

1. PRIOR APPROVAL

The STUDENT finds the internship and at least 10 days before the start date sends an email to rap-scdesign@polimi.it (School Internship Office) providing the following specifications:

- first and last name of the student, course of study, internship in the study plan? expected hours to take
- host structure/laboratory
- activity description
- training objectives

The Internship Office approves via email

2. ACTIVATION

The Internship Office sends the INTERNSHIP DOCUMENT to the Intern .

The intern signs it and arranges also the signatures by the Responsabile of the Structure only.

The intern takes the DOCUMENT SIGNED to the Internship Office at least 2 working days before the scheduled start date of the activity.

Only upon receipt of the Internship Document signed the Internship Office ACTIVATES the internship with the scheduled start date.

The Internship Office countersigns the documents on behalf of the Academic Supervisor and then delivers it to the host structure in 2, one for student and one for the structure

4. RECOGNITION

Within 30 days of the end of the internship, the student fills in his / her final evaluation on the completed experience and a full report.

Templates can be downloaded at the following link:

<http://www.design.polimi.it/en/studying-design/internships/>

The student e-mails the academic supervisor of his course (specified on the Document) to present the material and discuss it. Upon the interview, the student will deliver the documentation in hardcopy, while at the same time he/she will have to send it in pdf to rap-scdesign@polimi.it (also scanned, if readable) .File size should not exceed 8 MB total (3 files).

Credits will only be recognized after completion of the final interview.

3. START AND COMPLETION

PRACTICAL INTERNAL ACTIVITY