

## How to Activate an Internship - Department of Mathematics and Physics

The curricular internship represents a fundamental educational experience, designed to put into practice the knowledge and skills acquired during the degree program. The following sections outline, in a clear and organized way, all the steps to correctly carry out the internship.

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### ➤ Choosing the Host Organization

The first step is to select a partner organization where the internship will take place. The updated list of active agreements is available on the website of the Department of Mathematics and Physics under:

**Didactics → Internships → List of Partner Companies – Department of Mathematics and Physics.**

Only the organizations listed there are authorized to host interns. It is therefore important to verify in advance both the availability and the contact details of the chosen organization..

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### ➤ Completing and Submitting the Training Project

After selecting the host organization, the student must download the Training Project form from the Department's website by following the path:

Didactics → Internships → Click here to start the procedure → Training Project.

The form must be filled out carefully in all sections, clearly describing the planned activities and learning objectives.

Once completed, the document must be saved in PDF format and sent via e-mail to the internship coordinator, Dr. Carlo Petriccione at ✉ carlo.petriccione@unicampania.it, who will forward the necessary documentation before the official start date of the internship.

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**Please note that the starting date indicated in the project must be set at least 14 days after the email submission, to allow sufficient time for verification, the Director's signature, and the possible transmission of the documents to the Student Affairs Office.**

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### ➤ Completing the Internship Logbook

During the internship, students must keep an updated logbook, completed neatly and without erasures. Errors should be crossed out and countersigned by the host tutor. Part A contains the student's personal and academic information, while Part B is filled in by the host tutor, recording the date, duration, activities, and collecting the student's signature. At the end, the host tutor provides a short report and evaluation in Part C, the student reflects in Part D, and the university tutor completes the final assessment in Part E.

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### ➤ Completion and Submission of Documentation

At the end of the internship period, the student must submit all the required documentation — particularly the completed and signed logbook — to the university tutor who had approved and signed the Training Project.

Finally, the logbook must be sent or delivered to Dr. Carlo Petriccione, together with the credit recognition form, duly completed and signed by the university tutor at the end of the internship.