**Summer Research Experience Laboratory and Activity Log**

Week: Monday, June \_\_ - Sunday June \_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principle Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Now that things have settled down, we are going to need to start keeping track of time. PIs- the students will be paid with a stipend through purchasing so this does not need to go to a timekeeper but rather to me. Students: Please note that one hour is the max that you should be spending at lunch, unless you’re out with your PI or lab. We’re also expecting at least 40 hours between lab and required activities, more if you want to impress your PI. Please send this to your PI at the end of the week or Monday morning. Your PI can then email it to me with “timecard” in the subject.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Example Method of keeping track of time:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day** | **In/Out** | **In/Out** | **In/Out** | **In/Out** | **In/Out** | **Total Worked** |
| Mon 6/16 | Lab 8-12 | Lunch 12-1 | Lab 1-5 | Dinner 5:30 – 6:30 | Lab 7:00 – 9:00 | 10 |
| Tues 6/17 | Lab 9 - 12 | Lunch 12 – 12:30 | Lab 12:30 – 2:30  | KCI 2:30 – 5:00 | Lab 5:00 – 6:00 | 8.5 |
| Weds 6/18 | Lab 9:00 – 1:00 | Lunch 1:00 – 2:00 | Lab 2:00 – 6:15 |  |  | 8:25 |
| Thurs |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |
| Sat |  |  |  |  |  |  |
| Sun |  |  |  |  |  |  |

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Timekeeping Record:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day** | **In/Out** | **In/Out** | **In/Out** | **In/Out** | **In/Out** | **Total Worked** |
| Mon \_\_\_ |  |  |  |  |  |  |
| Tues \_\_\_ |  |  |  |  |  |  |
| Weds \_\_\_ |  |  |  |  |  |  |
| Thurs \_\_\_ |  |  |  |  |  |  |
| Fri \_\_\_ |  |  |  |  |  |  |
| Sat \_\_\_ |  |  |  |  |  |  |
| Sun \_\_\_ |  |  |  |  |  |  |

Signature Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature PI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (optional if emailed from PI’s account to gail.taylor@utsa.edu with “timecard” in subject