

**BILKENT UNIVERSITY**

**DEPARTMENT OF MOLECULAR BIOLOGY AND GENETICS**

**ANKARA-TURKEY**

**Weekly Activity Report Instructions for MBG 391**

For the MBG 391 summer internship course, the student intern is required to prepare a typed weekly activity report (log) summarizing his/her daily activities each week. This report should be a clear, concise, and accurate account of the types of activities the intern participated in and/or observed during that week. The weekly activity report can be presented to the supervisor/mentor/principal investigator at the host institute on a regular basis, the frequency of which is determined by the student and the mentor. The supervisor/mentor/principal investigator at the host institute will need to sign and date the weekly activity report at the end of the internship and then e-mail them to the internship coordinator at Bilkent University MBG department together with the filled, signed and dated internship evaluation form as part of the MBG 391 summer internship course requirements during student’s enrollment semester. Coordinator e-mail address is: [dilan.birand@bilkent.edu.tr](mailto:dilan.birand@bilkent.edu.tr).

Students may keep a scanned PDF copy of the signed and dated weekly activity report themselves as a back-up. The student may use the following template shown in the next pages for weekly logs. The logs should contain daily activities for minimum 30 workdays.

In addition to weekly activity report, students are encouraged to keep a lab notebook in physical/electronic format for his/her experiments/internship in detail separately and, if allowed, also own a copy for their records. Lab notebook does not need to be provided for MBG 391 course.

**WEEKLY ACTIVITY REPORT FOR MBG 391**

Intern’s Name-Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern’s Bilkent Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern’s E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Intern’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name-Surname of the Supervisor:

Name of the Institute/University/Department:

Internship Start Date: Internship End Date:

Days present: Days absent:

**Weekly Activity Report Dates:**

|  |  |  |
| --- | --- | --- |
| **Date** | **Hours** | **Log of Activities** |
| **Day 1** |  |  |
| **Day 2** |  |  |
| **Day 3** |  |  |
| **Day 4** |  |  |
| **Day 5** |  |  |
| **Extra Day or Hours** |  |  |

**Weekly Activity Report Dates:**

|  |  |  |
| --- | --- | --- |
| **Date** | **Hours** | **Log of Activities** |
| **Day 1** |  |  |
| **Day 2** |  |  |
| **Day 3** |  |  |
| **Day 4** |  |  |
| **Day 5** |  |  |
| **Extra Day or Hours** |  |  |

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|  |  |  |
| --- | --- | --- |
| **Date** | **Hours** | **Log of Activities** |
| **Day 1** |  |  |
| **Day 2** |  |  |
| **Day 3** |  |  |
| **Day 4** |  |  |
| **Day 5** |  |  |
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| **Day 4** |  |  |
| **Day 5** |  |  |
| **Extra Day or Hours** |  |  |

Note: You may populate the number of days/weeks and adjust the size of the above empty spaces as needed.

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_