fostering a harmonious work environment. This involves addressing employee grievances, promoting open communication, and ensuring compliance with labor laws.

3.2 ORGANIZATIONAL BEHAVIOR

Organizational behavior is the study of how individuals and groups interact within an organization. It examines the impact of individuals, groups, and structures on behavior within organizations, aiming to apply such knowledge towards improving an organization's effectiveness. Understanding organizational behavior helps in creating a positive work environment and enhancing productivity.

Key Elements of Organizational Behavior:

1. **Individual Behavior:** This includes studying personality, perception, motivation, and learning. Understanding individual differences helps in predicting and managing employee behavior.
2. **Group Dynamics:** This involves analyzing how groups form, develop, and function within an organization. It includes studying team dynamics, leadership, and communication.
3. **Organizational Culture:** This refers to the shared values, beliefs, and norms that influence employee behavior. A strong organizational culture can enhance employee engagement and performance.
4. **Leadership:** Effective leadership is crucial for guiding and motivating employees. This includes studying different leadership styles and their impact on organizational performance.

5. **Communication:** Clear and effective communication is essential for coordinating activities and fostering collaboration. This includes studying communication channels, barriers, and strategies.

3.3 PUBLIC POLICY ANALYSIS

Public policy analysis is the systematic evaluation of public policies to determine their effectiveness, efficiency, and impact. It involves examining the processes by which policies are formulated, implemented, and evaluated. Effective policy analysis provides insights for improving public services and addressing societal challenges.

Key Elements of Public Policy Analysis:

1. **Problem Definition:** Clearly defining the policy problem and its scope. This involves identifying the causes and consequences of the problem.
2. **Policy Formulation:** Developing and evaluating alternative policy options. This includes considering the feasibility, effectiveness, and costs of different options.
3. **Policy Implementation:** Putting policies into practice and monitoring their implementation. This involves ensuring that policies are implemented as intended and that resources are allocated effectively.
4. **Policy Evaluation:** Assessing the impact of policies and determining their effectiveness. This involves collecting data and using analytical techniques to evaluate policy outcomes.
5. **Stakeholder Analysis:** Identifying and analyzing the interests and perspectives of different stakeholders. This helps in understanding the potential impact of policies on various groups.

Steps in Conducting Public Policy Analysis:

1. **Identify the Policy Issue:** Clearly define the policy problem and its context. This includes understanding the historical background and current situation.
2. **Gather and Analyze Data:** Collect relevant data from various sources, including government reports, academic studies, and stakeholder interviews. This data is used to assess the problem and evaluate policy options.
3. **Develop Policy Options:** Generate a range of policy options that address the problem. This involves considering different approaches and strategies.
4. **Evaluate Policy Options:** Assess the feasibility, effectiveness, and costs of each policy option. This includes using analytical techniques such as cost-benefit analysis and risk assessment.
5. **Make Recommendations:** Provide recommendations for policy action based on the analysis. This involves clearly articulating the rationale for the recommendations.
6. **Monitor and Evaluate Implementation:** Track the implementation of the chosen policy and evaluate its impact. This involves collecting data and making adjustments as needed.

Challenges in Public Policy Analysis:

1. **Data Availability:** Accessing accurate and reliable data can be challenging. This requires using a variety of sources and analytical techniques.
2. **Political Influences:** Policy decisions are often influenced by political considerations. This requires balancing analytical rigor with political realities.
3. **Complexity of Problems:** Public policy problems are often complex and multifaceted. This requires using a systems approach and considering multiple perspectives.

4. **Uncertainty:** Predicting the impact of policies can be challenging due to uncertainty and unforeseen circumstances. This requires using scenario planning and risk assessment.

Importance of Public Policy Analysis:

- **Improves Policy Effectiveness:** Analysis helps in identifying effective policies and avoiding ineffective ones.
- **Enhances Accountability:** Evaluation helps in holding policymakers accountable for the impact of their decisions.
- **Promotes Transparency:** Analysis helps in making policy decisions more transparent and evidence-based.
- **Supports Informed Decision-Making:** Analysis provides policymakers with the information they need to make informed decisions.

3.4 BUSINESS LAW

Business law is the body of rules and regulations that govern commercial activities and transactions. It provides a legal framework for businesses to operate, ensuring fairness, transparency, and accountability. Understanding business law is crucial for organizations to avoid legal disputes and maintain compliance.

Key Elements of Business Law:

1. **Contract Law:** Deals with agreements between parties, including the formation, interpretation, and enforcement of contracts. It ensures that contractual obligations are met and disputes are resolved fairly.

2. **Corporate Law:** Governs the formation, operation, and dissolution of corporations. It includes regulations on corporate governance, shareholder rights, and mergers and acquisitions.
3. **Intellectual Property Law:** Protects intangible assets such as patents, trademarks, and copyrights. It encourages innovation and creativity by granting exclusive rights to creators.
4. **Employment Law:** Regulates the relationship between employers and employees, including wages, working conditions, and discrimination. It ensures fair labor practices and protects employee rights.
5. **Regulatory Compliance:** Involves adhering to various industry-specific and general business regulations. It includes laws related to environmental protection, consumer protection, and data privacy.

Steps in Ensuring Legal Compliance:

1. **Legal Audit:** Conducting a thorough review of business practices to identify potential legal risks and compliance gaps.
2. **Policy Development:** Creating clear and comprehensive policies that comply with relevant laws and regulations.
3. **Training and Education:** Providing employees with training on legal requirements and ethical conduct.
4. **Contract Management:** Implementing effective processes for drafting, reviewing, and managing contracts.
5. **Dispute Resolution:** Establishing mechanisms for resolving legal disputes through negotiation, mediation, or litigation.

Challenges in Business Law:

1. **Changing Regulations:** Keeping up with evolving laws and regulations, which can vary by jurisdiction.
2. **Global Operations:** Navigating the complexities of international business law and cross-border transactions.
3. **Technological Advancements:** Addressing legal issues related to emerging technologies, such as data privacy and cybersecurity.
4. **Litigation Risks:** Managing the potential for costly and time-consuming legal disputes.

Importance of Business Law:

- **Protects Business Interests:** Provides legal protection for assets, contracts, and intellectual property.
- **Ensures Fair Competition:** Promotes a level playing field for businesses and prevents anti-competitive practices.
- **Maintains Ethical Standards:** Encourages ethical business conduct and corporate social responsibility.
- **Facilitates Economic Growth:** Provides a stable and predictable legal environment that fosters investment and innovation.

3.5 ETHICS AND GOVERNANCE

Ethics and governance are fundamental principles that guide the behavior and decision-making of organizations and public institutions. Ethics involves moral principles that guide conduct, while governance refers to the systems and processes that ensure accountability and transparency.

Key Elements of Ethics and Governance:

1. **Ethical Codes and Standards:** Establishing clear ethical guidelines and standards for employees and stakeholders.
2. **Transparency and Accountability:** Promoting open communication and ensuring that decisions and actions are accountable.
3. **Corporate Social Responsibility (CSR):** Integrating social and environmental concerns into business operations and interactions with stakeholders.
4. **Risk Management:** Identifying and mitigating ethical and governance risks.
5. **Compliance and Oversight:** Ensuring compliance with laws, regulations, and ethical standards through effective oversight mechanisms.

Steps in Promoting Ethics and Governance:

1. **Develop an Ethical Culture:** Fostering a culture of integrity and ethical behavior throughout the organization.
2. **Establish Governance Structures:** Creating clear roles and responsibilities for boards, committees, and management.
3. **Conduct Ethical Training:** Providing training on ethical decision-making and compliance requirements.

4. **Implement Whistleblowing Mechanisms:** Establishing confidential channels for reporting ethical violations.
5. **Monitor and Evaluate Performance:** Regularly assessing ethical and governance practices and making improvements.

Challenges in Ethics and Governance:

1. **Conflicting Interests:** Balancing the interests of different stakeholders, such as shareholders, employees, and the public.
2. **Ethical Dilemmas:** Addressing complex ethical issues that may not have clear-cut solutions.
3. **Corruption and Fraud:** Preventing and detecting corruption and fraudulent activities.
4. **Lack of Transparency:** Ensuring transparency in decision-making and operations.

Importance of Ethics and Governance:

- **Builds Trust:** Enhances trust among stakeholders, including employees, customers, and the public.
- **Enhances Reputation:** Maintains a positive reputation and avoids reputational damage.
- **Improves Decision-Making:** Promotes ethical and informed decision-making.
- **Ensures Sustainability:** Contributes to long-term sustainability and responsible business practices.

3.6 Leadership and Management

Leadership and management are essential functions in organizations, involving guiding and coordinating the efforts of individuals and teams to achieve organizational goals.

Leadership focuses on vision, inspiration, and motivation, while management emphasizes planning, organizing, and controlling.

Key Elements of Leadership and Management:

1. **Strategic Planning:** Developing and implementing strategic plans to achieve organizational objectives.
2. **Team Building:** Creating and managing effective teams that foster collaboration and productivity.
3. **Communication:** Ensuring clear and effective communication throughout the organization.
4. **Decision-Making:** Making informed and timely decisions that support organizational goals.
5. **Motivation and Engagement:** Inspiring and motivating employees to perform at their best.

Steps in Effective Leadership and Management:

1. **Set Clear Goals:** Defining clear and measurable goals that align with the organization's mission.
2. **Delegate Responsibilities:** Assigning tasks and responsibilities to team members based on their skills and abilities.
3. **Provide Feedback and Support:** Offering regular feedback and support to help employees improve their performance.
4. **Foster a Positive Culture:** Creating a work environment that promotes collaboration, innovation, and respect.

5. **Adapt to Change:** Leading and managing change effectively to ensure organizational resilience.

Challenges in Leadership and Management:

1. **Managing Diverse Teams:** Leading teams with diverse backgrounds, perspectives, and skills.
2. **Dealing with Uncertainty:** Making decisions in uncertain and rapidly changing environments.
3. **Resolving Conflicts:** Managing and resolving conflicts among team members.
4. **Developing Future Leaders:** Identifying and developing future leaders to ensure organizational continuity.

Importance of Leadership and Management:

- **Drives Performance:** Enhances organizational performance and productivity.
- **Fosters Innovation:** Encourages creativity and innovation among employees.
- **Improves Morale:** Boosts employee morale and job satisfaction.
- **Ensures Accountability:** Promotes accountability and ethical conduct.

3.7 RISK MANAGEMENT

Risk management is the process of identifying, assessing, and mitigating potential risks that could impact an organization's objectives. It involves proactive strategies to minimize the likelihood and impact of adverse events.

Key Elements of Risk Management:

1. **Risk Identification:** Identifying potential risks that could affect the organization.
2. **Risk Assessment:** Evaluating the likelihood and impact of identified risks.
3. **Risk Mitigation:** Developing and implementing strategies to reduce or eliminate risks.
4. **Risk Monitoring:** Continuously monitoring risks and evaluating the effectiveness of mitigation strategies.
5. **Risk Communication:** Communicating risk information to stakeholders.

Steps in Effective Risk Management:

1. **Establish a Risk Management Framework:** Developing a structured approach to risk management.
2. **Conduct Risk Assessments:** Regularly assess potential risks and their impact.
3. **Develop Risk Mitigation Plans:** Create plans to address identified risks.
4. **Implement Risk Controls:** Put risk mitigation strategies into action.
5. **Review and Update:** Continuously review and update risk management processes.

Challenges in Risk Management:

1. **Unforeseen Risks:** Dealing with unexpected or emerging risks.
2. **Complexity of Risks:** Managing complex and interconnected risks.
3. **Resource Constraints:** Allocating limited resources effectively to risk management.
4. **Resistance to Change:** Overcoming resistance to risk management processes.

Importance of Risk Management:

- **Protects Assets:** Safeguards organizational assets and resources.
- **Ensures Business Continuity:** Maintains business operations during disruptions.

- **Enhances Decision-Making:** Provides information for informed decision-making.
- **Builds Resilience:** Strengthens the organization's ability to withstand challenges.

3.8 STRATEGIC MANAGEMENT

Strategic management is the process of developing and implementing strategies to achieve an organization's long-term goals. It involves analyzing the internal and external environment, formulating strategies, and evaluating their effectiveness.

Key Elements of Strategic Management:

1. **Strategic Analysis:** Analyzing the organization's internal strengths and weaknesses, as well as external opportunities and threats.
2. **Strategy Formulation:** Developing strategic options and selecting the most appropriate strategies.
3. **Strategy Implementation:** Putting strategies into action and allocating resources.
4. **Strategy Evaluation:** Monitoring and evaluating the effectiveness of implemented strategies.
5. **Competitive Advantage:** Creating and maintaining a sustainable competitive advantage.

Steps in Effective Strategic Management:

1. **Define the Mission and Vision:** Establishing the organization's purpose and long-term goals.
2. **Conduct a SWOT Analysis:** Assessing strengths, weaknesses, opportunities, and threats.

CHAPTER FOUR

CONCLUSION, RECOMMENDATION AND PERSONAL IMPRESSION

4.1 CONCLUSION

Professional success is not solely determined by formal titles or positions but by the effective application of knowledge, skills, and proactive initiative. The Students Industrial Work Experience Scheme (SIWES) provided an invaluable platform to bridge the gap between theoretical academic learning, particularly in areas like **Human Management**, **Organizational Behavior**, and **Public Policy Analysis**, and their practical application in a real-world administrative setting.

During my tenure at [Name of Administrative Organization/Department], I gained firsthand experience in the fast-paced operations of a public administrative body. Observing policy implementation, record management, administrative procedures, and service delivery offered deep insights into how principles of **Leadership and Management** are applied in a bureaucratic environment. Moreover, the experience highlighted the necessity of adapting to technological advancements and the increasing influence of digital platforms in public service delivery, reflecting the evolving landscape of **Public Policy Analysis** regarding administrative efficiency.

Beyond acquiring technical skills, SIWES significantly enhanced my research abilities, writing proficiency, and digital literacy. I also witnessed how administrators operate under stringent deadlines while upholding accuracy and credibility, demonstrating the practical application of **Ethics and Governance**. The experience emphasized the importance of adaptability, teamwork, and ethical administration in a competitive public service landscape, all of which are crucial aspects of effective **Human Management** and **Organizational Behavior**.

Furthermore, observing how the organization navigated challenges and maintained its operations provided practical examples of **Risk Management** and **Strategic Management**. Overall, my participation in SIWES provided a robust foundation for my future career in public administration, reinforcing my passion for public service and offering a clearer understanding of my role within the sector.

4.2 RECOMMENDATIONS: ENHANCING SIWES THROUGH PUBLIC ADMINISTRATION PERSPECTIVES

To further enhance the effectiveness of SIWES, several key measures should be implemented, drawing from principles of effective public administration, to ensure students maximize their learning experiences:

1. **Provision of Modern Facilities and Equipment:** Applying principles of **Strategic Management**, institutions should invest in updated computers, administrative software, and data management systems to align with current public service standards and enhance student skill development.
2. **Improved Placement Process:** Employing **Public Policy Analysis**, a more structured and data-driven placement system should be implemented to ensure students are assigned to organizations that align with their course of study, maximizing relevant skill development, and ensuring efficient resource allocation.
3. **Better Supervision and Monitoring:** Utilizing **Human Management** strategies, institutions and regulatory bodies should ensure students are actively engaged in productive administrative tasks rather than menial clerical duties. Regular assessments and feedback

mechanisms should be put in place to track students' progress, ensuring accountability and performance measurement.

4. **Structured Training and Mentorship:** Implementing **Organizational Behavior** principles, participating organizations should implement structured training programs, including departmental rotations, and establish mentorship programs to guide and support students throughout their training period, fostering a learning-oriented culture.
5. **Increased Industry Collaboration:** Fostering partnerships between universities and administrative organizations, reflecting **Risk Management** and **Strategic Management** principles, through guest lectures, workshops, and professional training sessions tailored to students' needs, to enhance learning and adapt to public service changes.

Ultimately, SIWES is a valuable initiative that significantly contributes to students' academic and professional development. Strengthening the program through improved facilities, better placement opportunities, structured training, and enhanced supervision, guided by public administration principles, will ensure that students gain meaningful practical knowledge, preparing them for the competitive public service sector.

4.3 ORGANIZATIONAL INSIGHTS: APPLYING ORGANIZATIONAL BEHAVIOR AND ETHICS IN AN ADMINISTRATIVE ENVIRONMENT

The Students Industrial Work Experience Scheme (SIWES) has proven to be a vital platform for bridging the gap between theoretical knowledge and practical application. My experience at [Name of Administrative Organization/Department] reinforced my belief in the importance of hands-on training in shaping future public administrators.

One of the most striking aspects of the organization was its structured and coordinated work environment. The cohesive functioning of various departments—policy, records, human resources, and service delivery—highlighted the importance of teamwork and effective communication, key components of **Organizational Behavior**.

I was particularly impressed by the commitment of administrators to their work. They demonstrated a high level of dedication, accuracy, and adherence to ethical standards, reflecting strong **Ethics and Governance**. Despite the pressure of tight deadlines and bureaucratic processes, they ensured that administrative tasks were thoroughly completed and compliant, showcasing effective **Risk Management**.

Another key observation was the adaptability of [Name of Administrative Organization/Department] in an era where digital transformation is reshaping public services. The organization effectively integrated digital tools and systems into its operations, recognizing the growing importance of efficient electronic administration, which is a testament to its **Strategic Management**.

Moreover, the work culture at [Name of Administrative Organization/Department] promoted both learning and professional development. The senior administrators were approachable and willing to share their experiences, which made the learning process more engaging and insightful, demonstrating effective **Leadership and Management**. The atmosphere encouraged initiative and problem-solving, allowing me to apply my academic knowledge in real-world situations.

Overall, my impression of [Name of Administrative Organization/Department] is highly positive. The organization provided an excellent learning environment where I could observe and participate in the practical aspects of public administration. This experience not only deepened my understanding of the administrative sector but also strengthened my confidence and enthusiasm for a career in public service, while providing real-world examples of the Public Administration Principles.