

ÖZYEGİN UNIVERSITY

FACULTY OF SOCIAL SCIENCES

DEPARTMENT OF PSYCHOLOGY

For any inquiries regarding internships, please contact: cigdem.guler@ozyegin.edu.tr

The documents to be submitted before the internship must be done so **at least 10 days before the start date** of the internship.

**REGULATIONS FOR INTERNSHIPS WITHIN THE SCOPE OF “PSY 300 PSYCHOLOGY INTERNSHIP”
COURSE & NON-CREDIT (VOLUNTARY) INTERNSHIPS**

PURPOSE

Article 1. The purpose of these Regulations is to set forth applicable principles for internships to be completed within the scope of the ‘PSY 300 Psychology Internship’ course and voluntary (non-credit) internships not tied to a course.

SCOPE

Article 2. These Regulations cover applicable principles and procedures for internships to be completed by Özyeğin Üniversitesi Psychology Undergraduate students as well as the roles and responsibilities of students, academic staff, and other relevant units and persons involved in the management of the internship process.

VALIDITY

Article 3. These Regulations shall enter into force as of its date of publication. It is revised and updated when deemed necessary. The last and valid version is the one on the website. It is the user’s responsibility to check the latest version of this document.

DEFINITION AND ABBREVIATIONS

Article 4. Hereunder these Regulations, the abbreviations “OzU” and “Department” shall refer to “Ozyegin University” and the “Ozyegin University Psychology Department” respectively.

LEGAL GROUNDS

Article 5. These Regulations are prepared pursuant to the Rules and Regulations for Undergraduate Programs promulgated on the Official Gazette No: 28091.

ROLES AND RESPONSIBILITIES

Article 6. The responsibilities of students, administrative officials of the Faculty of Social Sciences, human resources directorate and Internship Coordinators/Advisors throughout the internship process are as follows:

- a. **Students:** To submit internship applications and required documents on time, to find suitable institutions for internships, to obtain necessary approvals, to closely track the internship process, to adhere to all rules stipulated in these internship Regulations.

- b. Administrative Officials of the Faculty of Social Sciences: To prepare the necessary documents specified in the Regulations, to track the authorization and approval process, to contact and liaison with Human Resources (HR) for Social Security (SGK) procedures, to coordinate and manage the internship process in accordance with the Regulations.
- c. Human Resources Directorate: To complete Social Security (SGK) procedures and keep the necessary records.
- d. Internship Coordinators/Advisors: To receive and evaluate internship applications, provide necessary approvals, to assess completed internships based on the principles stipulates in the Internship Regulations.

BASIC PRINCIPLES

Article 7. Purpose of internship: The main purpose of the internships is to support and integrate the knowledge and skills students have gained during their undergraduate psychology studies with field experience and practice. The internship will give students the opportunity to build awareness, make observations, and put their theoretical knowledge into practice in the fields of research and application in psychology. Another goal of the internship is to equip students with professional experience in the respective field and develop their sense of responsibility.

TYPES OF INTERNSHIPS

Internships at ÖzÜ are categorized as follows:

- a. **Compulsory (Credit) Internship:** An internship that must be completed under the *PSY 300 Internship in Psychology* course for graduation.
- b. **Voluntary (Non-credit) Internship:** Internships undertaken voluntarily by students outside the compulsory internship requirement.

CREDIT (COMPULSORY) INTERNSHIPS WITHIN THE SCOPE OF THE PSY 300 PSYCHOLOGY INTERNSHIP COURSE:

Article 8. Principles regarding the duration and requirements of the internship

- a. To graduate successfully, students are required to complete **20 full working days** of internship within the scope of *PSY 300 Internship in Psychology* course. Students who are unable to complete 20 full working days of internships due to medical reasons must complete the number of missed days after their recovery. Students receive **6 ECTS credits** upon completion.
- b. Students may register for the *PSY 300 Internship in Psychology* (compulsory) course either in the semester in which they plan to complete their internships or in the semester which follows the completion of their internships. The internship course is offered in each of the three terms within the academic year (Fall, Spring, Summer) with multiple sections, and each section is offered by a different Internship Coordinator/Advisor. There is no summer term fee for the internship course.

- c. The compulsory internship course is graded as **Successful/Unsuccessful**.
- d. Students may also complete voluntary internships in addition to the compulsory internship.
- e. SGK premiums are covered by the university for both compulsory and voluntary internships.
- f. Students who fail to complete the PSY 300 Internship in Psychology course cannot graduate.

Article 9. Eligible internship institutions: Students may complete their internships at the following organizations and institutions as well as other institutions and organizations approved by the Internship Coordinators/Advisors.

- Daycares, nurseries, kindergartens
- Child protection institutions
- Special education and rehabilitation centers
- Nursing homes
- Hospitals and other medical institutions
- Mental health foundations
- Human resources, personnel training, and research and development units or departments of public or private institutions and organizations
- Research centers or companies
- Advertisement companies
- Field studies or projects in behavioral sciences
- Research laboratories or centers conducting research in fundamental sciences such as biology and physiology

Article 10. Application requirements for internships within the scope of “PSY 300 Psychology Internship” course: Students must satisfy the following requirements in order to apply for internships:

- a. To have completed the “**Psychology Internship Training**” offered online by the Department via **LMS-Next** prior to initiating communication with the Internship Coordinator/Advisor for internship approval,
- b. Inform and obtain approval from the Internship Coordinator/Advisor about the planned institution,
- c. To have completed at least 120 ECTS,
- d. To have a minimum GPA of 1.80 out of 4.00,
- e. To have completed PSY 101 Introduction to Psychology I and PSY 102 Introduction to Psychology II as well as the psychology core courses determined based on the type of internship presented below.

Article 11. Course prerequisites according to types of internship: Although the list of the psychology core courses which must be completed in order to be eligible to complete an internship varies and is determined by the Internship Coordinators/Advisors depending on the

type of internship, below is a sample list of the required courses which must be completed for different types of internship:

- Clinical psychology internships: *PSY 301 Theories of Personality and Individual Differences* and *PSY 303 Adult Psychopathology*
- Internships completed at institutions which offer services to a specific age group such as kindergartens, nurseries, schools, or elderly care centers: *PSY 203 Developmental Psychology I* and *PSY 204 Developmental Psychology II*
- Internships to be completed at the human resources department or other similar departments of public and private organizations: *PSY 205 Social Psychology I* and *PSY 206 Social Psychology II*, *PSY 305 Work/Organizational Psychology*
- Internships to be completed at advertising agencies or healthcare institutions in order to study the social dimensions of behavior: *PSY 205 Social Psychology I* and *PSY 206 Social Psychology II*
- Internships to be completed at research companies: *PSY 103 Statistics for Psychology* and *PSY 207 Research Methods I*
- Internships to be completed at university research labs: *PSY 103 Statistics for Psychology* and *PSY 207 Research Methods I* as well as at least a course in the respective field of research which will be determined by the Internship Coordinators/Advisors (i.e., *PSY 201 Cognitive Psychology*, *PSY 202 Psychology of Learning*, *PSY 205 Social Psychology I*, *PSY 206 Social Psychology II*, *PSY 203 Developmental Psychology I*, *PSY 204 Developmental Psychology II*, *PSY 302 Biopsychology*)

For internships not listed above, the courses which must have been completed by students are determined by the Internship Coordinator/Advisor.

Article 12. Tasks to be completed prior to internships: Students must satisfy the following requirements prior to their internships:

- a. Successfully complete the internship prerequisites (complete at least 120 ECTS, have GPA of 1.80 out of 4.00),
- b. find an employer/internship site, make necessary arrangements, obtain the approval from representative of the Employer,
- c. share the “**Internship Information Form**,” to be completed, signed, and sealed by the representative of the Employer who will evaluate the student’s internship,
- d. To have completed the “**Psychology Internship Training**” offered online by the Department via **LMS-Next** prior to first communication with the Internship Coordinator/Advisor regarding internship approval,

- e. After receiving approval from the institution, share the “**Internship Information Form**” to be completed by representative of the Employer, along with basic information regarding the tasks to be performed, with the Internship Coordinator/Advisor **via email** to obtain approval from the internship,
- f. Have the **Internship Protocol** approved first by the representative of the Employer, and then share it with the Internship Coordinator/Advisor **via email** to obtain approval (one copy of the protocol is kept by the institution and one copy by the department,
- g. hand the **Intern Attendance Form** and the **Intern Performance Evaluation Form** in a sealed envelope to a representative of the Employer,
- h. Submit the required documents for the internship to the Administrative Office of the Faculty of Social Sciences **at least 7 working days before** the start date of the internship.

The required documents are listed below.

- The **Internship Information Form**, signed and sealed by the Employer.
 - **Student Certificate**
 - **Declaration and Agreement Form** (for individuals with and without health insurance there exist two versions of the document; only the appropriate version is to be signed)
 - **Certificate of residence** (obtainable from Civil Registration Office, E-Devlet or Mukhtar Offices)
 - **Certificate of legitimacy** (obtainable via E-Devlet, may not apply to international students)
 - **Özyegin University Unemployment Fund Contribution For Internship Pay Information Form**, signed and sealed by the Employer
- SGK procedures are completed by the Human Resources Department at the latest one day before the start of the internship.
- The **SGK Employment Entry Declaration** is sent to the student via email by the Faculty of Social Sciences Administrative Office.

Article 13. Tasks to be completed during the internship: Interns are expected to fulfill the following roles and responsibilities during their internships:

- a. Students are liable with duly keeping an **internship log/diary** throughout their internships in which they are expected to summarize all tasks they have undertaken during their internships. This log/diary must be submitted to Internship Coordinators/Advisors at the end of the internship along with the internship report. The internship log must include a clear summary of tasks performed and observations made on a daily and chronological basis (2-3 paragraphs). All entries in the log/diary must bear the relevant date.
- b. During internships, students must work on the **internship report** which they are expected to submit at the end of their internships.
- c. Students must avoid any behavior that is in violation of the **Internship Code of Conduct** throughout their internships. Internships of students who violate the Internship Code of Conduct will be rendered null and void.

Article 14. Tasks to be completed pursuant to internship:

a. In case the student did not register for the 'PSY 300 Psychology Internship' course in the semester in which the internship was completed, the student must register for the course in the semester following the completion of the internship.

b. Students must submit all required documents via the LMS page for the semester in which they are enrolled in the "PSY 300 Psychology Internship" course, at least two weeks before the last day of classes as specified in the academic calendar. The following documents are required:

- **A letter issued by the employer** confirming that the internship is duly completed (This document must be received from the institution where the internship is completed. It must be addressed to the Psychology Department of Özyeğin University, signed and stamped by the Employer or the representative of the Employer, and contain a sentence similar to the following: "*The student named ... has successfully completed her ... day-long internship at our institution between the dates of ...*")
- The **Intern Attendance Form** completed by the representative of the Employer
- The **Intern Performance Evaluation Form** completed by the representative of the Employer and submitted to the intern in a sealed envelope
- **The Internship Report**
- **The Internship Logbook**
- **Student Internship Self-Evaluation Form** filled by the student.

Article 15. Internship Report: The internship report must be written in English in a Word or similar document (12-point font, Times New Roman) with double spaces and standard margins (2.5 cm). The internship report is expected to be around 10 pages, excluding the references and annexes. The report will be evaluated based on its organization (layout), clarity, quality of writing and references. The report must be made up of 6 main sections, which are:

- a. **Executive Summary:** A summary of the internship report with around 250-300 words (the summary must include information from the following sub-sections)
- b. **Internship Site/Employer:** This section must provide brief information about the internship site/employer where the internship is completed, its sector and position in the sector, its mission, size, organizational structure and other relevant information, if any. (0.5-1 pages)
- c. **Purpose and Scope of Internship:** This section must provide information about the purpose of internship, tasks fulfilled and roles & responsibilities assumed throughout the internship (0.5-1 pages)
- d. **An Analysis of the Internship Experience within the framework of Knowledge Attained in the Undergraduate Program:** This section must provide to what extent the knowledge attained and theories and models learned within the undergraduate program align with or differ from observations made and experience gained during the internship, together with an explanation of the reasons behind the compatibilities and discrepancies. Furthermore, where applicable, when integrating internship experience with academic knowledge, the role of cultural factors must be included in the report together with the relevant observations and recommendations (3-4 pages).

- e. **Evaluation:** The final section of the report must provide a critical analysis and evaluation of the internship including learning outcomes, any issues that arose during the internship, as well as recommendations, if any, for both the internship program and the academic program (3-4 pages).
- f. **References:** All resources used for the report (including web pages and other online resources) must be listed in accordance with the up-to-date APA (American Psychological Association) referencing style and must be cited within the report in accordance with the APA citation style. Reports with citations or references in violation of the APA style will be rendered null and void and the students will be considered to have failed the class.
- g. **Annexes:** Any supportive documents mentioned within the report must be attached to the report as annexes (i.e., organizational structure, tables, diagrams, etc.)

Article 16. Grading of the 'PSY 300 psychology internship' course:

The "PSY 300 Psychology Internship" course is graded as Successful/Unsuccessful. Students who interrupt, or suspend their internships for no valid reason, whose internship reports are deemed unsatisfactory, whose internships are rendered null and void due to the violation of the Internship Code of Conduct will be graded "Unsuccessful". The performance of interns is evaluated based on the following criteria:

- a. Intern Attendance Form completed by the Employer (20 full working days must be completed)
- b. Intern Performance Evaluation (%40)
- c. Assessment of the Internship Report by Internship Coordinators/Advisors (%60)

NON-CREDIT (VOLUNTARY) INTERNSHIPS

Article 17. Non-credit (voluntary) internships that are not within the scope of the PSY 300 Psychology Internship course are processed by the Faculty of Social Sciences Administrative Office, and the students' social security (SGK) premiums are covered by the University. The documents required prior to the internship are the same as those required for compulsory internships, and the procedure is followed accordingly. **Psychology Internship Training** (offered online via LMS-Next) is still a requirement before the start of internship. For non-credit internships, students are not required to obtain the approval of their Internship Coordinators/Advisors.

Article 18. Provisions not covered. In cases where no provision is specified in this directive, the relevant provisions of other applicable legislation, as well as the decisions of the Council of Higher Education (YÖK), the Senate, the University Administrative Board, and the relevant Faculty Board shall apply.