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Gaining experience in various organizations via a Summer Internship Programme is deemed important for the undergraduate students of the Department of Psychology. Through such experience our students can hone their theoretical knowledge and how that applies to real cases, can gain insight into various applications of psychology, and also have a chance to observe the way vocational professionals perform in teams. Students enrolled in the Summer Internship Programme are expected to take part in observations and work applications under the guidance of a institutional supervisor.

\_\_\_\_\_, a \_\_\_\_\_ year student in the Department of Psychology, Middle East Technical University, would like to gain the internship experience at your organization, as part of the **required PSY300** Summer Internship course. This internship will constitute 30 consecutive work days.

This letter is to let you know that it is appropriate for our student to do the internship at your organization and that the work insurance will be issued by our University to cover the internship dates that will be specified.

We would like to kindly ask you to provide the necessary assistance and support for our student's internship experience.

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**Chair**

**Department of Psychology**