**SUMMER INTERNSHIP GUIDE**

**MIDDLE EAST TECHNICAL UNIVERSITY**

**DEPARTMENT OF PSYCHOLOGY**

**UNDERGRADUATE PROGRAM SUMMER INTERNSHIP GUIDE**

**General Information for Mandatory Internships (PSY4090)**

* The information in this section is for Mandatory internships. See the last page for Voluntary Internships.
* 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 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.
* Summer internship weeks should not coincide with classes or exams.
* The University insures all students (also international students).

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). A list of institutions in which our students have previously carried out internships can be found in the Psychology Department webpage. (<https://psy.metu.edu.tr/en/documents-forms> )

|  |  |
| --- | --- |
| 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 | Relevant civil society organizations |
| Discipline-related university research laboratories (except for METU Dept. of Psychology) | Other institutions approved by the internship coordinators |

**Steps to be Followed Before the Mandatory Internship:**

All forms mentioned below can be found at <https://psy.metu.edu.tr/en/documents-forms> (except the formal letter of application if you need it).

* International students study the Summer Internship Guide and sign the Summer Internship **Code of Conduct** and send it to psyustaj@metu.edu.tr by writing CODE OF CONDUCT – NAME on the subject line.
* Student finds an organization for the internship.
* All students need to register with kariyer kapisi: <https://kariyerkapisi.cbiko.gov.tr/> Deadline is in January.
* Also check out:
	+ <https://kpm.metu.edu.tr/category/staj-ilanlari/>
	+ <https://www.yetenekkapisi.org/>
	+ <https://vizyonergenc.com/ilanlar>
	+ Websites of international organizations operating in Turkey
* If the institution you are applying to requests a **formal letter of application**:
	+ e-mail psyustaj@metu.edu.tr to obtain an online-signed application form. In your e-mail’s subject line enter INTERNSHIP APPLICATION FORM REQUEST – YOUR NAME. In the e-mail body write the full name of the institution and department in the institution you are applying to and your year in school (e.g. 4th year student). We prefer to send online signed copies of the application form.
	+ If the institution requires a signed copy to be handed in, you need to ask for an appointment.
* Once you find an institution, the person who will be your advisor at the institution needs to fill in the **Internship Information Form** and send it to you via e-mail. They do not need to put their signature but we definitely need their name, surname, e-mail and phone number on the form. **Also, the advisor needs to enter at least 3 activities you are expected to take part in during the internship.**
* You are expected to send this Internship Information Form filled-in by your advisor to [psyustaj@metu.edu.tr](https://horde.metu.edu.tr/imp/dynamic.php?page=mailbox) . Write INTERNSHIP INFORMATION FORM – STUDENT NAME in the subject line. Internship coordinators will approve the form and send it back to you with their approval. Keep a copy for yourself and send a copy to your institution advisor.
* Once you receive approval from the internship coordinators on your Internship Information Form, fill in the **Intern Information Form for Insurance** (the EXCEL form) and again send it to [psyustaj@metu.edu.tr](https://horde.metu.edu.tr/imp/dynamic.php?page=mailbox) by writing INSURANCE INFORMATION – STUDENT NAME in the subject line. You need to send this form latest 1 week in advance of your internship starting date. You need to be exact in providing your internship start and end dates. Dates cannot be changed later on.
* If your internship institution requests a documentation on your insurance, you need to access it through your E-devlet.
* Some organizations require an Agreement form (Sözleşme). Access this documents also from our website, fill in the information highlighted in yellow and then either send it to your internship coordinator via e-mail to get it signed online as a pdf or go to the internship coordinator’s office hours to get it signed (ask your organization how they want it signed).
* As you begin your internship, send your internship advisor the **Intern Evaluation Form** via e-mail. At the end of your internship, your advisor is expected to send the filled in form to psyustaj@metu.edu.tr.

**During the Mandatory 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 Mandatory Internship:**

* Be sure that the Intern Evaluation Form filled and signed by your institution supervisor has been sent to psyustaj@metu.edu.tr
* 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)
* 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 **PSY4090** course **in the section of your internship advisor at the Department of Psychology.** The system automatically assigns you a section but you need to manually change your section to the one we assign. 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 Odtuclass Turnitin Assignment by the end of the **Add-Drop week**.
* Provide your evaluation on the internship using the Google form link which will be e-mailed to you.

**Mandatory Internship Evaluation Criteria**

* Intern Performance Evaluation Form (%30)
* Advisor Evaluation on your internship report (%70)

**Important Note:**

* **Students who fail the PSY4090 course due to**
	+ **a poor internship report,**
	+ **not completing 20 consecutive days of internship,**
	+ **plagiarism on the internship report**
	+ **not adhering to the code of conduct during the internship**

**will need to redo their internship next year and re-enroll in PSY4090.**

**VOLUNTARY INTERNSHIPS**

* Students do not need to ask for a formal application form.
* Internship Information Forms will NOT be used.
* There is no duration restriction for volunteer internships.
* Students will not write an internship report or diary.
* Voluntary internships are not related to the PSY4090 course.
* Voluntary internships also **need to be** insured by the University, so you need to fill the Intern Information Form for Insurance (the EXCEL form) and e-mail it to psyustaj@metu.edu.tr by writing INSURANCE FORM – NAME – VOLUNTARY INTERNSHIP. Try to submit this form 1 week in advance of your starting date.
* Your institution does not need to evaluate your internship performance.