

How to properly write your Internship final report

At the end of the internship, the Student must write a report about the activity carried out. The short report must cover in acceptable detail the context and the activities carried out with particular attention on the Student's involvement and highlighting the Student's personal contribution as much as possible.

Structure of the report

The report must be short but informative and contain:

- **Title page:** see next page
- **Brief introduction:** summarizes the objectives, main activities carried out and, possibly, the methodologies applied
- **Body and conclusions:** a description of what has been done, the leading points and the results of the work

Document formatting

There are no conditions to be respected, the formatting is free, but the report must be delivered as a pdf document.

CURRICULAR INTERNSHIP FINAL REPORT

Submitted by

.....
(insert here Name and Surname of the Student)

Internship carried out at

.....
(insert here Name and Address of the Host Organization)

Tutor of the Host Organization

.....
(insert here Name and Surname, Title and Position)

Academic Year

.....