

# **Bachelor's Degree in "Animal Care – [Tutela del benessere animale]"**

## **FINAL REPORT GUIDELINES**

### **Premise**

The traineeship is an important opportunity for the student to have an initial experience with employment, going to public or private companies/institutions, including natural parks, research centres, wildlife parks, aquariums, veterinary clinics, welfare research centres of exotic and wild fauna, recovery and rehabilitation centres for wild animals. The traineeship is aimed at having an initial insight into the professional features of these entities, as well as their structure, the activities organisation and distribution arrangements, the variety of the relationships among the different internal sectors. Last but not least, the traineeship gives students the chance to verifying, also thanks to the skills gained during their studies, how much they are able to effectively *understand* and apply.

During that period, students shall be given the chance of meeting with different people who coordinate the host organisation's different activities.

As a result, the traineeship is an opportunity to:

1. build professional relationships with other people and work as a team;
2. organise oneself in terms of time and work responsibilities;
3. start understanding the processes which rule working life in the possible occupational contexts;
4. identify the practical sides of working, understand its problems, how to tackle and solve them.

### **Report Objectives**

On the basis of the purpose indicated, the traineeship final report (hereafter called "**Final Report**") is aimed at:

- a. encouraging students to self-assess the traineeship experience;
- b. helping students learn or improve their writing skills for a report which also has to contain elements of personal assessment;
- c. allowing the University Tutor to verify the traineeship experience conducted by the student in order to issue a mark.

## **Report Structure**

The Final Report, indicatively composed of a number of pages included from 10 to 20 (except front page and index), is organised as follows:

1. Brief abstract of the Final Report and of the traineeship activities [Abstract; max 250 words]
2. Summary of practical traineeship activities developed [1/2 page]
3. Traineeship objectives and modalities (as indicated in the Training and Orientation project) [1 page];
4. Description of the host organization's working structure (location, dimensions, organisation chart, activities, etc.) [1-2 pages];
5. Description of the activities developed during the traineeship (kind of role and tasks, meaning and importance of the activities developed in the specific sector) [5-8 pages];
6. Self-assessment in terms of consistency between Training and Orientation project objectives and results achieved [1-2 pages];
7. Personal considerations (criticism, comments, suggestions) [1-2 pages].

## **Report Writing**

1. For their own Training and Orientation project, all students have to produce a final report which needs to have a precise display and layout, a title page and a summary of the activities developed (see specimen) with the possible paragraph titles highlighted. The pages are to be numbered (except the title page).

The text needs to be written in a Times New Roman 11 font, line spacing 1.5.

2. The first page (title page) contains the heading and some general information as shown in the specimen (which requires the completion of the indicated parts).
3. The Final Report can contain pictures, photos, graphs or diagrams, as long as they are functional to the report and not merely "decorative", complete with captions (Times New Roman 10, line spacing 1) and continuous numbering which also needs to be indicated in the text of the report.
4. The Final Report needs to be written in correct English. The University Tutor must NOT correct this aspect. It is the student who have to work on it BEFORE delivering the report to the University

Tutor.

5. The report must **NOT** contain:

- analysis protocols;
- detailed description of methods;
- lists of equipments;
- parts integrally copied or pasted from other sources.

6. The Final Report's title page has to include the University Tutor's, the Company Tutor's and the student's name.

7. The report must be delivered in a single copy to the University Tutor, according to the time frame established by the Bachelors traineeship regulations. The University Tutor examines the report and gives the student the go-ahead to upload it onto Moodle. Once that the student has uploaded the report, the University Tutor uploads the University Tutor's Traineeship Final Report Assessment Sheet (UT SHEET) onto Moodle.

In the following pages a Final Report sample is provided.

UNIVERSITY of PADOVA

Degree Programme in Animal Care

**FINAL REPORT ON THE TRAINEESHIP ACTIVITIES**

Conducted at

**Wildlife park X**

in the **February - June 201X** period

University Tutor:

..... (*first name and surname*)

Company Tutor:

..... (*first name and surname*)

Intern:

..... (*student's first name and surname*)

Identification number .....

ACADEMIC YEAR 201X-201X

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1. <i>Abstract</i>	<i>pp.</i>
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4. <i>Description of the host organisation's working structure</i>	<i>pp.</i>
5. <i>Description of the activities developed during the traineeship</i>	<i>pp.</i>
6. <i>Self-assessment in terms of consistency between training project objectives and results achieved</i>	<i>pp.</i>
7. <i>Personal considerations</i>	<i>pp.</i>

**Functional recovery activities for injured animals, in the context of the evaluation of the welfare of the animals housed in the wildlife park XX**

1. **Abstract:** [brief abstract on the report and the traineeship activities, max 250 words]

.....

2. **Summary of the practical traineeship activities developed** (list the host organizations where the Traineeship has taken place, the dates and the number of hours) [1/2 page]

Host Organization.....

Duration from .../.../..... to.../.../.....

Number of hours Hours .....

Host Organization.....

Duration from .../.../..... to.../.../.....

Number of hours Hours .....

Total Hours

3. **Traineeship objectives and modalities** (as indicated in the Training and Orientation project) [1 page]

The main purpose of my traineeship activity was to learn how to prepare and distribute environmental enrichments to some of the animals housed in the park (refer to the training project)

4. **Description of the host organization's working structure** (location, dimensions, organisation chart, activities, etc.) [1-2 pages]

The wildlife park XX of the Veneto region was born in 1965 and was built by..... with the aim of .....The current wildlife park (see Figure 1), following its story, currently manages three different operational sections..... has an overall number of XX employees and is structured as follows:.....



My experience at the wildlife park has been positive..... In particular, I learned....

I would also like to thank all the people who followed and helped me, .....

.....

**Legnaro, date \_\_\_\_\_**

The student ..... (*first name and surname*) Identification number .....