

GENERAL INDICATIONS FOR THE DRAFTING OF THE INTERNSHIP REPORT

At the end of the period of attendance at the company and before starting the drafting of the report, students must contact the Academic Tutor to discuss and agree on content and form, also with reference to the evaluation criteria of the report itself.

The report **must have a number of pages between 8 (min) and 25 (max) and must be written using the template available on the Department website.**

The report MUST NOT CONTAIN:

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

The report consists of the following parts in this order:

- Cover page: use the one available online duly completed
- Table of contents: complete with page numbers on the right
- Objectives and methods of carrying out the internship: report what is written on the E4. Educational_Project
- Description of the Host Facility: 1 page
- Introduction to the activities carried out: 1-3 pages, which can also be divided into several paragraphs if necessary
 - The student can enter in this Section the regulatory and/or managerial and/or technical-scientific context to which the activities carried out in the Internship refer and then described in the following paragraph.
 - Laws, regulations, and any other document of which the student is not the author should not be inserted as a "copy-paste" in the body of the text but should only be cited and possibly inserted in full in the Attachments section.
- Description of the Activities carried out: 5-19 pages to be divided into the following paragraphs:
 - Type of tasks performed
The student must describe in this paragraph the role and the tasks (one or more than one) that he or she has been performed; he must also describe the location of these tasks in the company context and the presence of any critical issues encountered in their performance;

- Case studies, samples, specific activities covered during the internship
- For each of the tasks described above, the student must detail in this paragraph the activities carried out (in compliance with company privacy), as reported below by way of example only.

Example 1 – (STAL)

- *Function of microbiology laboratory technician (on the dairy farm)*
 - *type of samples analyzed, with indication of the number and frequency (daily/weekly, etc.): raw milk, pasteurized milk, cream, ricotta, cheese, etc.;*
 - *type of analysis performed: total aerobic mesophilic count (all samples, or only samples of....) coliform count (all samples, or only samples of....), Listeria monocytogenes and Salmonella spp. (all samples, or only samples of....);*
 - *Achievements.*
- *Where possible (if the number of samples allows it) the student is advised to engage in a synthesis exercise by reporting the data in tabular form; if this is not applicable, the student must still report a summary of the results observed in the various samples (e.g.: absence of Listeria monocytogenes and Salmonella spp.) and criticalities/anomalies (if any) emerged.*

Example 2 – (STA)

- *Function of Junior Agronomist (in farms, wineries, nurseries, livestock, etc.)*
 - *type of activities carried out, with a minimum detail on the activities themselves and the frequency of performance (daily/weekly, etc.): soil management and crop care on arable land, herbaceous and/or tree crops, nursery activities, stable management, etc.;*
 - *type of assessments carried out: criteria adopted for the choice of agronomic practices, soil analysis, water analysis, seed analysis, assessment of vegetative status and pathogenic attacks (fungi, bacteria, insects, ...), zootechnical observations, etc.;*
 - *Achievements.*
- *Where possible (if the number of analyses allows it), the student is advised to engage in a synthesis exercise by reporting the data in tabular form; In any case, the student is advised to report a summary of the activities carried out and any critical issues/anomalies that emerged.*

Example 3 – (SFA)

- *Professional forestry officer (in forestry, nursery, agricultural with forestry activities)*
 - *type of activities carried out, with a minimum detail on the activities themselves and the frequency of performance (daily/weekly, etc.): mixed forest, pine forest, urban green, nursery, pastures, etc.;*
 - *type of assessments carried out: issuance of authorisations, soil analyses, water analyses, assessment of the vegetative state or pathogenic attacks (fungi, bacteria, insects, ...), zootechnical observations, etc.;*
 - *Achievements.*

- *Where possible (if the number of analyses allows it), the student is advised to engage in a synthesis exercise by reporting the data in tabular form; In any case, the student is advised to report a summary of the activities carried out and any critical issues/anomalies that emerged.*
- Conclusions: 1 page; including any thanks; include a self-assessment covering at least the following aspects:
 - achievement of the objectives of the training project,
 - integration into the work environment,
 - aptitude for the functions/activities carried out
 - degree of general satisfaction with the internship carried out (lower, in accordance with or higher than expectations)

It is suggested to include thanks to the structure that hosted the student and/or to the staff who followed him in carrying out the activities planned by the Internship.
- Bibliography (only if used/inserted)
- Attachments (only if cited in the text, excluded from page numbering and counting)

CRITERIA for the evaluation of the report by the Academic Tutor:

1. Compliance with the guidelines for the drafting of the report *
2. Clarity and correctness in the drafting of the report *
3. Relevance between the work carried out and the objectives indicated in the training project
4. Ability to analyze (including critical) and summarize the internship experience
5. Autonomy in the drafting of the final written report
6. Acquisition of new skills

* These criteria must reach sufficiency before the student can undergo the evaluation of the Final Examination Committee

SCORES: INSUFFICIENT/SUFFICIENT/GOOD/EXCELLENT