

FINAL REPORT – DRAFTING GUIDELINES FOR CURRICULAR INTERNSHIP

The following guidelines concern the drafting of the **final report for the curricular internship** and are intended to support students in structuring a clear, coherent, and academically sound account of their training experience.

The report should be approximately 3 pages in length (1,000–2,000 words) and must be structured according to the points outlined below.

1. Information on the working context

The report must begin with a concise presentation of the internship framework, including:

- Student's full name
 - Student ID number
 - Degree programme attended
 - Duration of the curricular internship
 - Academic tutor and company tutor
 - Host institution / place of internship
 - Name and role of the company tutor supervising the activities
 - Description of the working environment and organisational structure (e.g. offices, departments, and staff members with whom the student interacted)
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2. Detailed analysis of the activities performed

Students are required to provide a structured and analytical account of the activities carried out during the curricular internship, with explicit reference to the objectives initially agreed upon.

This section should not be merely descriptive, but should highlight:

- the nature of the tasks performed;
 - the methodologies and tools employed;
 - the skills developed;
 - any challenges encountered and how they were addressed.
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3. Assessment of the added value of the internship experience

The final part of the report should include a critical evaluation of the **training value of the curricular internship**.

In particular, students should:

- assess the knowledge and competences acquired;
- reflect on the coherence between the internship and their academic path;

- underline how the experience has contributed to consolidating and applying the theoretical knowledge gained during their degree programme;
- evaluate the overall relevance of the internship in light of their academic and professional development.