Guidelines for elaborating the Final Report

Students have to deliver a **unique** document with a **maximum length of 10 pages** (excluding cover), in **PDF format**, drawn out **in English**, and **signed** and **sealed** by the tutor in the company.

The Final Report must include the following sections and the student will take into account the guidelines in them:

1.-*Characteristics of the agreement.*

Indicate the company agreement's starting and ending dates, hours per week and contact details of the tutor in the company.

2.- *Description of the company according its field of activity (industrial, aerospace, audiovisual).*

Describe the activity of the company and other relevant data like number of employees, location, organizational chart, hierarchical dependence, department in which internship has been developed, etc.

3.-*Description of the activity developed.*

Display a structured description of the tasks developed. Mention aspects such as software or computer tools used, operational procedures, etc. It is recommended to include specific examples of the actions carried out. Specify approximately the time spent on each task. Specify explicitly whether you have received specific training in the company (security courses, machinery operation, operational procedures, etc.)

4.- *Justification of competences developed.*

Justify the development of, at least, two specific competences, in your degree, and a maximum of two transversal, related to the activity carried out in the company. Additionally, justify the complementarity between the activities developed in the training and the pursued degree subjects.

5.- *Relationship between problems raised and procedures to solve them.*

Elaborate on describing the resolution procedure, for one of the problems or tasks set (applied methodology, calculations made, steps taken, etc.)

6.- *Conclusions.*

Include your personal assessment. Summarize knowledge acquired and the new experiences gained. Make suggestions for improvement, etc.

7.- *References.*

Specify information sources used during the internship.

ANNEX:

Supervisor's approval. It must be signed and sealed by the company following the corresponding template.

RECOMMENDATIONS

- Use genuine expression tools in the field of engineering to illustrate your report (flow diagrams,

organizational charts, Gantt diagrams, graphics, etc.). Add pictures representative of the activity developed.

- Clearly structure the document. Use scripts and bold type to highlight the most relevant sections.

- Use the appropriate professional language characteristic of a technical document. Avoid adjectives and provide specific figures (incorrect: "the company is large", correct: "the company has 150 employees"). Avoid colloquial language.