The **Internship Final Report** ("Relazione Tirocinio") is compulsory: it must be a pdf file (different from the timesheets) and it must content 3 main paragraphs:

a) a brief presentation of the hosting institution (the company/practitioner where you done the Internship): size, location, organization structure/chart, main activities, ... department / branch / office of the company to which you have been assigned

b) a resume of the main activities You have done, with some information about each of them (what, when, how long you worked on it). Describe the activity/project to which you have collaborate and specify exactly which task(s) you have performed. Add as annexes to the Report some document you collaborate to prepare (drawings, reports...), organizing them by sections, with reference to each of the activities you described above

c) a personal evaluation of the internship experience you have carried out (which activities were most interesting to you, which least and why + a balance of what you learned during your internship, and if you think this was useful for your training and for your future professional activity, and why

What is expected is a 4-5 pages A4 pdf document well organised (cover page, list of contents, paragraph headlines, …), and correctly written (in technical report style: short sentences, proper terminology, precision in information provided), accompanied by a 5 to 15 pages annexe (see above, point b).

SEE NEXT PAGES

The report must be submitted to (and signed by) the Academic Internship Tutor for his/her approval, following which the registration of the activity and related ECTS will be obtained.

University of Bologna
International Master's Degree in

ARCHITECTURE
CPCL

CREATIVE PRACTICES
IN CITIES AND LANDSCAPES

INTERNSHIP
FINAL REPORT

A.Y.   20xx-xx
Student   Name and Surname
ID n.   Identification number
Hosting Company   Name of the Company

Student   Name and Surname   handwritten signature

Academic Tutor   Name and Surname   handwritten signature

Hosting Tutor   Name and Surname   handwritten signature

Index (example)