

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. Describe your experiences in terms of content and reflection in relation to the transfer theory and practice. Discuss this with your academic tutor.
 - 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.
4. For students of the Faculty of Economics, the final report must be based and elaborated on the [Dublin Descriptors](#).