



# Reference guidelines for the internship final report

Fac-simile for the analysis of association/institution

## Important information for the student writing the report

The present report outlines are to be considered a **reference** for writing a complete and exhaustive report, that will be written and edited **autonomously** by the student, with the help of drawings, pictures, and all the necessary to describe the fulfilled tasks and the environment in which the internship took place.

The student will hand in the report using the presentation methods that he or she considers best fitting to explain the project. A4 format is preferable.

As previously specified, the report will contain text, images, pictures, drawings, graphs, etc. for which the student will have to ask permission to the hosting organization.

(Please note that, according to privacy law D.L. 196/03, it is important to receive the **company permission** in order to publish names, data or images regarding the project and third parties involved.)



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## General information

First and last name of the student  
 Matriculation number  
 Degree name  
 Name of the internship organization  
 Tutor in the hosting organization  
 Tutor in Politecnico  
 Dates of internship (months/year)

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The first part of the report contains information that allows to understand with precision what kind of organization hosted you, what it does, how it is organized and what substantial experience of collaboration you had by relating to people with different competences, age and experiences.

## 1. Brief introduction

Setting of the internship: where it took place, for how long, the starting point, the context of development, etc.

## 2. Description of the association/institution

- Organization identification (typology of institution or association);
- Sector of reference and main activities (what they do, in what range and environment);
- Specific competences (training, refresher courses, consulting, research...)
- Services offered at national or international level
- Description of management of relationships with customers or associates
- Description of the functions of the sector where you were placed (internal management, activities, inter-relations with other sectors);
- Information about professional roles and their competences within the sector where you were placed, and competences involved in the organization;
- Information about the main professionals with who interacted the most;



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The central part of the report is where you need to describe in depth the actual work done in the organization, your role in it and your responsibilities; it is the part that makes the link between the world of university studies and the concrete work done during the internship.

In the conclusive part you need to express your evaluation and personal impressions about the kind of experience you had with your internship and on the improvement of your knowledge and abilities.

## 3. Description of the activities and tasks

- Description of the project(s) in which you collaborated (its phases, objectives, work and responsibilities management). To what phase did you participate in? At what point of its development did you intervene, from ideation to conclusion?
- Description of the modalities of activities and the achievement of goals and results (For example: were there unexpected issues? How were they solved? Did you use particular equipment or software? Did you receive any kind of training before performing your assigned tasks? Did you make researches? What sources did you use?)
- Collaboration and support from particular professional roles (description of the project team, of your role within the team, the role of the other team members).

## 4. Main competences gained

(Both in theoretical and practical sense)

## 5. Main established results

(Activities, developed projects, reached objectives)

## 6. Personal reflections

- Your observations about your capabilities in fulfilling the tasks that were assigned to you, according to schedule and time constraints. (State whether you think you improved this capabilities or not;)
- Your observations about your autonomy in developing independently an assignment. (State whether you think you improved this capabilities or not;)
- Your observations about your capability to work with other professional roles and whether you think you improved it or not;
- What you learnt about yourself and in what you think you have personally grown;
- Were your expectations about the professional world confirmed or not? What impact will this experience have in your future working career?