**PRACTICE REPORT STRUCTURE**

**Title page.** Prepared according to the example below.

**Internship description** (1 page). This section is intended to describe and evaluate the practice environment. It should contain:

• presentation of the company / institution where the practice was performed;

• assess working conditions.

**Introduction** – a brief introduction to the topic of the work, goals and objectives of the practice, significance of the work done (1–2 pages).

**Description of student's practical activities** (about 15 pages).

Suggested components of the description: brief literature review (optional, dependent on practice task), methodological part (reagents, devices used, experimental part), results and discussion, and conclusions.

Graphics, tables, figures, diagrams can be presented in the report.

The report is prepared in Microsoft Word, 12 point Times New Roman font, 1.5-line spacing.

**Summary of professional practice and presentation of proposals** (1–2 pages).

• Practical application of theoretical knowledge (what theoretical knowledge did you apply in practice, how well did you do it, what knowledge you lacked during the practical tasks, what knowledge did you gain during the practice).

• What competencies did you acquire during the internship (identify which skills you have acquired as a specialist in your field, illustrate with examples).

• The most valuable experiences during this practice.

• Your strengths and weaknesses as a professional (what do you, as a specialist in your field, do best, what is the most difficult? – experience with this practice).

• Fulfillment of the purpose and objectives of the practice (how much was achieved, what is the result).

• Conclusions about the benefits of internships for student and company.

• Argumentative propositions or advice to the company / institution on how to better organize work, production processes to make it more efficient.

**References**

**Supplemental material**

The work must be prepared in the correct language, printed and bound, and must have on the title page the assessment, signature and seal of the head of the company or institution.

**VILNIUS UNIVERSITY**

**FACULTY OF CHEMISTRY AND GEOSCIENCES**

**INSTITUTE OF CHEMISTRY**

**NAME OF THE DEPARTMENT**

**Name Surname**

Degree programme

**TECHNOLOGICAL PRACTICE REPORT**

**TITLE OF THE REPORT**

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| --- | --- |
|  | Practice place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (Company Name) |
|  | Supervisor of practice:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (Company representative – name, surname, position) |
|  |  |
|  | Evaluation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (date, evaluation, signature) |
|  | Practice coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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|  | (University representative – scientific degree, name, surname)  Evaluation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (date, evaluation, signature) |
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|  | Report Submission Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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|  | Defense Commission Evaluation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (date, evaluation, signature) |

Vilnius, 202\_