CONTENTS OF FINAL INTERNSHIP REPORT
FOR THREE-YEAR DEGREE STUDENTS

Three-Year degree students can visualize a form titled "Internship Report" in their reserved area. The report contents include:

1. **Description of the Hosting Company or Organization and the <u>competitive context </u>in which the company operates**
2. **Job Description**
3. **Skills developed** (selection of skills from a predefined list)

1. **Description of the competitive context where the company operates**

Mandatory field of free text
(3500 characters, including spaces)

Graphs Pdf |_____| | Browse-]

In this part of the report, you must describe the competitive context in which the company, where you completed the internship, operates. A good description of the competitive context includes:

• Analysis of strengths and weaknesses, threats and opportunities
• Analysis and description of business competition and the main dynamics of the relevant sector

To get an idea of the analytical instruments to be used, see the "How to do the competitive context analysis" available at this Web page.

If you find it useful, you can complete the description of thje competitive context with graphs that you can upload in pdf format through the appropriate *Browse* button.

Uploading graphs is not compulsory.

2. Job Description

• **Job Title**: Indicate the role by which the position is defined and recognized within the organization; if you don't know it, ask your internal supervisor or a colleague for advice.

• **Area or Function of Reference:** Indicate where the position is located within the organization.

• **Hierarchical Dependency:** Indicate to whom you report, who your superior is; specify the role, not only the first and last name.

• **Interfunctional Internal and External Relations:** Indicate with which colleagues or external interlocutors the person in this position systematically interacts, specifying the purposes, objectives, and outcomes of the relationship.

• **Purpose:** Describe why the position exists within the organization, that is, the primary purposes it aims to achieve.

• **Description of Activities:** Indicate your daily or periodic activities or the activities you carry out at irregular interval activities; if applicable, gather them in macro-areas.

• **Responsibilities**: Indicate the results or outputs for which the position holder is directly responsible, towards internal colleagues or external interlocutors.

• **Basic Knowledge:** Indicate the knowledge prerequisites needed to access this position.

• **Specific Knowledge:** Indicate the specialized knowledge that distinguishes this position.

• **Skills:** Indicate the transversal skills required for the position holder

3. Skills Acquired

The student must select 10 skills from the list provided and, under "Response," give a brief example of how each indicated skill was acquired. The system does not accept empty fields.

	Write an example in the response field
1 – How public enterprises and non-profit activities work	Space to write
2 – Interpreting and analyzing macroeconomic phenomena	Space to write
3 – How decisions are made in financial markets	Space to write
4 – Legal and commercial aspects of business management	Space to write
5 – Tax and fiscal aspects of business management	Space to write
6 – How auditing and accounting reviews are conducted	Space to write
7 – How to prepare and analyze a financial statement	Space to write
8 – Planning and managing commercial and marketing activities	Space to write
9 – Planning and managing production and logistics activities	Space to write
10 – Using mathematical models for decision-making	Space to write
11 – Using statistical methods and models to analyze business data	Space to write
12 – Relating a concrete case to a legal fact or category	Space to write
13 – Supporting a legal argument	Space to write
14 – Drafting a legal document or opinion	Space to write

15 – Contract law regulations	Space to write
16 – Interpreting and applying new regulations to concrete cases	Space to write
17 – Understanding and applying procedural and trial process rules	Space to write
18 – Developing mathematical models	Space to write
19 – Sourcing and using information from databases and literature	Space to write
20 – Managing and analyzing data	Space to write
21 – Developing or adapting software	Space to write
22 – Designing and running simulations, processing data and information with management softwares	Space to write
23 – Designing and planning training interventions	Space to write
24 – Conducting experiments and analyzing data	Space to write
25 – Analyzing group dynamics	Space to write
26 – Conducting selection interviews	Space to write
27 – Applying personality investigation techniques	Space to write
28 – Designing and conducting field research	Space to write
29 – Adapting to different socio-cultural contexts and situations	Space to write
30 – Negotiating or mediating in conflict situations	Space to write
31 – Designing and evaluating documents related to organizational strategy	Space to write
32 – Developing new initiatives	Space to write
33 – Ability to manage, lead, and motivate groups	Space to write
34 – Relating a phenomenon to theoretical concepts or tools	Space to write
35 – Using mathematical and numerical methods	Space to write
36 – Learning a method to deepen the knowledge in a specific discipline	Space to write
37 – Career guidance, labor market analysis	Space to write
38 – Analyzing statistical data of an economic, social, or organizational phenomenon	Space to write
39 – Applying statistical indicators and methods to economic, social, and organizational phenomena	Space to write
40 – Understanding cultures and customs of different countries	Space to write
41 – Analyzing economic and social phenomena from an international comparative perspective	Space to write
42 – Designing a sample survey or market research	Space to write
43 – Conducting quality control and certification	Space to write
44 – Measuring and evaluating a service, with related indicators	Space to write
45 – Conducting financial market analyses	Space to write
46 – Conducting cost analysis and setting up management control	Space to write
47 – Forecasting economic, social, and organizational phenomena	Space to write

Conclusion of the procedure

The procedurerequires the online upload of the material in different phases, too. The system memorizes uploaded data. The student, by clicking on the "print" button can visualize the whole report.

Only by clicking the "submit" button, the report is concluded and cannot be modified anymore.