



Company Tutor Guidebook

The Company Tutor makes sure the internship runs properly at the host organization, and checks that what the student actually does matches the Training Project.

Specifically, the Company Tutor must:

Before and during the internship:

- Help the student prepare the authorization request, including defining the activities to carry out and any accommodations needed.
- Sign the authorization request.
- Oversee the internship activities.
- Check that the Attendance sheet is filled in daily and correctly.
- Check that the logged activities match the Training Project.
- Check that the internship takes place within the "building access hours" stated in the authorization request ("Istanza tirocinio di formazione e di orientamento / stage").
- Check that the internship does not take place on holidays, Saturdays, or Sundays — unless the host organization has a valid, documented reason that fits the Training Project and was stated in advance in the authorization request.
- Check that the total number of internship hours is correct.
- Check that the activities follow the Agreement between the University of Messina and the company, especially the "Obligations of the Host Organization."

Note: the internship can only officially start once the Engineering Department's administrative contact confirms the authorization request has been registered — this is needed to make sure the student has insurance coverage.

Also note: the dates in the authorization request mark the time window in which the internship can take place. It can end earlier than planned. If it needs to run longer than planned, a request to extend the deadline must be filed, to keep the student's insurance coverage valid.

At the end of the internship, the Company Tutor must:

- Fill in the **Certificate of Completion and Evaluation**, including the evaluation questionnaire.
- Check that the Attendance sheet is complete.
- **Digitally sign both the Attendance sheet and the certificate.**
- Send the documents to the student, who will forward them to the University Tutor for further checks.

If there's no digital signature, the Company Tutor can sign by hand on the original copy, add the company stamp, and attach a copy of an ID document.