

**Department of Computer Science  
Ahmadu Bello University, Zaria**

**300 Level B. Sc. Computer Science SIWES Report Guidelines**

This document outlines the guidelines and requirements for successful completion of students' SIWES reports. The SIWES is one of the requirements for the award of a Bachelor of Science Honours [B. Sc. (Hons.)] degree in Computer Science. The specific aims of the document are to:

1. Guide the students/supervisor in the preparation/supervision and presentation of the SIWES Report work.
2. Ensure uniformity in the SIWES Report work of the students in the department of Computer Science.
3. Ensure that the SIWES Report work conforms to standard formats (Chapterization, labelling of figures, tables and formatting of references)

**General Format:**

**1. Preliminary Pages**

- a. Title Page
- b. Declaration
- c. Certification
- d. Dedication page (if any)
- e. Acknowledgements
- f. Table of Contents
- g. List of acronyms

**i. Title Page**

This page bears the title of the SIWES Report, names of the student, the registration number, a clause and the date (i.e., the month and year in which the SIWES Report is to be presented). The clause should read as follows:

A TECHNICAL REPORT ON  
  
THE INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)  
  
UNDERTAKEN AT  
  
[Name of Organization]  
  
(FROM e.g MAY 2017 – OCTOBER 2017)  
  
BY  
  
TOLU ABUBAKAR CHUKWUEMEKA  
  
U12CS0000

A SIWES REPORT SUBMITTED TO THE DEPARTMENT OF COMPUTER SCIENCE,

AHMADU BELLO UNIVERSITY, ZARIA-NIGERIA

IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE AWARD OF THE DEGREE OF BACHELOR  
OF SCIENCE (B. Sc. Hons.) IN COMPUTER SCIENCE

**ii. Declaration**

This page should contain a declaration statement like:

I, (*the name of the student*), hereby declare that this SIWES Report has been carried out by me under the supervision of (*state the name of the supervisor*). It has not been presented for award of any degree in any institution. All sources of information are specifically acknowledged by means of reference.

.....  
Signature

.....  
Date

**iii. Certification**

This page should contain the following statement:

This SIWES Report by (*state the name of the author*) meets the requirements governing the award of the degree of Bachelor of Science in (*state the course*) and is approved for its contribution to knowledge and literary presentation.

-----  
(Name of the Supervisor)  
SIWES Supervisor

-----  
Date

-----  
(Name Dept. SIWES Coordinator)  
Dept. SIWES Coordinator

-----  
Date

-----  
(Name of the Head of Department)  
Head of Department

-----  
Date

**iv. Dedication**

The content of this page is expected to be in concise form and in good English Language. You may dedicate the SIWES report work to someone or some people who have affected your life in some ways, preferable with respect to your studies.

**v. Acknowledgement**

This page contains some paragraphs recognising and thanking those who contributed in one way or another to the success of the SIWES report in particular and your studies in general. The language used should be clear and polite irrespective of style. THIS PAGE MUST NOT BE MORE THAN ONE PAGE.

**vii. Table of Contents**

This gives an outline of the SIWES report’s contents. The title/subtitle labels along with the titles and their respective page numbers should be arranged in the order in which they appear in the body of the project. Specifically, the following must be shown on the table of content:

1. The preliminary pages
2. The contents page and
3. All the subtitles of the content of the project in the order in which they appear in the work.  
e.g

<b>Table of Content</b>	
Title Page-----	i
Declaration -----	ii
Certification-----	iii
Dedication page (if any) -----	iv
Acknowledgements-----	v
Abstract-----	vi
Table of Contents-----	vii
<b>Chapter One</b> -----	<b>1</b>

In order to ensure that the table of content actually contains the entire titles and subtitles in the SIWES report, the table of content should be generated automatically in a word processing package such as the Microsoft Word or LateX.

**2: Content Pages**

Every SIWES report **MUST** contain chapter one (1) and at least two (or more) of other chapters following chapterization and chapter titles.

- a. Chapter 1: Introduction
- b. Chapter 2: Experience Gained in Computer Networking

- c. Chapter 3: Experience Gained in Web Application Development/Programming (Any programming language you were exposed to may be expressed here.)
- d. Chapter 4: Experience Gained in Computer Maintenance
- e. Chapter 5: Summary and Conclusions and Recommendations
- f. References
- g. Appendix (e.g Source code or other data/information too much to be in Chapters 1-5)

The chapter title may be modified/changed in agreement with the project supervisor but each chapter must have a title. However, Chapter 1: Introduction, and Chapter 5: Summary, Conclusions and Recommendations should not be changed. Each chapter may have several subtitles/sub-subtitles.

**NB.**

1. Note that you may not all have learnt something on Computer Networking, Web Application Development and Programming, and Computer Maintenance. So, it is not necessary that you all have five (5) chapters, but a minimum of four (4) chapters is needful. For example, if I have learnt things on Computer Networking, Web Application Development and Programming, then my chapter 2 will be **Computer Networking**, and chapter 3 will be **Web Application Development and Programming**, then chapter four will be **Summary and Conclusions and Recommendations**. Please do not report what you have not learnt during the SIWES programme.
2. Also, minimise the use of definitions and unnecessary explanations that demonstrate the pattern of literature review or book writing. Simply give introduction of each chapter, define important terms/concepts relating to the title of that chapter, then narrate your experience on the title of that chapter.
3. The references and the appendix are not parts of chapter five or any other chapter for that matter. They are standing on their own.
4. Items a – g above must each start on a new page and should be written all in capital letters.

**Chapter One: Introduction**

This chapter brings to light the concept and motivation of the whole SIWES report idea. It should be able to relate to similar past work with relevant references. This chapter may consist of the following sections (though you may add other necessary sections and sub-sections as the need may arise):

- a. Background of ITF
- b. Historical Background of SIWES
- c. Objectives of SIWES
- d. History and Background of Organization where you carried out your SIWES.

- e. Objectives and Organization chart of the organization of your SIWES

### **Chapter Two, Three and Four:**

The following items may be discussed in each of these chapters:

- a. Introduction
- b. Some basic definitions and explanation of terms/concepts
- c. What you practically learnt under this title (e.g Web Design)
- d. What you were able to practically do with the knowledge you gained in this area (e.g Web Design) during SIWES. For example, if the title of the chapter is on web design, then you may present a simple website/project you embarked upon during the SIWES period while you were learning that skill.
- e. You may also highlight what you were unable to cover/learn that you wished you learnt.

### **Chapter Five: Summary, Conclusions and Recommendations**

This should relate to the significance and objectives of the whole project and presented in a concise form. Future prospects and directions should be pointed in form of recommendations. Recommendations may also contain some pieces of advice on the uses of the findings of the project.

### **References**

Ensure that every reference cited in the text is also present in the reference list (and vice versa). Avoid citation in the abstract. The reference list should be well arranged in alphabetical order of first authors' surnames using the American Psychological Association (APA) format. The APA format is obtainable at: <http://www.apa.org/books/4200061.html>. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication. The following are acceptable materials for references.

- a. Books
- b. Journals
- c. Proceedings
- d. Reports
- e. Websites

Sources of general knowledge such as the dictionary and encyclopaedia should not be cited among the references, even if they may be consulted.

### **Examples**

#### **a. Book**

Kashimbila, M. M., (2001). *Principles of Mechanics: For Scientists and Engineers*, Kano: Gidan Dabino Publishers, pp. 18 – 89.

#### **b. Journal**

Musa, A. O., (2001). Thin-Film Backwall Schottky Barrier Solar Cells of Cuprous Oxide (Cu<sub>2</sub>O), *Ife Journal of Technology*, Vol. 10, pp. 41 – 47.

#### **c. Proceedings**

Bamiro, O.A., (1979). Towards a National Solar Energy Policy: Proc. Conf. on Energy Policy, (Edited by E. N. C. Osakwe). *Think Tank Publications*, pp. 375 – 394.

#### **d. Reports**

Mikhail, E., (1981). Wind Power for Developing Nation, Solar Energy Res. Inst., Tech. Rep. No. 762 – 866.

#### **e. Websites**

Smith, Joe, (1999), One of Volvo's core values. [Online] Available: <http://www.volvo.com/environment/index.htm> (July 7, 1999).

NB. Reference to materials gotten from the website by simply mentioning the web home page like [www.google.com](http://www.google.com) is not acceptable.

#### **Appendix (if any)**

This is where extra information that may be too bulky to be kept in the main body of the project are contained. For a SIWES report where a piece of software is developed, the appendix should contain source code and test suite (where applicable).

The appendix should always be kept after the references. At the appendix section, the font size and the line spacing may not necessarily be the same as the other parts of the SIWES report as outlined in this guideline.

### **3. Pagination**

Pagination is ascribing number to the pages of the written project. The paging starts from the Title page to the last page under References or Appendix (if any). Different coding systems however are used. Starting from the title page up to the last page of the table of contents, Roman Numerals (i, ii, iii, iv, etc), are used. Arabic numerals (1, 2, 3 etc) are used from Chapter One (Introduction) to the last page of Reference or Appendix (if any). The page numbers should be placed at the bottom centre of the pages.

### **4. Language Usage**

The SIWES report is the product on which the student will be assessed. It is therefore very important that a great care is taken to ensure that the work done is appropriately reported. The writing process may not necessarily follow the sequence of presentation in the SIWES report.

The write-up should be in ENGLISH LANGUAGE written in simple form that can be easily understood without sacrificing the technical nature of the study. Sentences should be written in third person format.

The student should ensure the following:

- a. Correctness of spellings of the words
- b. Proper punctuations
- c. Proper Capitalisation
- d. Proper use of *italics*
- e. Appropriate sentence structure

## **5. Typing of SIWES Report**

The copy of the SIWES report is the product on which the student will be assessed. It is therefore very important that a great care is taken to ensure that the work done is appropriately reported. The writing process may not necessarily follow the sequence of presentation in the SIWES report.

**Paper:** The type of paper to be used should be A4 size (21.0cm × 29.7cm ≅ 8.27" × 11.69") and white in colour.

**Margins:** There should be a margin of 3.0cm (1.18") on the left hand side and 2.54cm (1.0") on the top, bottom and the right hand side margins of the paper.

**Font:** The font type should be Times New Roman and the size should be 12 points. The font size may be reduced in the tables, figures and appendices provided that it is legible. The font size may be increased in the cover and the title page.

**Line spacing:** There should double line spacing throughout the project except in the table where single line spacing should be used. Also, the line spacing for headings (and subheadings) should be 1.5.

**Paragraph:** Either the indented paragraph or the block paragraph format should be used. However, the two should not be used by a particular student. Any one adopted should be used consistently throughout the project.

**Headings:** Maximum of three tier system should be adopted. There should be ONLY ONE BLANK line between a heading (or a subheading) and the texts of the preceding paragraph, table or figure. There should be no blank line between two headings (or subheadings) or a subheading and

the text below it. ALL the headings (or subheadings) should be typed flush left on a separate line and numbered consecutively within the chapters using Arabic Numerals. The heading line spacing should not be more than 1.5. The first tier heading (The chapter title) should be typed in capital letters and bold. The second tier subheading should be typed in bold with the first letter of each main word in capital while the third tier subheading should be typed in *italics* with the first letter of each main word in capital. If a heading happens to be the last line on a page (without any part of its text on that particular page), that heading should be moved to the next page to stay with its text.

**Tables and Figures:** Tables and Figures should be numbered consecutively within the chapters using Arabic Numerals. For instance in chapter three, there should be numberings such as Table 3.1 Table 3.2, etc. When numbering figures, the word “Fig” should be used e.g. Fig. 3.1. Table numbers should be written on top of the table while figures numbers should be written below the figure. Table and figures numbers should be followed immediately on the same line by the respective table and figure titles. Each table and figure should be on the same page with its title. In some cases, the source of the table or figure may be stated (*in brackets and in italics*) immediately below the table or figure.

**Equations:** All equations must be typed using an equation editor such as the Microsoft Equation Editor, Rapid Pi, MathType, etc. The equations should be centred on a new line and numbered consecutively within paragraphs using the Arabic Numerals. The word “equation” should be omitted. For examples:

$$\frac{dy}{dx} = 3y^2 - 4xy + x^3 \qquad 3.1.$$

**Printing:** The SIWES report should be typed and printed on **one side** of paper only. It should be between 30 to 50 A4 size pages (Excluding the preliminary pages and the appendices). DO NOT USE QUARTO OR FOOLSCAP SIZE PAPER.

## **6. Submission of the SIWES Report**

### **6.1. Oral examination or defence**

The copy of the SIWES report to be submitted for internal defence should be in **spiral bound form** and must reach the SIWES Coordinator on or before the deadline for submission as fixed by the Department.

### **6.2. Final copy**

After making all necessary corrections from the defence to the satisfaction of the SIWES Coordinator, the final copy of the SIWES report should be spiral bounded. Each student should submit three (3) hard bound copies of the SIWES report to the SIWES Coordinator within a stipulated time by the Department.

**ANY SIWES REPORT THAT VIOLATES THE ABOVE GUIDELINES WILL NOT BE ACCEPTED.**

**8. Method of Assessment**

- |                          |          |
|--------------------------|----------|
| a. Supervisor Assessment | 40 marks |
| b. SIWES Defence         | 60 marks |

O. N. Oyelade  
(Departmental SIWES Coordinator)