

## MBG390 Internship Notebook Guidelines

- The internship notebook must be completed in full and submitted as a mandatory component of the MBG390 course requirements.
- The notebook should be uploaded to the internship system and approved by the supervisor at the host institution. In the event of technical difficulties with the system, the notebook must be printed, and each page must be signed and stamped by the supervisor at the host institution.
- A summary of the work performed should be provided in the table on page 2. Detailed weekly records of activities must be documented in the subsequent pages. Weekly entries should be completed on a regular basis throughout the internship period, and the summary table on page 2 should be finalized upon completion of the internship.
- The evaluation form of the internship trainee will be forwarded to the supervisor at the host institution by the internship system. The evaluation form must be duly completed as a requirement of the MBG390 course.
- The student evaluation form for the host institution must be completed by the student on the internship system.
- The internship notebook should be prepared in English. Where the host institution supervisor requests Turkish, the additional Turkish translation must be provided for each page of the report.
- All submissions, approvals, and required evaluations must be completed no later than the end of the add/drop period.