1. **Title Page**

The tile page of the report must include:

* Name of the organization
* Name of the intern, student ID & Session (spring, fall, summer) & Year
* Internship submission date
* Start & end date of internship, Total duration
* Department, supervisor name & Designation.

1. **Appendix (250-500 words per part)**

* Detailed description of the tasks and activities performed by the students in the department.
* Detailed description of the project assigned
* Quality of learning and how it helped student in connecting with real life scenarios
* How the internship experience can be made better?

**Note:**

* Internee evaluation form, Student internship evaluation form & Internship certificate should be attached with the Internship report.
* Please attach employer visiting card along with the company stamp at internee evaluation form.
* Spiral binding is necessary for the acceptance of report.
* Please Mention Internship Report Format at the top of Title page along with SZABIST logo.