

**Abdullah Gül University Department of Psychology**  
**PSYI404 Internship in Psychology Implementation Principles<sup>1</sup>**

**Bases**

The implementation principles of PSYI 404 Internship in Psychology has been prepared based on the Abdullah Gül University Undergraduate Education and Exam Regulations.

**Objective and Scope of the Course**

The objective of this course is for undergraduate psychology students to enhance the theoretical and practical knowledge they have gained in previous courses by conducting direct observations/practices in the field. Students can do observation/practice work in one of the application areas of psychology with the approval of the instructor who is in charge of the course.

The students are expected to follow the institution's activities, administration rules, to participate actively in these activities, and to use their knowledge and skills in psychology while doing these.

The students can conduct observations/practices at any of the institutions listed below based on their interests and under the supervision of the course instructor. These include:

- a. kindergardens, orphanages, and special education centers,
- b. nursing homes/senior centers,
- c. hospitals, other health units; rehabilitation centers,
- d. human resources, personnel, training and R&D units of public or private sector institutions,
- e. research laboratories, centers or companies,
- f. advertising companies,
- g. units of foundations, associations, non-governmental organizations, and municipalities related to psychology practices,
- h. institutions/organizations within the scope of Erasmus internship,
- i. or any other institutions and organizations mentioned above, where at least one psychologist is employed.

**Principles Regarding Course Registration and Course Implementation**

***Course Registration Prerequisites***

The students must meet the following requirements to enroll in the course:

1. to have completed the fourth semester in the department,
2. to have taken Core2 courses (PSYC101, PSYC102, PSYC103, PSYC104),
3. to have completed the paperwork for the application process specified below.

***Application Process***

1. The student fills in three copies of the "Internship Application Form", one of which stays with the student. It is approved by the internship institution, and then by the course instructor, respectively. In the third step, the student submits it to the Faculty Secretariat for the insurance procedure to be completed. One copy of the completed form is kept in the institution where the internship will be held, one copy is kept by the course instructor, and one copy is kept by the Faculty Secretariat.

2. The student who completes the "institution approval" and "department approval" processes then can register for the course (these two approvals are sufficient for course registration to be completed on UIS).

3. To enroll in the course, the necessary paperwork must be completed by the last day of the relevant semester's add-drop period.

4. In order for the Faculty Secretariat to finalize the insurance procedure, the Internship Application Form must be submitted to the Secretariat at the earliest one month and at the latest one week before the starting day of the internship.

***Course Implementation Process***

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<sup>1</sup> Please see the relevant course page for PSYI405 Erasmus Internship. (<https://psyw4.agu.edu.tr/erasmusinternship> ).

1. The student submits the approved "Internship Application Form", "Internship Attendance Form", "Institution's Intern Evaluation Form", and "Department's Thank-You Note" to the responsible personnel at the internship institution on the first day of the internship.
2. The student fills in the "Practice Log" downloaded from the department web page during the observation/practice studies and submits it to the course instructor at the end of the internship.
3. Once the internship is completed, the responsible personnel at the institution approves the "Internship Attendance Form" and the "Institution's Intern Evaluation Form"; and hands in back these forms to the student in a sealed and signed envelope.
4. Once the internship is completed, the students fill in the "Student's Internship Evaluation Form".
5. Eventually, the student submits the closed envelope, the "Practice Log" and the "Student's Internship Evaluation Form" to the course instructor.
6. The course instructor may arrange face to face or online meetings with the students during the term for any related reasons, such as evaluation, presentation, experience sharing, and so on.

### ***Course Evaluation***

1. The student is evaluated based on all documents submitted to the course instructor.
2. The student submits the above-mentioned forms within 7 days after the last course day of the semester. Late submission is reflected in grading (see Practice Log Explanations).
3. The duration of the internship is at least 20 and maximum 60 working days. The working hours of the institution are followed to ensure that the workday is completed. Therefore, students who do not meet these requirements are considered unsuccessful.
4. The students who are detected absent based on the "Internship Attendance Form" or in random inspections conducted by the course instructor are considered unsuccessful as well.

### **Rules to Consider Regarding the Implementation of the Course**

The students enrolled in the PSYI404 Internship in Psychology course must adhere to the following rules, else action is taken in accordance with the Student Disciplinary Regulations of Higher Education Institutions.

- a. It is not possible to change the institution specified on the "Internship Application Form." In the event of a disaster, strike, boycott, or lockout, the student may request a change of institution by writing to the course instructor. Institutional change is made upon the approval of the instructor. In this case, the application process is restarted.
- b. The student is responsible for adhering to ethical principles throughout the internship.

### **Miscellaneous and Final Principles**

In cases not specified above, the provisions of the relevant legislation and the decisions of the Council of Higher Education, the Senate, the University Administrative Board and the relevant Administrative Board are applied.