

For the attention of the Intern: _____

METHODOLOGY / SUPPORTING DOCUMENT TO DRAFT THE REPORT

Your report should contain the following information:

Presentation

- *Your name and surname*
- *Name of the tutor*

Summary

- *Introduction*
- *Explain the reasons why you chose this company.*

My Company

- *Name*
- *Address*
- *Field of activity*
- *Company history*
- *Company description (approximate number of employees, aims)*

My Job within the Company

- *Working hours*
- *In which department/service of the company I worked*
- *Description of the activities/tasks carried out*
- *Material and tools provided for my work*
- *Describe a typical day*

My Impressions

- *Did my experience correspond to my expectations/wishes?*
- *What were the difficulties I encountered and how could they potentially have been solved?*

My Future Professional Life

- *Does this job reflect/represent the wishes/choices I have made for my future?*
- *Did this work experience change my point of view about the working world and consequently about my choices I have made for my future professional life?*

Conclusions

- *Did you enjoy your work experience and give reasons why?*

NB: the report length should be a maximum of 500 words and should be written in your L2 language.

REPORT NOT SUBMITTED = INTERNSHIP NOT VALIDATED = NO CERTIFICATE OF PARTICIPATION