



UNIVERSITY OF ABUJA

*University for National Unity
The U of A of Nigeria!
(Office of the Vice-Chancellor)*

CENTRE FOR SIWES, STUDENT MENTORING & EMPLOYMENT (CSSME)

Questionnaire

Instructions:

- ✓ Fill in the spaces provided or tick the appropriate answers.
- ✓ Use Extra Sheets where necessary.
- ✓ Write your name on all the extra Sheets used.
- ✓ Staple all Extra Sheets used.
- ✓ Detach and forward the Original to CSSME Directorate.
- ✓ Failure to submit the Questionnaire is an indication that you will forfeit your Student/SIWES Allowance and grade for SIWES.
- ✓ Information provided will be useful in improving SIWES experience for current and prospective SIWES students

SECTION A

REGISTRATION AND DOCUMENTATION

1. Name of **SIWES** student _____
2. Matriculation number _____
3. Phone Number _____
4. Faculty _____
5. Department _____
6. **SIWES** Year _____
7. Did you register for SIWES? Yes No
8. What is the **SIWES** course in your Department? _____
9. Did you complete the **SIWES** Certification Form (SCF)? Yes No
10. Did you submit your Bio data to your Departmental **SIWES** Coordinator (DSCs)? Yes No
11. If Yes, is your name in the **Departmental Master list** (DML) Yes No
12. If Yes, what is the Serial/Number in the Departmental Master List (DML)? _____
13. If No, state your reasons

SECTION B

Preparation for SIWES

14. Are you conversant with the Philosophy, Aim and Objectives of **SIWES**? Yes No
15. Mention the name of the Director of **SIWES**: _____
16. Mention the name of your Departmental **SIWES** Coordinator (DSC): _____
17. Have you ever interacted with your Departmental **SIWES** Coordinator (DSC) Yes No
18. Did you receive a copy of the Letter of Undertaking for **SIWES** Student? Yes No
19. Have you received a copy of the Industrial Training Commencement timetable? Yes No
20. If Yes, congratulations, you are now ready for your training.
21. If No, why? _____

22. Have you received a copy of the logbook (LB)? Yes No
23. If Yes, have you read it and are you conversant with the instructions? Yes No
24. Do you have a copy of the **SIWES** Handbook? Yes No
25. If Yes, have you gone through it? Yes No
26. If No, Why? _____
27. If Yes, what lessons have you learnt? _____

28. If No, why? _____

29. Mention the name of your Departmental **SIWES** Supervisor (IDSS):

30. Have you interacted with your Departmental **SIWES** Supervisor (IDSS): Yes No
31. If Yes, what lessons did you learn? _____

32. Do you have a **SIWES** File? Yes, No
33. If yes, do you document the **SIWES** Memos and Announcements in your **SIWES** File?
Yes No
34. If no, where do you document your **SIWES** Memos and Announcements

35. Do you receive memos via the University email? Yes No
36. Have you received your **SIWES** Handbooks (SHBs)? Yes No
37. If Yes, do you study them? Yes No
38. What are your suggestions about the **SIWES** handbooks and the University of Abuja Logbook?

39. Do you know the **SIWES** Assistants in your Department? Yes No
40. Mention their names _____

41. How helpful are the **SIWES** Assistants to the scheme?

42. Do you know the location of the **SIWES** Centre of the University of Abuja? Yes No
43. If Yes, state its Location: _____
44. Do you use the Centre's website? Yes No
45. How often do you visit the Centre's website-----? _____
46. Have you ever visited the **SIWES** Centre? Yes No
47. Have you ever used the **SIWES** materials from the website? Yes No

48. If No, state your suggestions: _____
49. Have you ever had the opportunity of reading any **SIWES** Memos and Announcements? Yes
 No
50. How did you get the SIWES Announcements and memos? Notice Boards Circulars DSCs
 SIWES Assistants Colleagues Centre's Website
51. Have you ever received and completed the SIWES Placement Request Letter? Yes No
52. If yes, have you secured a place of Industrial Attachment? Yes No
53. If Yes, have you submitted the original copy of the letter of Acceptance for **SIWES** Student to your
 Departmental /Faculty SIWES coordinator (DSC or FSC) Yes No
54. If Yes, is your name in the Departmental Placement List (DPL)? Yes No
55. If No, give your reasons: _____
56. Who selected your place of Industrial training/Attachment for you? Myself Colleague
 My DSC My Sibling My parent
57. Is your place of industrial Training relevant to your discipline? Yes No
58. If Yes, state your reasons: _____
59. If No, why? _____
60. How did you get to know about the Organization? _____

SECTION C

PARTICIPATION DURING SIWES ORIENTATION

61. Did you attend the Orientation? Yes No
62. Indicate the Serial number that reflects your name in the SIWES Orientation _____
63. What lessons did you learn from the **SIWES** Orientation that you attended?

64. State the most interesting part of the orientation.

65. Which of this best describes the two **SIWES** Orientation? Boring Interesting Educative and
 Informative Relevant Irrelevant

SECTION D

INFORMATION ABOUT THE ORGANIZATION

66. Name of the Organization: _____
67. Address of the Organization (in full): _____
68. Location: _____
 (Mention the name of a building, shopping complex or any popular building near the organization).
69. Vision of the Organization: _____
70. Mission of the Organization: _____
71. Name(s) of the Industry based Supervisor(s) and their Section(s)

-
- a. _____
 - b. _____
 - c. _____
72. Name of the Departmental/ Faculty Coordinator in your Organization

73. Name of the Head of Department/Section in your Organization.
- a. _____
 - b. _____
 - c. _____
74. Name of the Head of the Organization (HOO): _____
75. Rank of the Head of the Organization (HOO): _____
(Manager, General Manager, Managing Director, Project manager, Medical Director, Director General and so forth)
76. Would you say that the Organization has a reasonable number of trained Staff for Training of **SIWES** students (SSs): Yes No
77. If Yes, were you given the much-needed cooperation? Yes No
78. If No, state your suggestions: _____
79. Did you borrow relevant books, Handouts, or **SIWES** Materials (SMs) from your Organization or Industry-based Supervisor? Yes No
80. If Yes, were the books or **SIWES** Materials relevant to the Training? Yes No
81. If Yes, did you return them after consultation? Yes No
82. If No, state the reasons: _____
83. Does the Organization have an Operational manual? Yes No
84. If Yes, how often was it consulted by the Industry-based Supervisor? Frequently Occasionally
Monthly Weekly
85. How beneficial was it to your training? _____
86. Attach a photocopy of the organization’s Operational manual(if any)
87. Did you attend the Orientation in your Organization? Yes No
88. Were you offered accommodation by your Organization? Yes No
89. If Yes, were you residing close to your organization? Yes No
90. State the advantages: _____
91. Did you have the opportunity of working in a Workshop/Studio/Field/Farm as a Section in the Organization? Yes No
92. Did you work in the laboratories? Yes No
93. If Yes, were you assigned to clean the Laboratories? Yes No
94. What are your comments about such an assignment? _____
95. Did you wear Laboratory Coats while on training? Yes No
96. If Yes, what were the advantages of wearing Laboratory coats? _____
97. If No, what were the disadvantages of not wearing laboratory coats? _____
98. Did you sustain any injury during the Training? Yes No

99. If Yes, state what actions were taken. _____

SECTION E

ASSESSMENT OF SIWES BASED ON SOME FACTORS

100. How did you make entries of your **SIWES** Activities? Daily Weekly Fortnightly
Monthly At the end of the training

101. Based on your answer, what were the advantages? _____

102. Itemize some of the **SIWES** activities (SACTs) that you carried out during the six Months Industrial Training (IT)/Attachment(IA) (Laboratories/Workshops/ Studios/Field Work/Farms)

103. What **SIWES** Activity/Activities was/were the most interesting? _____

104. Draw and state the functions of four (4) important Equipment, Instruments/ machines/machinery that you used during your Training. You can attach extra sheets.

105. Were you engaged in Teamwork? Yes No

106. If Yes, state the advantages of Teamwork: _____

107. Did the Organization organize interactive Fora/Seminars/Workshops/Conferences/ and Professional Meetings while you were on Training? Yes No

108. What were the benefits? _____

(Use Extra Sheets, State the Names, Venues/Dates of such programmes in a tabular form).

109. Did you embark on Excursions/Field Trips? Yes No

110. If Yes, what were your experiences? _____

111. Did you interact with your Industry-based Supervisor(s) during the Training?

112. If Yes, explain the advantages of the interaction: _____

113. If No, state the reasons: _____

114. Did you serve as a team Leader during the Industrial Training? Yes No

115. If Yes, what were the benefits? _____

116. If No, did you cooperate with your Team Leader? Yes No

117. State the Number of **SIWES** Students that served in the organization: _____

118. How many **SIWES** Students from the University of Abuja served with you? _____

119. State the Departments of the **SIWES** Students from the University of Abuja that served with you.

120. How many **SIWES** Students were from the other Institutions? _____

- 121. What was your relationship like with the other **SIWES** Students? _____
- 122. Were you ever absent as a result of ill health? Yes No
- 123. If Yes, were you officially visited by any of the staff on account of your ill health? _____
- 124. If No, what reasons did the Organization give? _____
- 125. Did you request for Extra **SIWES** Activities after your return? Yes No
- 126. If Yes, was your request granted? Yes No
- 127. If No, why? _____
- 128. State the Total number of days that you were absent: _____
- 129. Did you contribute money for the purchase of consumables during the Training? Yes No
- 130. If Yes, were they actually used for the Training? Yes No
- 131. If Yes, state your comments as regards the purchase of the consumables: _____

- 132. If your answer to question 131 is No, what are your suggestions? _____

- 133. Were you given any stipend by your Organization during the Training? Yes No
- 134. If Yes, what were the advantages of the stipend? _____

- 135. If No, what are your suggestions? _____

SECTION F

SIWES SUPERVISION BY STAKEHOLDERS

- 136. How were you supervised by the Industry based Supervisor(s)?
Daily Weekly Fortnightly Monthly At the end of the Training
- 137. Based on your answer to question 136, state the advantages: _____

- 138. Were you supervised by your Institution-based Supervisor (IBS) or Departmental **SIWES** Coordinator (DSC) or Director of **SIWES** (DS) or Industrial training Fund (ITF), Supervisors during the Training?
Yes No
- 139. If Yes, produce photocopies of their comments from the Logbook (LB) and attach to the Questionnaire.

SECTION G

ASSESSMENT OF SIWES BASED ON SKILLS ACQUISITION

- 140. State your assessment of SIWES based on three (3) factors: Theoretical, Skills based and Technical based knowledge.
- 141. Would you now say that the Philosophy, Aim and Objectives (PAOs) of **SIWES** have been achieved? Yes
No
- 142. If Yes/No, state your reasons: _____

- 143. Based on the skills you have acquired; do you recommend other prospective **SIWES** Students to the Organization? _____
- 144. If Yes/No, state your reasons: _____

- 145. Comment on the Modus Operandi of **SIWES** in the Organization: _____

- 146. Are there functional Laboratories or Internet facilities in the Organization? Yes No

147. If Yes, how many functional laboratories are there? _____
148. How beneficial were they to you? _____
149. What is your assessment of the facilities? Standard Below Standard
150. If the facilities are standard, were you restricted from the use of Equipment/instruments/machines/Machinery? Yes No
151. If No, did the Organization apologize for not providing such facilities? _____
152. With the inadequate facilities, did that affect your Training? Yes No
153. If Yes, how were you able to cope? _____
154. Did you have the experience of not carrying out certain Test procedures/projects as a result of non-functional Instruments/Equipment/machines/machinery or absence of existing Laboratories. Yes No
155. Do you think your organization is enhancing practical skills under the scheme? Yes No
156. If Yes, state some of the Practical Skills you acquired: _____
157. Do you think that **SIWES** has enhanced your Practical Knowledge (PK)? Yes No
158. State some of the major challenges you experienced: _____
- _____
- _____

SECTION H

OVERALL ASSESSMENT OF STAKEHOLDERS (SHs) AND THE ORGANIZATIONS

159. Would you say that you are now skillful after the Industrial Training (IT)? Yes No
160. Based on the Training, which of these, best describes your positive work habits: Responsible, Hardworking, Respectful, Keen-sighted, Punctual, Committed, Approachable, Aggressive, Credible, Cheerful, gentle and Careful? _____
161. Which of these values best describes you Industry-based Supervisor(s)? Assertive, Careful, Expressive, frank, intelligent, Keen and Meticulous. _____