EE and GLEB GUIDELINES FOR THE INTERNSHIP REPORT

Before starting to write your report, recall the main goal of the academic internship: it is to initiate students into working life inside an organization but also to give them the opportunity to expand and apply their academic skills.

In this perspective, writing a report is an integral part of your internship. It is essential for your experience to serve as a source of inspiration during the remaining part of your study program and when you will have to think about your career. Therefore, your **standard report** should tell us not only about your work experience and what you learned from it, but also about how you would improve the organization that hosted you in the light of your recently acquired academic skills. Please, note that, in case you presented a request to have a previous work experience accepted as internship, you will have to present an **extensive report**.

In what follows, we give you some hints about a possible outline of both, standard and extensive reports. The student is advised to obtain the supervisor's approval of the synopsis. Actual guidance on the writing process cannot be expected. In cases of doubt, however, the supervisor can be contacted.

Standard Report (6.000 to 8.000 words)

1. Company/Organization, Name of Supervisor, Period

2. Summary:

• A brief description of your internship experience.

Part 1 (max 2.000 words)

3. Description of the of state of the company/organization:

• the market/industry of its activity (its goal if non-profit), including its geographical extension, its degree of concentration and competition;

• facts and figures (present and past) both of the company and of the whole industry, or contrasted with those of a similar organization operating in the same, or a different, geographical area;

• the hierarchical structure of its management and the economic relations with other companies/organisations (e.g. outsourcing vs vertical integration);

Part 2 (at least 4.000 words)

4. What you learned from the internship experience:

• relative to your personal expectations and your present skills;

• by comparing your own evaluation of your performance with the expectations of the hosting organization;

• by assessing whether this organization should be recommended to future graduate interns.

5. Your potential, future, impact on this or a similar organization:

• identify at least one area in which you see opportunities of improvement, at any level (e.g. revenue increase, cost reduction, reputation) for the hosting organization;

• suggest creative solutions, by taking into account the theoretical models, the technical tools, as well as the economic context relevant for evaluating why they should work.

Extensive Report (12.000 to 15.000 words)

Note that these guidelines differ from the previous ones only for Section 4.

1. Company/Organization, Name of Supervisor, Period

2. Summary:

• A brief description of your internship experience.

Part 1 (max 3.000 words)

3. Description of the of state of the company/organization:

• the market/industry of its activity (its goal if non-profit), including its geographical extension, its degree of concentration and competition;

• facts and figures (present and past) both of the company and of the whole industry, or contrasted with those of a similar organization operating in the same, or a different, geographical area;

• the hierarchical structure of its management and the economic relations with other companies/organisations (e.g. outsourcing vs vertical integration).

Part 2 (at least 9.000 words)

4. Possible research related to your experience:

• identify a research topic and explain why it is relevant;

• write an extensive literature review;

• select and discuss the research works that attracted your attention;

• sum up and conclude.

5. Your potential, future, impact on this or a similar organization:

• identify at least one area in which you see opportunities of improvement, at any level (e.g. revenue increase, cost reduction, reputation) for the hosting organization;

• suggest creative solutions, by taking into account the theoretical models, the technical tools, as well as the economic context relevant for evaluating why they should work.