Subject: Report of work activities in lieu of curricular internship

Section A. Background information

Applicant:

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| --- |
| Name: |
| Surname: |
| UniTrento Student ID number: |

Employer (Company):

|  |
| --- |
| Name of the Company: |
| Address; |
| Zip Code: |
| City: |
| Country: |
| Website: |

Work contract:

|  |
| --- |
| Job title: |
| Contract start date: |
| Contract end date (if applicable): |
| Type of contract: a) full time; b) part-time |
| Number of hours per week:  |

*Note: if the application leans on activities undertaken under more than a company, duplicate the above fiches and provide all necessary information.*

University Tutor

|  |  |
| --- | --- |
| Name: | Surname: |
| Department: | Email: |
| Telephone: | Other contacts: |

**Section B. Summary of Activities** (max 6 pages)

*In what follows, please provide a detailed description of the host and the activities that are proposed in lieu of the curricular internship. Activities can be thought as set of consistent and interrelated tasks. Hence, in describing the activity, please start from the description of activities and include, whenever necessary or possible, also a list of smaller/single tasks that follow under a certain activity. Whenever possible, try to distinguish activities and describe them separately. Articulate the description in this section along the following points*

* *presentation of the host*
* *analysis of the activity carried out*
* *Competences owned to tackle the activity [provide a detailed list of competences owned by the applicant that allowed working on the specific activity]*
* *Competences developed [provide a detailed list of competences developed by the applicant in order to carry out at best the assigned activity/tasks]*
* *Main results achieved*
* *Evaluation methods and criteria to assess quality of results*
* *final consideration on the experience: evaluation of the experience from both an educational and relational point of view; assessment of the adequacy of their university preparation for carrying out assigned activities; satisfaction in terms of expectations and results.*

**Section C. Further information**

*Please add any other information relevant to characterize your work experience and can be of support to your application.*

**Section D. Signatures**

Place and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the University Tutor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section E. Attachments**

*Please attach to this document: a) the application for the recognition of external activities; b) Certificate from the company/organization where the activities were carried out indicating the period of the activities and the duration in hours.*