

## **STUDENT REPORT ON THE INTERNSHIP**

### **MANDATORY PRESENTATION OF THE REPORT**

The student must submit a report on the activities carried out in the organisation, upon finishing their internship. The submission of this report is a mandatory assignment.

The report pursues the following aims:

- a) To give the seminar professor or the supervisor information on the internship.
- b) To urge the student to reflect upon their internship and highlight what they have learnt during their stay.

### **MINIMUM REQUIRED CONTENT**

The internship report should include the following minimum content:

- a) Student details: name, surnames, year and e-mail address.
- b) Description of the company or institution where the student has carried out their internship: type of activity carried out by the organisation, its inner workings, location and field of activity.
- c) Organisational chart of the company or institution, and job description assigned to the student during their internship.
- d) Detailed description of the work performed and of the professional challenges faced.
- e) Evaluation of attained skills in relation to the student's university studies.
- f) Description of any problems faced and how these were solved.
- g) Description of how the internship has contributed to student learning.
- h) Evaluation of the internship and suggested areas of improvement.
- i) Annex containing documentation of the work carried out. It is essential to respect confidentiality when annexing documents.

### **EVALUATION**

The report submitted by the student, together with the information obtained by the teacher/supervisor through their direct contact with the organisation and with the student, will provide the basic elements for the assessment of the academic worth of the internship. It is, therefore, one of the essential elements which make up the final assessment of the training period with the cooperating organisation.

## **DEADLINE FOR SUBMITTING THE REPORT**

The report shall be submitted on the date agreed upon with the supervisor. It shall be set to allow the supervisor sufficient time to read and assess the report, and include the mark in the mark sheets, in accordance with the calendar set by the Registrar's Office of the Blanquerna School of Communication and International Relations.