**August 05, 2024**

To XXXX,

PSY4090 Summer Practice is one of the required courses of the Middle East Technical University Department of Psychology undergraduate curriculum. The aim of this course is for the Psychology Department students to enhance the knowledge gained in theoretical education by making observations and applications under the supervision of an in-house supervisor in a real-life organization.

Students are expected to complete a summer internship, which should last a **minimum of 20 consecutive work days** (a total of a minimum of 160 hours / 4 weeks). During summer internships students are expected to make observations, take part in activities that do not require professional certification, and keep a daily diary. **Programs which only offer training seminars are not accepted as internships.** At the end of the summer internship students write a report and submit it as a course requirement.

**NAME** (Student ID: XXX), a X year student at the Department of Psychology, Middle East Technical University would like to apply for an internship at XXXX (Institution and department name). I am writing this letter in support of the student’s application. An in-house supervisor at the organization is also expected to fill in the **Internship Information Form** before beginning the internship and the **Intern Performance Evaluation Form** at the end of the internship. These forms will be provided by the student.

Yours sincerely,

**Assoc. Prof. Dr. Yonca Toker Gültaş**

**Undergraduate Internship Coordinator**

**Department of Psychology**

**Middle East Technical University, Ankara, Turkey**