**Internship report format for final year students!**

**1. Title Page**

The title page of the report must include:

• Name of the organization

• Program

• Name of the intern, student ID & Session (spring, fall, summer) & Year

• Internship submission date

• Start & end date of the internship, Total duration

• Department, Supervisor name & Designation.

**2. How to create Internship Report Format (minimum 4 to 5 pages)**

• Prepare a title page.

• Write a table of contents.

• Provide company background information.

• Detailed description of the tasks and activities performed by the students in the department.

• Detailed description of the project assigned.

• Discuss the skills you learned and how it helped in connecting with real-life scenarios.

• How the internship experience can be made better?

**Note:**

• Scan and upload the ‘Internee evaluation form’ filled by your work supervisor/manager. Please attach the employer visiting card along with the company stamp at the internee evaluation form.

• Scan and upload ‘Student internship evaluation form’ filled by student.

• Scan and upload ‘Internship certificate’.

• Upload pdf/doc of internship report, compiled as per instructions mentioned above.

• Internship report, relevant forms, and internship certificate is uploaded at your ZABDESK.

\*\*all relevant forms are available at 99 & 100 campus’s reception or can be downloaded from http://edc.szabist.edu.pk/templates.asp