

**BILKENT UNIVERSITY**

**DEPARTMENT OF MOLECULAR BIOLOGY AND GENETICS**

**ANKARA-TURKEY**

**MBG 291-391 Scientific Internship Report Instructions**

**Written Report: See red text for explanations of frequently asked details.**

The internship written report should contain the followings:

1) A short report/slide describing the internship (i.e. details about the job/lab, training, skills learned, comments regarding the internship, etc.).

2) A scientific report produced as a result of the internship. The type of report to be turned in will be agreed upon by the student, employer, and adviser\*.

\*You do not need to show your written report to your internship mentor. However, it is OK to seek confirmation/guidance about contents while YOU prepare the report. Likewise, if there is sensitive information, such as patient records, that your mentor had asked to keep confidential, you might have to show your final report to your mentor for approval before submission.

**Scientific Report Format:**

1. Abstract (1 paragraph, summary of results and conclusions).\*

\*It can be the same or similar to your short report text.

1. Introduction (contains background information and project rationale).\*\*

\*\*This is where you may start citing literature. Also, include at least one figure somewhere in the report and cite it as reference if it is not yours.

1. Materials and Methods (short description of the techniques employed throughout the project).\*\*\*

\*\*\*If you had a remote internship, you can write about methods of what was done in the laboratory or in papers you have read.

1. Results with section headings (Please use tables and figures as needed).\*\*\*\*

\*\*\*\*If you had a remote internship, you can write about what the laboratory members did or the results about paper you have read.

1. Discussion (include discussion of your results. Please do not restate your results, but interpret them and make conclusions). You may include a section “Future Prospects” (optional).\*\*\*\*\*

\*\*\*\*\*If you had a remote internship, you can discuss other people’s results or interpret the results of the papers you have read your own way.

1. Literature cited (preferred citation style example to be provided).\*\*\*\*\*\*

\*\*\*\*\*\*You may use any common reference/citation style. However, numbering style used in many journals is the most practical, common, and recommended one.

Note: Overall length of your report should be more than 2 pages with at least 2 figures and 2 references. There is no upper limit for them. \*\*\*\*\*\*\*

\*\*\*\*\*\*\*You may keep and refer to this report for many years to come, especially during your job/graduate applications. A well written report may benefit you in the future.

**Alternative Internship Experience Presentations:**

As an alternative, students may choose to present their findings/experiences as a presentation. These Zoom based online presentations can either be based on a PowerPoint file (PPT) or a Poster file (PDF). The former provides a practice for future potential research presentation in seminar/job interview, while the latter imitates a real poster presentation in conference/meeting/retreat. Either of the prepared files needs to be submitted before a deadline and presentation times will be arranged afterwards.

* PowerPoint presentation: An uninterrupted slide based presentation that should not exceed 25 minutes with a question-answer session to follow. General PPT presentation time rule is 1 slide ~ 1 minute.
* Poster presentation: An interactive large single page poster file based presentation with continuous interruptions of interactive questions and answers just like in a real experience that should not exceed 30 minutes.