

A REPORT OF STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)
AT [Radio Station Name]

Submitted by: [Your Name]

Matric No: [Your Matric Number]

Department: Mass Communication

Institution: [Your School Name]

Duration: 10 Weeks (e.g., June – August 2025)

Submitted to: Industrial Training Fund (ITF) & [School Name]

Date of Submission: [Month, Year]

Certification / Endorsement Page

This is to certify that the Student Industrial Work Experience Scheme (SIWES) was successfully carried out by [Your Name] at [Radio Station Name] in the Production and Editing Department for a period of 10 weeks.

Industry Supervisor

School Supervisor

Dedication

This report is dedicated to God Almighty and my family for their support throughout my training.

Acknowledgement

I sincerely appreciate God for His grace, my school, the Industrial Training Fund (ITF), and the management and staff of [Radio Station Name]. I also thank my supervisors and colleagues who supported me during the 10-week training.

Abstract

This report covers my 10-week Student Industrial Work Experience Scheme (SIWES) at [Radio Station Name] in the Production and Editing Department. The program exposed me to practical aspects of radio broadcasting, especially in recording, editing, and packaging of audio content. I participated in activities such as editing interviews, producing jingles and commercials, assisting with voice-over recordings, and observing outside broadcasts. Through this training, I acquired technical skills in audio editing software, improved my understanding of production workflow, and developed soft skills like teamwork, time management, and problem-solving.

Table of Contents

1. Introduction
2. Objectives of SIWES
3. Description of the Organization
4. Weekly Report of Activities
5. Skills Acquired
6. Challenges Faced and Solutions
7. Conclusion
8. Recommendations
9. References
10. Appendices

1. Introduction

The Student Industrial Work Experience Scheme (SIWES) was established by the Industrial Training Fund (ITF) to expose students in tertiary institutions to real work situations. It is designed to bridge the gap between theory and practice by equipping students with practical knowledge in their chosen fields.

As a Mass Communication student, my training was undertaken at [Radio Station Name], where I was attached to the Production and Editing Department for 10 weeks. This provided me with the opportunity to gain hands-on experience in audio editing, studio management, and program production.

2. Objectives of SIWES

- To expose students to industrial skills and practices relevant to their course of study.
- To provide practical experience in audio production and editing.
- To bridge the gap between theoretical classroom learning and real-world application.
- To prepare students for future careers in broadcasting and media production.

3. Description of the Organization

Background of [Radio Station Name]

Provide a short history of the radio station – when it was established, its vision and mission, and its target audience.

Organizational Structure

- Management
- News & Current Affairs Department
- Programs Department
- Engineering/Technical Department
- Production & Editing Department (where I worked)

4. Weekly Report of Activities (10 Weeks)

- Week 1 – Orientation & Introduction: Introduced to staff and studio rules, observed production workflow.
- Week 2 – Observing Production Process: Shadowed senior producers, assisted in studio setup.
- Week 3 – Introduction to Editing Software: Learned audio editing basics (cutting, trimming, noise removal).
- Week 4 – Practical Editing of Programs: Edited interviews, prepared news clips for broadcast.
- Week 5 – Jingles and Advert Production: Assisted in recording voiceovers, added sound effects.
- Week 6 – Script Editing & Program Scheduling: Proofread scripts, arranged playback content.
- Week 7 – Advanced Editing Tasks: Mixed multiple tracks, edited a complete program under supervision.
- Week 8 – Voice Recording Sessions: Helped during voice-over recordings, edited station IDs.
- Week 9 – Outside Broadcast & Field Work: Assisted in OB setup, edited recordings for rebroadcast.
- Week 10 – Final Week & Review: Compiled work done, received final feedback from supervisor.

5. Skills Acquired

- Proficiency in audio editing software (e.g., Adobe Audition, Audacity).
- Practical knowledge of studio equipment handling.
- Ability to produce jingles, adverts, and program promos.
- Team collaboration and communication skills.
- Improved confidence in media production tasks.

6. Challenges Faced and Solutions

- Challenge: Limited studio access during peak hours.
Solution: Scheduled tasks during off-hours and maximized available time.
- Challenge: Technical issues such as power outages.
Solution: Learned to back up files regularly and use alternative equipment.
- Challenge: Nervousness at first in handling editing tasks.
Solution: Overcame through supervision, practice, and repeated exposure.

7. Conclusion

My 10-week industrial training at [Radio Station Name] was an eye-opener that gave me practical exposure to the broadcasting industry. It enhanced my knowledge of production and editing, strengthened my technical and soft skills, and prepared me for future career challenges.

8. Recommendations

- To the Radio Station: Provide more hands-on opportunities for interns, and invest in modern studio equipment.
- To SIWES/School Management: Extend the duration of SIWES for media students and provide pre-attachment workshops.

9. References

List any books, manuals, or websites you used during the training.

10. Appendices

Include photos of studio equipment (if allowed), the organogram of the radio station, or samples of scripts/programs.