

**« Title »**

TeSP – Professional Technical Course in XXXXX

Undergraduate degree in XXXXX

Master degree in XXXXX

« Full name of the student »

Leiria, « month » of « year »



**« Title »**

TeSP – Professional Technical Course in XXXXX

Undergraduate degree in XXXXX

Master degree in XXXXX

« Full name of the student »

Internship Report under the supervision of Professor ……name……, and ……name…… (Name of the supervisor in the host institution)

Leiria, « month » of « year »

# Originality and Copyright

This internship report is original, made only for this purpose, and all authors whose studies and publications were used to complete it are duly acknowledged.

Partial reproduction of this document is authorized, provided that the Author is explicitly mentioned, as well as the study cycle, i.e., TeSP – Professional Technical Course/Undergraduate degree/Master degree in XXXXX, 20xx/20xx academic year, of the School of Technology and Management of the Polytechnic Institute of Leiria, and the date of the public presentation of this work (when applicable).

# Dedication

Please insert the Dedication here. This is an **optional** element.

Dedication. Dedication. Dedication. Dedication. Dedication. Dedication. Dedication. Dedication. Dedication. Dedication. Dedication.

# Acknowledgments

Please insert the Acknowledgments here. This is an **optional** element.

Acknowledgments. Acknowledgments. Acknowledgments. Acknowledgments. Acknowledgments. Acknowledgments. Acknowledgments. Acknowledgments. Acknowledgments. Acknowledgments. Acknowledgments.

# Abstract

Please insert here the abstract in English. This is a **mandatory** element.

The abstract should always start in an odd page. If the length is a multiple of two, the text should be adjusted in order to the next section start also in an odd page. The abstract should end with a list of keywords.

Please insert here the abstract in English. Please insert here the abstract in English. Please insert here the abstract in English. Please insert here the abstract in English. Please insert here the abstract in English.

**Keywords:** maximum of 6 words separated by “,”

Contents

This is a **mandatory** element. Note: **the Contents are never included here.**

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# List of Tables

Insert **when applicable**.

Table 2.1 - Sample text of table 1. 3

Table 4.1 - Sample text of table 2. 6

# List of Abbreviations and Acronyms

Insert **when applicable**.

|  |  |
| --- | --- |
| ESTG | School of Technology and Management |
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This list should:

* Be in alphabetical order;
* Include only relevant abbreviations and acronyms for the text.

When necessary, it is possible to add more lines to the table (there are no visible lines, but there is a table in this page).

# Introduction

The Introduction should include:

* The theoretical framework of the report;
* The presentation of the goals and the structure of the work;
* The contextualization should include some considerations regarding the relevance of the main area of the study cycle;
* The academic year, duration, start and end dates;
* The point concerning the goals should present the goals of the internship report, indicate the main points of the internship programme, and relate the programme with the internship goals.

Please find below an example of possible goals.

1. To complement academic training, through the contact with active life in institutions that provide practical training in xxxx (insert the area of ​​the study cycle);
2. Practical application of the knowledge and theory-practice skills acquired during the study cycle;
3. To test practices adjusted to the labour market, and facilitate the professional and social integration of the student;
4. To create and develop work habits and sense of responsibility.

In the last point you should present the structure of the report in chapters.

# Characterization of the Host Institution

This may include (among others):

* Technical information form - name, field of activities, location, legal form;
* Historic evolution of the institution (when relevant);
* Vision, mission, and values (defined by the institution or proposed by the student);
* Organization chart of the institution;
* Human Resources characterization (no. of workers, age, training, gender, professional rank…) – you may focus specifically in the area of the study cycle;
* Client characterization (dimension, final consumer/companies, geographic location…), and supplier characterization (dimension, field of activities, geographic location…), when applicable;
* Recent evolution of the institution’s activities (for instance, turnover, distribution per product, target markets...), and main factors for that evolution, if this makes sense for the area of the study cycle;
* Mains challenges that the institution is facing or will face in the short term:
* SWOT analysis
* Critical/conclusive analysis

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Please find below an example of how to insert figures in the text. Figures should be:

* Centred;
* Numbered;
* Duly indicated in the text;
* With no borders;
* Possibility of inserting the figure(s) in a table to improve formatting;
* Always use the “caption” style for captions;
* Identify figures in “bold” (the chosen style does this). The caption text should not be in bold.

|  |
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| Figure 2.1 – Sample text of figure 1. |

Tables should be:

* Centred;
* Numbered;
* Duly indicated in the text;
* Always use the “caption” style for captions;
* Identify tables in “bold” (the chosen style does this). The caption text should not be in bold.

Table 2.1 - Sample text of table 1.

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## Title of the section

Use when the chapter has many sections. Note: you should only create sections and subsections if there is more than one.

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## Title of the section

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### Title of the subsection

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### Title of the subsection

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## Title of the section

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# Internship Programme

Overview of the tasks performed during the internship – consider the ones indicated in the internship programme, which should be according to those of the study cycle.

The students should not only present a simple description of the tasks, but also prove (at least in some cases) that they were able to apply the knowledge acquired during the study cycle in the internship.

Relate theory and practice.

## Task 1

Task text. Task text. Task text. Task text. Task text. Task text. Task text. Task text. Task text.

# Critical analysis and improvement measures proposal

This may be a separate chapter or be included in the previous, but it is crucial that students develop the critical analysis and present some proposals of improvement measures.

Table 4.1 - Sample text of table 2.

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# Conclusion

This is a **mandatory** element.

The conclusion should:

* Be short;
* Not include new information or ideas;
* Allow to conclude that the goals indicated in the Introduction were achieved.
* Include an assessment of the work developed during the internship and of the main gained knowledge;
* Include a reflexion on the most positive and negative aspects of the internship, and the consequences of the internship for the students’ future academic/professional path.

Conclusion text. Conclusion text. Conclusion text. Conclusion text. Conclusion text. Conclusion text. Conclusion text. Conclusion text. Conclusion text. Conclusion text.

# Bibliography

Please insert here the bibliography or the bibliographic references. This is a **mandatory** element.

Note: the system used to insert the bibliography or the bibliographic references should:

* Respect an established rule;
* Follow the most common practices in the area;
* Be used in the same way in the entire document.

Bibliography – when all the consulted bibliography is inserted;

Bibliographic references – when only the quoted bibliography is inserted.

Please note that a bibliography is not a webography. The use and reference of bibliography is valued.

# Appendices

Insert **when applicable**.

In this topic students should include copies of the documents that are partly mentioned in the internship report, and present their complete referenced version for support, in case the recipient finds it necessary.

The appendices should have an independent numbering, for instance, Appendice A; Appendice B.