



**MIDDLE EAST TECHNICAL UNIVERSITY DEPARTMENT OF PSYCHOLOGY  
UNDERGRADUATE PROGRAM SUMMER INTERNSHIP  
INFORMATION FORM**

**Internship Course: General Information**

- The main aim of the undergraduate internship offered as a noncredit course is to support knowledge and skills obtained from the undergraduate program with the experience of field practice.
- The undergraduate internship could be done during summer by students completing at least two years in the undergraduate program.
- GPA of 1.80/4.00 is required for starting the undergraduate internship.
- Those who wish to do a “clinical internship” need to have finished their 3<sup>rd</sup> year of study. Clinical internships are limited to “required” internship applications.
- Total period of internship is 4 consecutive weeks in the same company (20 working days). If the 4-week period contains any holidays, then those days need to be added on to fulfill the 20-working days.

**Where Could the Internship Be Done?**

Undergraduate students can do their undergraduate internship at the following organizations /institutions or other organizations/institutions approved by the internship coordinator(s).

Kindergartens/nursery schools and special education centers	Research corporations/centers
Nursing homes	Advertisement agencies
Orphanages	Behavioral sciences field studies/projects
Hospitals and other health organizations	Rehabilitation centers
Biology, pharmacology, physiology centers or labs	Personnel, human resources, training, and/or research and development departments of work organizations
Mental health institutions	Other institutions approved by the internship coordinators
Discipline-related university research laboratories (except for METU Dept. of Psychology)	

**Steps To Be Followed Before The Internship:**

- Student receives the Internship Preparation Training and signs the Summer Internship Code of Conduct.
- Student finds an organization for the internship.
- Department approves the organization.
- For a clinical internship, the student need to provide ID information together with the applied institution’s name and intended dates of internships to the internship coordinators/TAs.
- The protocol is signed by the organization and the signed protocol is submitted to the departmental internship coordinator(s) by the student.
- Internship coordinator signs the protocol, and the student takes one copy of the protocol signed by both parties to the organization leaving the second copy with the department, and the student should keep a third copy for his/her records.
- Student gives ID information to the TA to start off the **internship insurance** procedure. Insurance is provided by METU. The TA will notify you about the deadline. **Internship dates need to be definitive to start insurance and cannot be changed later on.** The interns should not forget to pick up the insurance documents afterwards.

- Student downloads **The Intern Attendance Form, the Intern Evaluation Form** and the **Thank you Letter** from the Department's web page and turns them in to the in-house supervisor/contact person in the organization in a sealed envelope.

#### **During the Internship:**

- Be present at work during the assigned work hours.
- Carry out your assigned tasks with full responsibility.
- Follow the code of conduct and avoid any unethical conduct.
- Keep a detailed diary. Do not use real names of patients/customers.
- Start working on your Internship Report.

#### **After the Internship:**

- From your company, do not forget to get the following documents:
  - A letter that indicates you have finished your internship
  - Intern Attendance Form filled and signed by your organizational supervisor (in a sealed envelope)
  - Intern Evaluation Form filled and signed by your organizational supervisor (in a sealed envelope)
- Write your Internship Report. The report will include the following sections:
  - Summary (max. 1 page)
  - Information about the Organization (max. 1 page)
  - Scope and Goals of the Internship (max. 1 page)
  - Literature Review in Relation to the Internship Scope and Experience (min 5, max 10 pages)
  - Evaluation of the Internship Experience (2 pages)
  - References
  - Appendices (If any, including the Student Evaluation Form filled by yourself)
  - The report will be written in English, 12 punto Times New Roman, with 2 space. Expected report length is 10-15 pages, excluding the References or Appendices.
- Enroll in the **PSY300** course **in the section of your internship advisor**. You can find this information on our departmental website and on the coordinators' doors at the beginning of the semester.
- Submit your Internship Report and Diary through the Oduclass Turnitin Assignment by the end of the **Add-Drop week**.
- Put the below documents in a folder and submit them to your designated Advisor by the end of the **Add-Drop week**:
  - A letter that indicates you have finished your internship
  - Intern Attendance Form filled and signed by your supervisor (in a sealed envelope)
  - Intern Evaluation Form filled and signed by your supervisor (in a sealed envelope)
  - Diary (if you have a kept it in a notebook rather than a word document)

#### **Internship Evaluation Criteria**

- Attendance Form (%15)
  - Note that you definitely need to fulfill the 30-work day requirement for your internship to count.
- Intern Performance Evaluation Form (%25)
- Advisor Evaluation (%60)

#### **Important Note:**

- The student will need to redo the internship if he/she fails the PSY300 course.