



FINAL REPORT

OF **ACTIVITY COMPARABLE TO INTERNSHIP**

STUDENT DATA

Name: _____

Surname: _____

Matriculation number: _____

Phone: _____

E-mail: _____@mail.polimi.it

Degree Programme: _____

Signature: _____

Employer:

(Name and surname)

SAT Manager:

(Name and surname)

Starting Date of Internship: _____

Ending Date of Internship: _____

Credits: _____

REPORT STRUCTURE

1. INDEX

2. EMPLOYMENT CONTRACT:

Please attach a copy of the employment contract (with Company data and VAT number) and receipt(s) of payment.

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

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

4. 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.

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

6. FINAL CONSIDERATIONS

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

7. EMPLOYER REPORT

The report of the employer will certify:

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

ATTENTION: *The report must be signed:*

- *By the Student;*
- *By the Company Supervisor;*
- *By the SAT Manager, for approval and subsequent validation of credits*

The report filled in all fields, must be personally delivered to the Internship Service