Internship Activity and

Transversal Skills Analysis Report

*Student name and affiliation*

*This activity report is mandatory for all students performing a master in Electrical Engineering and wishing to acquire 30 credits for their industrial internship lasting more than 17 weeks. It can be written either in French or in English. It has to be sent to the STI internship coordinator the latest 2 weeks after the official ending of the internship.*

*The report should not mention any confidential information and must be approved by the company’s supervisor before being sent to the internship coordinator. No description of scientific results or methods should be published in this report.*

*In addition to the report, we recommend that the student provides the company with a technical report (not forwarded to EPFL) and gives an internal presentation at the end of the internship.*

*This report has to be completed in addition to the regular evaluation report sent to students 2 weeks before internship ending.*

*The activity report should be 3 to 5 pages long.*

1. Student’s internship search campain

*The student should describe his strategy to find his internship and give an objective comment on his performance to get accepted. He should also describe what aspects he could improve in case of future applications to internships or permanent occupations (CV, motivation letter, interview, communications, etc …)*

1. Internship activity and technical skills report

*The student should list the different tasks executed during the internship, in which department(s) of the company, and clearly categorize them in type of activities. This section should also describe the type of scientific and technical software and the type of machines and instruments that were used during the internship. He should specifically describe what technical skills acquired during his Master studies have been applied.*

1. Transversal skills report and analysis

*In this section, the student should describe the transversal skills acquired and applied during his internship experience. The following aspects should be addressed in detail and underlined by practical situations encountered during the internship:*

* *Set objectives and design an action plan to reach those objectives.*
* *Use a work methodology appropriate to the task.*
* *Communicate effectively, being understood, including across different languages and cultures.*
* *Give feedback (critique) in an appropriate fashion.*
* *Evaluate one's own performance in the team, receive and respond appropriately to feedback.*
* *Respect relevant legal guidelines and ethical codes for the profession.*
* *Take feedback (critique) and respond in an appropriate manner.*
* *Manage priorities.*