**INTERSHIP REPORT STRUCTURE**

**Title page.** Prepared according to the example below.

**Internship description (1 page).** This section is intended to describe and evaluate the practice environment. It should contain:

• presentation of the company / institution where the internship was performed;

• assess working conditions.

**Introduction** – a brief introduction to the topic of the work, goals and objectives of the internship, significance of the work done (1–2 pages).

**Description of student's practical activities (about 15 pages).**

Suggested components of the description: brief literature review (optional, dependent on practice task), methodological part (reagents, devices used, and experimental part), results and discussion, and conclusions.

Graphics, tables, figures, diagrams can be presented in the report.

The report is prepared in Microsoft Word, 12 point Times New Roman font, 1.15-line spacing.

**Summary of technological internship and presentation of proposals (1–2 pages).**

• Practical application of theoretical knowledge (what theoretical knowledge did you apply in the internship, how well did you do it, what knowledge you lacked during the practical tasks, what knowledge did you gain during the practice).

• What competencies did you acquire during the internship (identify which skills you have acquired as a specialist in your field, illustrate with examples).

• The most valuable experiences during this practice.

• Your strengths and weaknesses as a professional (what do you, as a specialist in your field, do best, what is the most difficult? – experience with this internship).

• Fulfillment of the purpose and objectives of the internship (how much was achieved, what is the result).

• Conclusions about the benefits of internships for student and company.

• Argumentative propositions or advice to the company / institution on how to better organize work, production processes to make it more efficient.

**References**

**Supplemental material**

The work must be prepared in correct language. It should be submitted to the university practice supervisor in electronic form (PDF format) via email.

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**VILNIUS UNIVERSITY**

**FACULTY OF CHEMISTRY AND GEOSCIENCES**

**INSTITUTE OF CHEMISTRY**

**Name Surname**

Degree programme

Professional Practice Report

**TITLE OF THE REPORT**

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|  | Practice organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (Institution/company name) |
|  | Supervisor of practice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (Practice organization representative – name, surname, position) |
|  |  |
|  | Supervisor of practice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (University representative – scientific degree, name, surname) |
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Vilnius 20XX