**Report format for Apprenticeship 1 & 2 to be done in the 5th and 7th semester. All relevant forms are available at 99 & 100 campus’s reception or can be downloaded from** [**http://edc.szabist.edu.pk/templates.asp**](http://edc.szabist.edu.pk/templates.asp)

**1. Title Page**

* The title page of the report must include:
* Name of the organization (SME/Startup)
* Program
* Name of the apprentice, student ID, Session (Spring, Fall, Summer) & Year
* Apprenticeship submission date
* Start & end date of the apprenticeship, total duration
* Department, Supervisor name & Designation

**2. Content of the Report (minimum 4 to 5 pages)**

* Title page
* Table of contents
* Provide organization background information of SME/Start-up
* Detailed description of the project assigned
* Detailed description of tasks and activities performed
* Key Learning Outcomes
* Apprenticeship Contribution

**Note:**

* Scan and upload the ‘Apprentice evaluation form’ filled by your work supervisor/ manager. Please attach the employer’s visiting card along with the company stamp at the apprentice evaluation form.
* Scan and upload ‘Student Apprenticeship evaluation form’ filled by student.
* Scan and upload ‘apprenticeship certificate’.
* Upload pdf/doc of apprenticeship report, compiled as per the instructions mentioned above.
* Apprenticeship report, relevant forms, and apprenticeship certificate are uploaded at your ZABDESK.