

THE FINAL REPORT DRAFTING INDICATIONS

The drafting of the report should consist of approximately **3 pages** (1000/2000 words) and must be drawn up according to the following points:

- ✓ **Informations on the working context:**
 - Name and surname;
 - Registration number;
 - Attended course;
 - Training period;
 - Academic tutor and company tutor;
 - Place of internship or office;
 - Your company tutor who has followed your activities;
 - Description of your working environment and internal structures,(offices, officials with whom you have come into contact).

- ✓ A detailed analysis of the **activities performed** (in relation to the expected objectives);

- ✓ An assessment of the **additional value of the training activity** in terms of training and knowledge (highlighting the consistency of the internship with the chosen academic path. Thus to confirm and underlining both the value of the internship and the suitability of the subjects that provide the basic knowledge).