



## ***FINAL REPORT***

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

date of birth: \_\_\_\_\_ enrolment no.: \_\_\_\_\_ semester: \_\_\_\_\_

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

- Lifelong learning and Human Resources Management
- Cultural and Non-profit Management
- Communicators in multilingual companies and institutions
- 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: \_\_\_\_\_

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### 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