

## SUMMER INTERNSHIP INFORMATION FORM

Department of Psychology

Middle East Technical University

### Undergraduate Program- Summer Internship Course (PSY 300)

This form is to inform parties about the format of the required internship and activities that the intern is expected to engage in during the internship. Aim and scope of the summer internship, and student requirements are briefly described. In the following page, we ask for the contact information of the person who will act as the organizational intern supervisor and also for the activities the intern is expected to engage in. The original signed copy of the form will remain with the intern and copies will be handed to the organization and the Department of Psychology.

#### The Purpose of Summer Internship Course

Experience gained at various organizations is of great importance in order for our psychology department undergraduate students to enhance their theoretical knowledge, become acquainted with applications at different organizations as well as observing how different occupational groups work together as a team. The aim of Summer Internship 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. With the consent of the organization at which the internship will be completed, the summer intern is expected to develop himself/herself through:

- 1. Making Observations:** Observe various activities of the organization as well as its procedural regulations.
- 2. Active Participation and Practice:** Actively participating in the organization as much as possible and using knowledge and abilities of the field of psychology.

In accordance with the aims stated above, the summer intern is expected to work **20 consecutive days, full time in the internship organization**. The student's attendance will be monitored by the organization at which the internship takes place, using the *Intern Attendance Form*. In addition to this, the internship performance of the student is expected to be evaluated by the in-house supervisor using the *Intern Evaluation Form*. At the end of the internship, the student will be asked to prepare an *Internship Report* including information about the organization, the activities carried out during the internship, and the contributions of the internship to his/her academic and personal development.

#### Evaluation of Internship Performance

The student's performance in the internship course will be evaluated by the departmental supervisor based on the information obtained through the *Intern Attendance and the Intern Evaluation Forms* (both filled by the in-house supervisor) and the *Internship Report* (prepared by the student).



The *Intern Attendance and Intern Performance Evaluation Forms* will be sent to the organization through the student doing his/ her internship there. At the end of the internship, these forms will be brought back to the department in a sealed envelope by the summer intern.

**The activities that can be completed by the students at our organization are (to be filled by the organization):**

- 1.
- 2.
- 3.
- 4.
- 5.

Middle East Technical University Department of Psychology agrees that our student \_\_\_\_\_ (name of the student) can do the summer internship at \_\_\_\_\_ (name of the organization) as a partial fulfillment of the undergraduate program requirements.

**The Approval and Contact Information of in-house supervisor organization:**

**Name Surname:**  
**e-mail:**  
**Phone:**  
**Date:**  
**Signature:**

**METU Psychology Dept. Summer Internship Coordinator Approval**

Name                      Signature                      Date

**Internship Coordinator:**

Assoc. Prof. Dr. Aslı Kılıç Özhan  
[askilic@metu.edu.tr](mailto:askilic@metu.edu.tr)  
Asst. Prof. Dr. Yonca Toker  
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