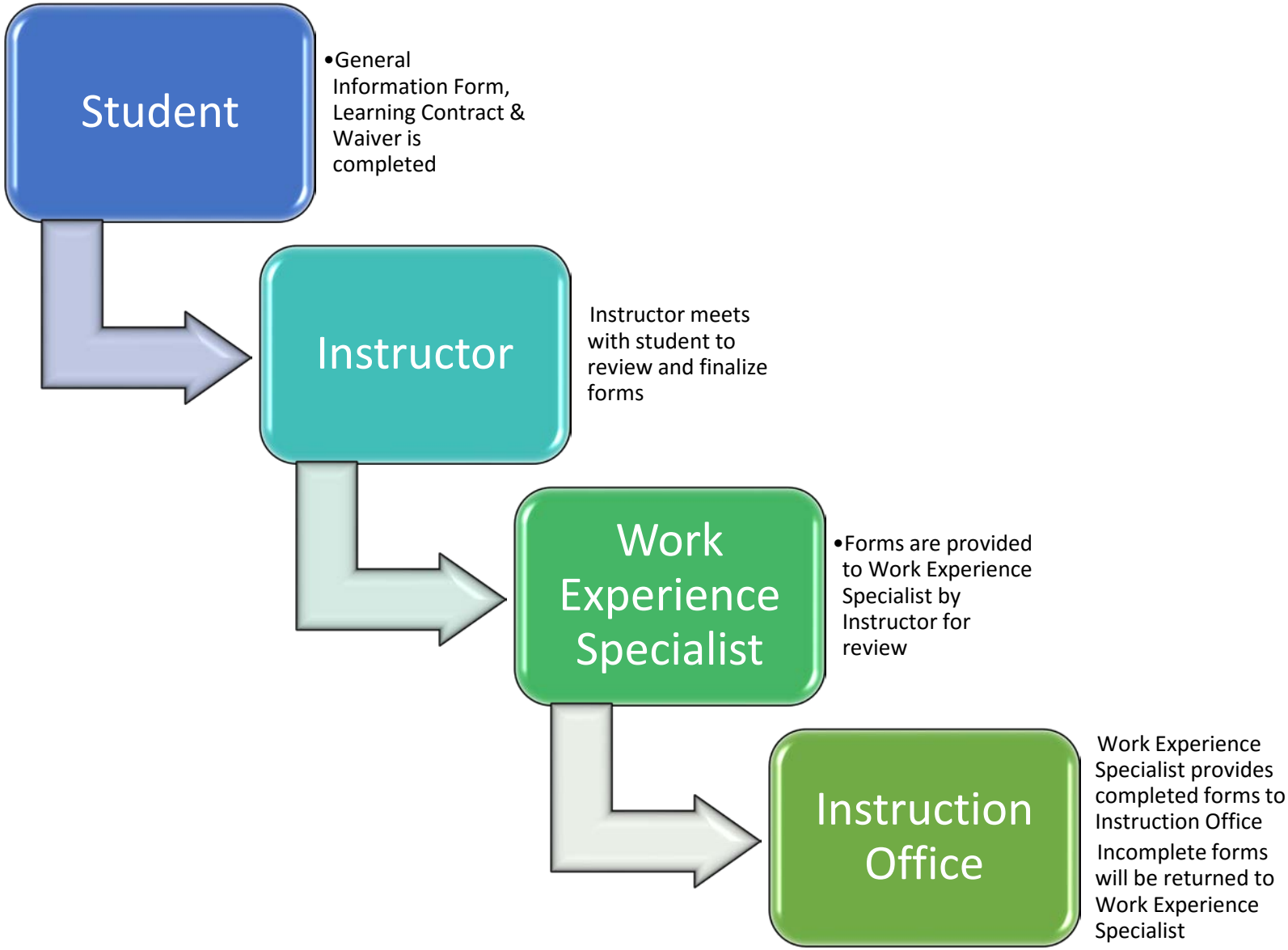PHASE 1 – WORK EXPERIENCE PROCESS DUE AT THE BEGINNING OF THE SEMESTER