



**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.
- Total period of internship is 6 consecutive weeks in the same company (30 working days). If the 6-week period contains any holidays, then those days need to be added on to fulfill the 30-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

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. In some cases, the internship organization can be found by coordinator(s)/adviser/department.
- Department approves the organization.
- 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.
- 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.