

Guideline for a weekly report

This guideline is valid for every student working at IMBM, but also for postdocs not able to attend the weekly meeting or if the head of the institute is not present. The meaning of the report is to have an overview of the work done, it should be a replacement of the lab book and a safe place for all data that might disappear.

1. Write and send the report every Friday to give all needed information about the past week.
2. Write the reports including all attachments in English. Include the title of Your thesis and the name of Your supervisor in the subject line.
3. Write what you have done during that week – methods, but also why you have done it – the rationale and what you have expected – hypotheses.
4. Mention what new methods you have learned. Add them to a list of methods that you already are able to do independently at the end of the report.
5. Attach: file excel or GraphPad with raw data, powerpoint file with results in graphs, pictures, tables, but also latest versions of manuscripts or theses.
6. Interpret your results in the text of the email.
7. Add a link to at least one Jove video that you have watched and at least one article that you have read. Choose both wisely, they should be recent, relevant to the topic of interest and published in a good journal. Explain your choice and try to summarize the take home message for your research - methods, results or hypotheses, try to comment on them critically. The summary should be usable for the attached thesis.
8. Evaluate your week on a scale 0 (worst) – 10 (best) according to your plans and expectations. Explain the evaluation. Try to summarize what you have learned and what you have discovered during the last week.
9. Write your plans for the next week. Be detailed about the experiments that you want to conduct.
10. Be polite, comprehensive and concise. Send the report to your supervisor, cc to imbm@imbm.sk and anyone else who you were working with. Read your own report again before sending it.