

How to format your Final Assessment

Format

Font: Tahoma

Font size: 10

Line spacing: 1, 5

Number of pages: minimum 5 – maximum 10

File Format: WORD (no pdf)

Contents

1. List of **contents**
2. **Detailed description** of the company/institution and the department/s or area/s, in which you did most of your internship.
3. **Summary** of your internship experience
 - 3.1. **Report outcomes and experiences** by using the following five headers in your final internship report:
 - Knowledge and understanding
 - Applying knowledge and understanding
 - Making judgements
 - Communication skills
 - Learning skills
 - 3.2. Provide a short narrative of your **overall impressions** and **suggestions** that may be helpful for improving the internship experience.
 - 3.3. If you have encountered any **problems** during your internship period, provide a short summary of these problems and how they have been or not been solved.