



FINAL REPORT

Name: _____ Surname: _____

date of birth: _____ enrolment no.: _____ semester: _____

is a student of the Bachelor in Multilingual Communication, and studying the following major:

- Lifelong learning and Human Resources Management
- Cultural and Non-profit Management
- Knowledge Management in Library Settings

at the Faculty of Education of the Free University of Bolzano.

Name and address of company/institution:

Department: _____

Period (from/to): _____

Company tutor: Name: _____

Signature: _____

University tutor: Name: _____

Signature: _____

Place/date: _____ Signature of intern: _____

FINAL REPORT

Instructions for completing a final report:

- Font: Times New Roman
- Font size: 12
- Line spacing: 1,5
- Number of pages: minimum 5 – maximum 10

1. Front page (see example attached)

2. List of contents

3. Detailed description of the following items:

- brief description of the company/institution
- brief description of the department where the internship took place
- personal reasons for the project, expectations, objectives and content
- description of the tasks undertaken following the approved project
- description of the link between theoretical knowledge and activities undertaken during the internship
- impressions, analysis, any problems encountered, suggestions for improvement