

# Guidelines for Writing the Internship Report

Department of Economics

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## Purpose and Objectives

The internship report is an opportunity to reflect on the experience, linking it to the knowledge and skills acquired during one's academic studies. It is not just a chronological description of the activities carried out, but must highlight the ability to analyse, interpret, and contextualise the experience using the theoretical and methodological tools learned throughout the academic career. The report must be prepared in compliance with confidentiality, privacy, and the protection of any sensitive information acquired during the internship, including personal data and business secrets of various kinds.

The supervisor of the internship report is not necessarily the university tutor for the internship.

## Contents

Given the diversity of internships, it is not possible to provide uniform guidelines on content. It is therefore advisable to agree with the supervisor on the structure and general approach of the report, in order to ensure consistency with the specific nature of the internship. The following are therefore general guidelines.

The report should address the following topics (not necessarily in separate sections or in this order):

- a brief presentation of the internship: period, duration, and training objectives. It may also be useful to state the motivations behind the choice and initial expectations.
- a description of the host organisation summarising its main characteristics. Where possible, it is suggested to include an overview of the organisation within its sector (e.g., type of market, national or international positioning, product or service characteristics, main competitors), as well as its size and internal organisational structure.
- a detailed description of the activities carried out, illustrating tasks, projects, or work phases, and specifying tools, methodologies, and results. The level of detail and the selection of aspects to be examined should be consistent with the subsequent theoretical reflections, so that the description provides the basis for connecting the activities to the knowledge acquired during the academic programme.

- a critical reflection linking practical experience to the theoretical knowledge acquired during the programme. The references should not be vague and should include a brief explanation of the theoretical concepts mentioned. By way of example: if during the internship the student worked on drafting financial statements and therefore dealt with accruals and deferrals, the report should briefly explain their nature and role in financial reporting; if instead the student worked on the 730-tax form and managed deductions and tax credits, the report should explain the difference between the two.

It is recommended to include bibliographic and/or online references, especially when theoretical concepts or external data are cited. The text must credit sources whenever data, ideas, or texts from others are used, even if paraphrased. For guidelines on compiling the bibliography or web references, please refer to the Department of Economics Guide for Writing the Thesis, available on this same webpage.

## **Style and Language**

The report should be approximately 8–12 pages in length and should use clear, formal language, avoiding personal or narrative elements. It is essential to use disciplinary terminology appropriately.

The text should follow the structure of a scientific article, divided into sections, and, if necessary, subsections, numbered progressively (e.g., 1., 1.1., 1.2.), each with a clear title consistent with the content. It is not advisable to divide such a short text into chapters and, accordingly, an index is not required.

In drafting the report, it is necessary to comply with the main typographical conventions of scientific literature (a list is provided below). It is recommended that you carefully proofread the text to eliminate grammatical errors, typos, and inconsistencies. The quality of content and layout, together with the clarity of presentation, is an integral part of the evaluation.

## **Common Errors and Typographical Conventions**

Below is a list of some formatting issues:

- Maintain regular margins (at least 2.5 cm on each side), 1.5 line spacing, and justified text; number the pages at the bottom, preferably centred (this is a digital document).
- Any tables and figures must be numbered and include a title and source reference. If they are original elaborations, indicate “Source: author’s own elaboration based on...”.
- Quotations must be placed within typographic quotation marks, and the source must be indicated.
- Avoid leaving titles isolated at the end of a page and maintain graphic coherence among different levels of headings.

- Footnotes must be written with care. The text of the note must begin with a capital letter and end with a period. Limit the number of notes.
- Do not provide bibliographic references in footnotes; instead include them in the bibliography. In the text, indicate only the author's name(s) and year of publication.
- All sources cited in the text must appear in the bibliography.
- Use a single bibliographic style (author-date format) for all references included in the bibliography.