**Guidelines for Apprenticeship Process - Academic SOPs**

The students of the BS Entrepreneurship program are required to undertake a mandatory apprenticeship (instead of an internship) with any start-up or small and medium enterprise (SME). It is assumed that the SME will be an entrepreneurial firm having creative processes and risk-taking behaviours. Here are the guidelines or standard operating procedures (SOPs) for the entire process.

1. In 5th semester, every student enrolled in the BS Entrepreneurship program has to do a6-week apprenticeship with any start-up or small and medium enterprise (SME).
2. Similarly, in 7th semester, these students have to do the second 6-week apprenticeship with any other (or maybe the same) start-up or small and medium enterprise (SME).
3. It can be done in summer semester as well.
4. The start-up or SME must be a registered firm having a national tax number (NTN #).
5. It should be operative for at least three years so that it has reasonably established organizational structure, processes, and systems.
6. Every student will contact Student Career Services & Alumni Relations department to get a request letter for the apprenticeship firm, which can be one letter or a few letters for 2-3 firms, where a student is applying.
7. A student can request Student Career Services & Alumni Relations department to issue a letter without identifying the name of a start-up or small and medium enterprise (SME). In such a case, the letter will mention at the top, “To Whom It May Concern”. After obtaining the consent of that firm and before starting an apprenticeship, the student will notify it to the concerned program manager and Student Career Services & Alumni Relations department via an email.
8. This letter is called *‘Apprenticeship Reference Letter - Request Form’*.
9. A student starts working in an entrepreneurial firm (a start-up or SME) in one or more departments under the mentorship/supervision of some senior manager or officer under mutually agreed terms and conditions about working hours, nature of work, etc.
10. Upon completion of every apprenticeship, a student requests the mentor/supervisor to provide a certificate of experience and fill a form to evaluate his/her performance, skills, abilities, and behaviour against given scales and metrics. It is called *‘Apprentice Evaluation Form’*.
11. Similarly, a student himself/herself fills a form to provide feedback on the level of cooperation and learning from the mentor and firm. It is called *‘Student Feedback - Apprenticeship Form’*.
12. Finally, every student submits a report to the relevant Program Manager to specify his/her learning and skills’ development, tasks performed, and learning outcomes from the apprenticeship. This form is called *’Apprenticeship Report Format’*.
13. The students are guided by the Program Manager about how to upload their Apprenticeship Report, relevant forms, and apprenticeship certificate on their ZABDESK.
14. The Program Manager has a record of the following forms:
15. *‘Apprenticeship Reference Letter - Request Form’*
16. *‘Apprentice Evaluation Form’*
17. *‘Student Feedback - Apprenticeship Form’*
18. *’Apprenticeship Report Format’*