**SCUOLA DI INGEGNERIA (CAMPUS BOLOGNA)**

**Internship Final Report**

At the end of the curricular internship the student must draw up a **report on the activity** carried out.

**Aim**

The report must be prepared in the form of a daily record of the internship experience, discussing in detail the contents of the activities and the student's involvement.

It is not a presentation, but an organic report of the activities carried out, which highlights as much as possible the student's individual and personal contribution and possible originality, especially in the case of an internship within a master's degree course.

**Organization**

The report must be between approximately 10 and 30 pages and must contain the following points:

- **title page** (see next page);

- **index**;

- **introduction**, summarizing the objectives, the main activities carried out and the results achieved by the student in terms of knowledge, experience and applied methodologies (1/2 pages);

- **body**: it describes the topic covered by the internship in chronological order;

- **conclusion**: it highlights the fundamental aspects and results of the internship activities (1/2 pages);

- **any attachments**.

Diagrams, sketches, and drawings can also be used together with the text if necessary to clarify the work.

**Template**

The report must comply with the following conditions:

- it must be written in **Times New Roman** or **Courier** or **Helvetica 12** type font;

- each page must contain 30 – 35 lines of text and each line must be 60 – 70 characters;

- each page must be numbered;

- it must be bound to prevent parts of the documentation from being lost.

**ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA**

**INGEGNERIA (CAMPUS BOLOGNA)**

**Academic Year 20…./20….**

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**Internship Final Report**

by student:

*Name, surname (matriculation number)*

enrolled in the Programme in [[1]](#footnote-1)

*enter the name of the Programme and the related code*

in:

*enter the name of the Host Structure*

on the following topic:

*enter the title or topic of the internship activities*

**Student**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

**Host Structure Contact**:

(enter name, surname and role within the structure)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature for approval of the final report)

1. Please specify whether a three-year degree (L), a master's degree (LM) or a single-cycle master's degree (LMCU) [↑](#footnote-ref-1)