

# **GENERAL GUIDANCE FOR DRAFTING THE REPORT OF THE INTERNSHIP**

**The report shall consist of a minimum of 8 and a maximum of 25 pages in accordance with the format (margins, font, single line spacing, etc.) shown on page 3.**

**The Students, at the end of the Internship in the Company and before starting to write the report, must compulsorily contact the Academic Tutor to discuss and agree on the content and form, including in relation to the assessment criteria of the report itself (see Annex 1).**

**The report SHALL NOT INCLUDE:**

- analysis protocols**
- detailed description of methods**
- lists of instruments**
- parts fully copied/pasted from other sources**

**The report consists of the following parts in the following order:**

**Title page (frontispiece)** (use the one available online duly completed)

**Full copy of the Transcript-Diary (3 pages for the students enrolled until the A.Y. 2015-16, 2 pages for the ones enrolled until the A.Y. 2016-17)**

**Complete index with pages indicated on the right** (as shown on page 4)

**Objectives and how to carry out the Internship** (see the Educational Project form)

**Description of the Host Structure (1-2 pages;** tables, pics, graphs and related intertitles are excluded from the count of the pages)

**Introduction to the activities carried out (1-3 pages,** it can be subdivided also into more paragraphs if necessary)

*The student can include in this Section the regulatory and/or managerial and/or scientific/technical context to whom the activities carried out during the Internship, and then described in the next paragraph, are referred to.*

*Legislations (laws), specifications, and any other document of which the student is not the author should not be added as “copy-and-paste” in the core text, but must be only mentioned and eventually written in full in the Annexes section.*

**Description of the activities carried out (5-19 pages -** tables, pics, graphs and related intertitles are excluded from the count of the pages - that must be subdivided into the following paragraphs):

**1) *Kind of tasks performed***

*In this paragraph the student has to describe the role and the tasks (single or several ones) that he had to carry out; He has also to describe the place of these tasks in the context of the Company and any findings identified (met) during their carrying out;*

## **2) Case studies, samples, specific activities handled during the Internship**

*For each of these tasks described above, the student has to detail in this paragraph the activities carried out (with respect for the privacy of the Company), as follows, for example.*

### **Example 1 – (STAL)**

*Occupation as a microbio lab technician (in a dairy company)*

*-type of samples analysed, including the numerousness and the frequency (daily and weekly): raw milk, pasteurized milk, cream, cottage cheese (ricotta), cheese, etc.;*

*- type of analysis carried out: total count of the aerobic mesophilic bacteria (all the samples, or only the samples of...)*

*Count of the coliform bacteria (all the samples, or only the samples of...), detection of Listeria monocytogenes and Salmonella spp. (all the samples, or only the samples of...);*

*- results achieved.*

*Wherever possible (depending on the numerousness) a summary in tabular form of the above-mentioned data is recommended; in any case, the student will still need to write a summary of the results observed in the different samples (for example: absence of Listeria monocytogenes and Salmonella spp.) and the findings/abnormalities (eventual) identified.*

### **Example 2 – (STA)**

*Occupation as an junior agronomist (in a farm, winemaking company, nursery, livestock company, etc.)*

*-kind of activities carried out, with further details about those same activities and their frequency (daily, weekly, etc.): soil and arable lands management, herbaceous and/or tree crops, nursery activities, stable management; etc.;*

*-type of evaluations carried out: criteria adopted for selecting the agronomic practices, analysis of the soil, waters and seed, evaluation of the vegetative state and of the pathogenetic attacks (fungi, bacteria, insects, ...), zootechnical observations, ...;*

*- results achieved.*

*Wherever possible (depending on the numerousness) a summary in tabular form of the above-mentioned data is recommended; in any case, the student will still need to write a summary of the results observed in the different samples (for example: absence of Listeria monocytogenes and Salmonella spp.) and the findings/abnormalities (eventual) identified.*

### **Example 3 – (SFA)**

*Occupation as a professional forester (in a forestry business, nursery, farm with forestry activities)*

*- kind of activities carried out, with further details about those same activities and their frequency (daily, weekly, etc.): mixed forest, pine forest, green urban areas, nursery, pasture; etc.;*

*-type of evaluations carried out: granting authorisations, analysis of the soil and waters, evaluation of the vegetative state and of the pathogenetic attacks (fungi, bacteria, insects, ...), zootechnical observations, ...;*

*- results achieved.*

*Wherever possible (depending on the numerousness) a summary in tabular form of the above-mentioned data is recommended; in any case, the student will still need to write a summary of the results observed in the different samples (for example: absence of Listeria monocytogenes and Salmonella spp.) and the findings/abnormalities (eventual) identified.*

**Conclusions inclusive of possible final thanks (1 page; add a self-assessment/evaluation concerning at least the following aspects:**

**-achieving the objectives of the Educational Project**

**-integration in the workplace**

**-aptitude predisposition to the occupations/activities carried out**

**-overall satisfaction in relation to the Internship carried out (lower/higher-than-expected or in line with the expectations)**

**Bibliography (only if it is used)**

**Attachments** (only if mentioned in the text, excluded from the numbering/numeration and from the page count)

**WITH REGARD TO THE TRANSCRIPT-DIARY:** Photocopy the 2 or 3 pages filled out, stamped and signed before handing it back to the Student Affairs Front Office and include them **right after the frontispiece** (without numbering these pages)

**WITH REGARD TO THE BODY OF THE TEXT:**

Use **ONLY** the following format page layout:

font	Times New Roman, size 12
line spacing	1,5
page size:	
upper margin	3 cm
lower margin	2,5 cm
left margin	2,5 cm
right margin	2 cm
header	1 cm
footer	1,5 cm

**PAGE NUMBERING:** numbering incrementally; the frontispiece, the photocopies of the Transcript-Diary, the Index and the Attachments, if they are included, shall not be numbered.

**PICS, GRAPHS, SCHEMES:** shall be numbered separately (example: Picture 1, 2, 3; Graph 1, 2; Diagram 1, 2, 3, 4, 5).

They shall be mentioned in brackets (example: picture 1) or in the text (example: .....as reported/presented/described in Graph 5).

**IN THE CONCLUSIONS** it is suggested to include the acknowledgements/thanks to the Host Structure and/or to the staff who assisted him during the activities of the Internship.

**Perfect bind 2 printed copies to be delivered to the Student Affairs Front Office.**

**Ask the Academic Tutor** if he will want a paper copy or the file of the report (or both of them).

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The Academic Tutor will evaluate the report using the criteria below:

<b>CRITERIA:</b>
1. Compliance with the guidelines for the drawing up of the report *
2. Clarity and correctness in the drawing up of the report *
3. Relevance of the work carried out to the objectives laid down in the Educational Project
4. Ability to analyze (even critically) and summarize the Internship experience
5. Autonomy in drawing up of the final report
6. Acquiring new skills

\* These criteria must obtain a positive evaluation before the student can be evaluated by the Commission of the final exam

<b>SCORES:</b>	INSUFFICIENT	SUFFICIENT	GOOD	EXCELLENT
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## INDEX

**Objectives and modalities for carrying out the Internship**      **page 1**

*The student shall paste/include/write in this Section what he has agreed with the Business and Academic Tutor and already included in the paperwork (proposal form of the Educational Project and of the Transcript-Diary)*

**Description of the Host Structure**      **p.**

XXXXXXXXXXXXXXXXXXXX      **p.**

XXXXXXXXXXXXXXXXXXXX      **p.**

XXXXXXXXXXXXXXXXXXXX      **p.**

**Introduction to the activities carried out**      **p.**

**Description of the activities carried out**      **p.**

XXXXXXXXXXXXXXXXXXXX      **p.**

**Conclusions**      **p.**

**Bibliography and sitography** *(only if it is included in the text)*      **p.**

**Attachments** *(only if there are references to them in the text)*      **p.**