

## Internship Report instructions

*Second Cycle Degree/Two Year Master in Geology for sustainable development*

*Curriculum*

*Raw Materials Exploration and Sustainability*

To conclude the internship (and obtain verbalization of suitability) it is necessary to submit a report that must be approved by the University Tutor. The report is not signed by the Tutor who will approve through the web-based procedure. The student must upload the report to her/his personal page and the tutor can approve it or ask for changes.

### Content of the report:

The Internship Report is a concise document describing the experiences lived during the internship implementation. Avoid detailed methodological descriptions, especially if these refer to consolidated methods (e.g., how to perform a granulometric test...).

The document must be edited like any report with the text organized in numbered paragraphs. Figures and graphs can be inserted (each illustration MUST have a numbered caption and references in the text). Literature citations and bibliography are not necessary but can be used. In the latter case, they follow the common bibliographic rules. The number of pages should be approximately 4-5.

Below is a possible index:

*Introduction (context, type of work, complete list of Activities carried out)*

*Activity 1. brief description of the geological and geomorphological context, purpose of the tests/investigation, description and commentary on the results.*

*Activity 2. ...*

*....*

*Activity no. ... (not all activities must necessarily be described in detail, if multiple activities have been carried out, it is possible to select those considered most interesting or that have taken up more time)*

*Conclusions. very brief summary and evaluation of the activities.*

### Rules for writing the report:

1. The Report must have a title page that includes the following information: Course of Study, Title of the internship, Name of the Intern, Name of the Company Tutor, name of the University Tutor;
2. Never harm company interests and ask for permission before reporting data in the report. Ask the Company Tutor to read the report (or inform him of the content). The pages of the report must be numbered;
3. Send the document to the University Tutor; The tutor can approve the report or give instructions on how to modify it. Once approved (informally), add your signature and date (on the cover page);
4. Upload it to the web-based internship application;
5. Upload the attendance record book.

### IMPORTANT!

- 1) The file size MUST NOT exceed 2 MB! (it will not upload). Avoid images that are too large!
- 2) Fill in the attendance record book correctly (dates, notes, signatures). If the register is not filled in correctly it will be rejected and you will be asked to re-upload it. The number of hours per week cannot exceed 40 and only in special cases can more than 8 hours per day be indicated.
- 3)

**The procedure is completed when the university tutor approves the report by entering the appropriate page. Only then will it be possible to verbalize it.**