

Internship Office

How to Conclude an Internship

For the conclusion of the internship, all required documents must be brought at the end of the procedure that is shown in the document activate an internship.

Once the internship period has finished (1 CFU = 25 hours), the procedure continues online with the exception of the review of the portfolio that is to be prepared and printed that is to contain projects completed during the internship a survey/questionnaire will also be asked by the two tutors and the delivery of the diary must be compiled and signed by the company tutor and Attestation at the end of the apprenticeship; all of these documents, printed, must be brought to the student's internship office.

Student

1. www.architettura.unifi.it > SOL services on line
2. Click on *studenti* > "Vuoi effettuare un tirocinio?"
3. Insert student ID number and password
4. Complete questionnaire relative to the internship experience
5. Create a portfolio that demonstrates the activities and projects completed during the internship.
6. Download, print and fill in the data for the daily diary entitled, *Diario e attestato di fine tirocinio*, from the appropriate course of study (iCAD).
<https://www.icad.unifi.it/vp-123-internship.html>
7. Present to the company tutor the diary so that he/she may sign and stamp the document. (Signature with stamp on top)
8. Present the diary to both tutors in order to look over work completed. (only after the university tutor has seen the portfolio can he/she approve the works completed)
9. Deliver all paperwork to the internship office.

Company Tutor

1. www.unifi.it
2. Click on *studenti*
3. Click on *Stage e tirocini* (in blue on the left-hand side)
4. Click on *Aziende e Enti*
5. Insert ID number and password
6. Compile the questionnaire relative to the internship
7. Compile the Final Relation in all fields indicated (active qualification only after completion of the questionnaire by the university tutor)
8. Verify and sign the diary compiled by the student

University Tutor

1. www.architettura.unifi.it > SOL servizi online
2. Click on *docenti* > *St@ge e tirocini: tutor universitari*
3. Insert ID number and password
4. Compile questionnaire relative to the internship
5. Approve the Final Relation compiled by the company tutor

NOTE: The internship office can conclude the procedure on if the diary has been received as well as the three questionnaires and final report have been completed. The conclusion of the procedure is verifiable through the consultation of its Study Plan, where the internship will be recorded as a normal exam supported (consider the registration time of the student office).