



FINAL REPORT OF EXTERNAL INTERNSHIP ACTIVITY

STUDENT DATA

Name: _____

Surname: _____

Student Identification n.: _____

Phone: _____

E-mail: _____@mail.polimi.it

Degree Programme: _____

Signature: _____

External Internship

Company Supervisor:

Starting Date of Internship: _____

Ending Date of Internship: _____

(Name and surname)

Academic Supervisor:

N.ECTS. _____

(Name and surname)

+ possible additional ECTS _____

REPORT STRUCTURE

1. INDEX

2. PRESENTATION OF THE ACTIVITIES CARRIED OUT (abstract of max 1500 characters, spaces included),

- Period of the activity carried out;
- Total number of hours carried out;
- Activity or tasks assigned to the student.

3. PERSONAL DETAILED DESCRIPTION (text max of 5000 characters, including spaces)

Personal detailed description of activities and projects carried out:

- The experience made, with reference to observations made about the overall activities that directly or indirectly are related to his/her duties;
- Report concerning specifically the tasks and activities carried out personally.

4. TECHNICAL DOCUMENTS (File, dwg, screenshots, images, etc.)

5. FINAL CONSIDERATIONS

Final considerations on the activities carried out (max 5000 characters, including spaces); after the considerations, there must be the student's signature.

6. REPORT OF THE COMPANY SUPERVISOR

The report of the company supervisor will certify:

- Period of the activity carried out;
- Total number of hours to carry out the activity;
- Activity or tasks assigned to the student;
- Overall opinion on the work performed;
- Be written on company letterhead;
- Signed by the company supervisor with the registered stamp of the professional;
- Indicate a telephone number and an email address where it is possible to contact the Company Supervisor.

ATTENTION:

The final report, filled in all fields, must be signed by the Student and by the Company Supervisor, and it must be sent only via e-mail to the Academic Supervisor, with whom the internship has been carried out, for approval and subsequent validation of credits (within 20 working days after the ending date of internship) and in cc the [Internship Service](#)