



*Reporting standards for the
External Internship Report*

Degree in Biology



Centro certificado
FIDES-AUDIT



REPORTING STANDARDS FOR THE EXTERNAL INTERNSHIP REPORT

(Optional subject of 4th year of the Biology Degree)

The **range** of the report will be between 7 and 10 pages (without counting the cover, the index and the appendixes, in case they are) that must be numbered, two-faced printed and stapled.

PRESENTATION

The presentation must be cautiously written, attending to the spelling and writing, correctly numbering the tables or figures (in case they exist).

LANGUAGE AND STYLE

The report can be written in Galician, Spanish or English:
Following format regulations are established:

- **Margins.** All the margins (left, right, upper and lower) must be of 2.5 cm.
- **Size and type of letter.** Times New Roman 11 for all the text, highlighting the section titles in bold. In case there are subsections, these must be underlined. You must use single-spaced and justify the text.

SECTIONS THAT THE REPORT MUST INCLUDE

The report will consist of the following sections:

- **Cover:** (it will not be numbered) and it must include complete student name, company name, company tutor name, realization date of the internship. It also must include a reference to the degree (Biology Degree), to the subject (External Internship) and to the academic course. It is highly recommended to use the cover page included in Fatic (External Internship), or at least, taking it as an example.
- **Index:** it must include the sections of the report.
- **Company data:** brief review of the information of the Company (name, localization and a summary of the activities they usually carry out).
- **Description of the developed activities during the internship:** summary of the conducted activities, indicating the theoretical/experimental basis of them. You can include tables or figures that must be correctly cited on the text and go with a table headline or a figure caption. Bibliography can also be included, if you find it necessary, which must be correctly cited on the text and included in a section “Bibliography” at the end of the report.
- **Evaluation of the usefulness of the acquired knowledge at the degree, in relation with the developed activities during the internship:** it must be pointed out which of the learnt contents during the different subjects on the grade have been useful for the development of the internship.
- **The competences on the teaching guide of the External Internship subject that the student have worked on should also be included:** for each one of the competences you must indicate which activity or activities carried out during the development of the internship have been acquired or strengthened.

Manuel A. Pombal Diego

EXTERNAL INTERNSHIP COORDINATOR