Internship Logbook

Master of Science in Microbiology

MB 659 Food Microbiology

Central Department of Microbiology

Institute of Science and Technology

Tribhuvan University

Kirtipur, Kathmandu, Nepal

Name of the intern:

TU Registration No.:

Date of entry into internship:

Student Details

Name of the student (Intern):

TU Registration No.

Batch No. /Year:

Date of Entry into Internship:

Name of Preceptor:

Name of University/Campus/College Supervisor:

Title of Thesis:

Scheduled date of Final Examination:

Guidelines for the student (intern)

The logbook provides a record of the laboratory experience and academic and educational activities of the student. It also helps the trainer to identify the deficiency in any aspect of the internship so that it can be rectified in time. It is an important document which will be required and evaluated during the final examination of the student.

All students are supposed to maintain the logbook for the whole period of their internship and keep a timely record of the,

a. Laboratory experience
b. Academic activities
c. Research experience and publications

Entries in the logbook: The intern is advised to make the required entries in the logbook along with the signature of the Immediate Supervisor (Unit Chief) involved on the day of the event. The Immediate Supervisor based on the host institution should sign all entries within 2 to 4 weeks and/or before the intern leaves the unit. The Preceptor (Head of the host institution) of the intern should sign all entries within at a month. Similarly, the University/Campus/College Supervisor and Head of Department of Microbiology should respectively sign the logbook on weekly and monthly basis so that they know the status of work of the student.

Continuous assessment of the intern: The intern will be assessed continuously by the unit she/he is posted. The criteria of the formative assessment are given in the logbook for the knowledge and improvement of the intern.

Leave and Absence Record: All leave and absence of the intern should be entered in the attendance register and the logbook and duly signed by the Supervisor and later by the Preceptor

Submission of the logbook: The logbook has to be submitted in the final examination, where it will be discussed and evaluated. All the submitted logbooks have to be reviewed and evaluated by the respective committee at University/Campus/College. Marks obtained out of total 275 from term assessment by the supervisors, laboratory experience, academic and educational activities of the intern will be added to the final assessment.

I hereby affirm that I have read the guidelines and will abide by them during the whole period of my internship.

Signature of the intern

Instruction for the Preceptor and Supervisor

The preceptor should follow the progress of the intern throughout the course. A formal three-monthly review of the intern's progress by the immediate supervisor is required and documented in the logbook. A confidential assessment report on the progress of the intern will be submitted by the Supervisor to Department of Microbiology on a prepared format at the end of each term. The aim of such review is to ensure that all aspects of the internship have been adequately covered. Deficiency in any aspect of the training should be identified and appropriate steps taken to overcome them.

Rotation Schedule

Each candidate will undergo a rotation posting in different units as follows:

Raw Material Reception:	15 days
Manufacturing Process:	1 month
Packaging:	15 days
End Product/ Finished Product:	1 month
Quality Control:	1 month
Laboratory Testing:	15 days
HACCP Development:	15 days
Marketing of Products:	15 days
Waste Management:	15days

Record of Posting Schedule

Unit	From	To	Duration	Page No.	Supervisor's signature
Raw Material					
Manufacturing Process					
Packaging					
End Product/ Finished Product					
Quality Control					
Laboratory Testing					
Waste Management					
HACCP Development					
Marketing of Products					
Waste Management					

1. **Raw Material Reception**

SN	Name of the product	Parameters Tested	Min No
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

2. **Manufacturing Process**

SN	Name of the product	Parameters Tested	Min No
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

3. **Packaging**

SN	Name of the product	Parameters Tested	Min No
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

4. **End product**

SN	Steps/ Product	Parameters	Min No
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

5. Quality control

SN	Steps/ Product	Parameters	Min No
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

6. Laboratory testing

SN	Steps/ Product	Parameters	Min No
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

7. HACCP Development

SN	Steps/ Product	Parameters	Min No
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

8. Marketing

SN	Product	Parameters	Min No
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

9. Waste Management

SN	Nature Of Waste	Disposal System	Parameters	Min No
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

The Leave and Absence Record of the Intern (Attendance more than 80% of working days are mandatory)

Date From	Date To	Days	Reason	Signature of the supervisor	Comment	Signature of the Preceptor

Term Assessment Sheet (Confidential)

Name of the intern:
Registration number:
Unit of posting:
Date of posting:
Marking: Excellent/Good/Satisfactory/Poor

SN	Attributes/Discipline	Marks Obtained	Comments (if any)
1	Punctuality (Attendance)		
2	Discipline		
3	Confidence/ Decision Making		
4	Knowledge of theory		
5	Practical skills		
6	Writing work (filling up lab records)		
7	Communication with colleagues, staff, patients and relations		
8	Leadership quality		

OVERALL PERFORMANCE:

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University/Campus/College Supervisor	Preceptor	Immediate Supervisor	Head of Department

NOTE:

- **This confidential evaluation needs to be done by the University/Campus/College supervisor in collaboration with the supervisor and preceptor of the host institute.**
- **The University/Campus/College Supervisor should submit this evaluation to the respective department.**

Educational and Academic Record
Journal Club Presentation by the Intern

SN	Date	Journal	Title	Signature of supervisor

Record
Raw Materials

Date	Product	Lot No.	Sample Type	Parameter	Lab Result	Signature of Supervisor

Record
Manufacturing Process

Date	Process/ Step	Lab Code	Sample Type	Parameters	Lab Result	Signature of Supervisor

Record
Packaging

Date	Sample	Code	Sample Type	Parameters	Lab Result	Signature of Supervisor

Record
End Product

Date	Sample	Code	Sample Type	Parameters	Lab Result	Signature of Supervisor

Record
Quality Control

Date	Process	Product	Sample Type	Sample size	Parameter	Lab Result	Signature of Supervisor

Record
Laboratory Testing

Date	Sample	Code	Sample Type	Parameters	Lab Result	Signature of Supervisor

Record
HACCP Development

Date	Sample	Code	Sample Type	Parameters	Lab Result	Signature of Supervisor

Record
Marketing

Date	Product	Volume	Sample Type	Labelling	Storage condition	Parameter	Signature of Supervisor

Record
Waste Management

Date	Type/ Nature	Parameters	Standards	Lab Result	Signature of Supervisor

Research Experience and Publications

Projects

Title	Results

Publications

Title	Authors	Details of Publication

Preceptor's Remarks:

Awards and Honors