

# CURRICULAR INTERNSHIP: A STUDENT'S GUIDE

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## STEP #1

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In order to begin your curricular internship, you should register on the [AlmaLaurea web site](#) through the following steps:

- Login into your Personal Area on the Student's Portal;
- Click on "ALTRO", then click on "ALMALAUREA-ACCESSO"

For further information please send an e-mail to [placement.cot@unipa.it](mailto:placement.cot@unipa.it), or call the following number: +3909123865510]

## STEP #2

You must choose a company for the internship. The head of the company/office will assign you a "COMPANY TUTOR", who will guarantee you the necessary support. The tutor tasks should coincide with your main duties. The company tutor fills out a "TRAINING PROJECT" on the AlmaLaurea web portal.

An "internship agreement" is necessary between the University of Palermo and the company where the internship takes place.

You can choose among a [list of companies that already have an agreement](#) with the University, or you can request the company to enter an agreement ([GUIDE](#)).

► The company tutor fills out a "TRAINING PROJECT" on the AlmaLaurea web portal

## STEP #3

For internships you have to choose a professor as a "UNIVERSITY TUTOR" from your degree course.

► The UNIVERSITY TUTOR will check the educational objectives in the training project and, if successful, s/he will approve it.

## STEP#4

Then you have to print the training project, sign it, have it signed by the company tutor, and upload the signed copy (with the company stamp) to the AlmaLaurea web portal.

## STEP #5

After that, you must fill in a Google Form for the internship "activation" (see the end

## STEP #6

Only after the activation, you can start the internship. Your daily activities must be registered in the "Registro Presenze"; the company tutor must sign the register each day of attendance. Also, the bottom of each page of the attendance register has to report the company tutor signature, together with the company stamp.

To extend the internship period, the company tutor has to insert a request of extension on the Almalaurea web portal, at least four days before the fixed end date

If you complete the internship before the fixed end date, the company tutor has to insert a request of early conclusion of the internship, at least four days before the end date.

## STEP #7

When the internship is completed, a questionnaire will be automatically sent to you via e-mail. Filling in the questionnaire is compulsory.

## STEP #8

WITHIN A MONTH after the conclusion of the internship, you must deliver to the office in charge the following documents:

1. "Registro presenze" (ATTENDANCE REGISTER), duly signed;
2. A FINAL REPORT on the activities carried out, signed by the Company Tutor and the University Tutor;
3. The "Richiesta di convalida CFU di Tirocinio";
4. The "Modulo di riepilogo ore" signed by the Company Tutor.

The attendance register must be uploaded on the Almalaurea web portal.