

Internship Policy

General description and purpose of the internship

Internship experience at the AUCA Master of Arts in Applied Psychology is defined as a part-time or full-time supervised unpaid or paid work in a counseling agency or center, hospital, rehabilitation center, crisis center, HR department, school, research center, special education or disabilities services agency or any other setting which provides psychological services, consultation to general public or specific populations, is involved into human resources management or is involved in applied research in the fields of psychology, social work or related helping profession.

The purpose of the Internship is to help the master-level students of psychology to obtain practical field experience in line with the student's interest and in accordance with the goals of the program. Through internship practice students are expected to learn to apply academic knowledge obtained in the classroom. The internship component of the Master of Arts in Applied Psychology program is designed with the purpose of providing students with enough hours of individual practice under professional supervision, to allow students to practice independently upon graduation. The internship sites and format of internships are selected in accordance with the applied psychology market demands in Kyrgyzstan and in accordance with local and international demands for professional competences for master-level students.

All internships, regardless of the student's track and interests, should entail face-to-face work with clients/patients/company employees/research participants or other human subjects. Students are expected to find their internship site on their own with a consultation with internal supervisor (who is usually the instructor of Internship Colloquium class). Students are also encouraged to consult the internship page of the <https://dss.auca.kg/master-in-applied-psychology/internship/> website for updated versions of the policies and required forms.

General expectations

Upon completion of the Internship I and II all students are expected to:

- effectively apply appropriate theories of psychology, including theories of personality, theories of counseling and psychotherapy, theories of development, organizational psychology and theories of personnel psychology in business and industry; theories of special psychology; and research methods in psychology
- actively continue their education upon completion of the coursework to inform their practice
- be familiar with the Code of Ethics for Psychologists of Kyrgyzstan and use ethical guidelines to guide their practice
- be familiar with the contemporary research in psychology and use appropriate research findings in their practice
- use supervision opportunities effectively

- work effectively in collaboration with other professionals in the field: psychiatrists, social workers, HR managers, teachers, researchers, governmental agencies and non-governmental organizations, as well as community representatives etc.

Research teams (RTs). Students of all tracks are expected to be members of research teams as a part of their internship during the first year of study. Participation in research teams is a mandatory graduation requirement.

The research teams will be led by department faculty and co-led by the advanced master students in the applied research track. Teams are comprised of primary investigators (faculty facilitators), researchers (master students) and research assistants (first-year master students and selected undergraduate students). The research topics in the teams are determined by faculty members based on their research interests, and by master students in consultation with faculty. Master students are expected to develop their dissertation topics and to conduct the research towards their dissertations while working in the research team and consulting with the team. First-year master students are also expected to gain experience through assisting second-year master students in working on their dissertations. Advanced master students working on their dissertations are expected to provide due supervision to the research assistants who are working with them.

Students in applied research track are expected to be continuously enrolled into a research team throughout two years of study.

Students are free to choose any research team offered by any professor at the Department, based on their research interests. They can participate in the same or different RTs each semester, they are also free to participate in more than one RT each semester. The lists of the RTs will be provided in the beginning of each semester by the Internship Colloquium course instructor and will be available at the webpage <https://dss.auca.kg/master-in-applied-psychology/internship/>.

Master dissertation defense attendance. Students of all tracks are expected to attend one master-level dissertation defense in social sciences prior to their own defense. Students are expected to provide appropriate documentation of dissertation attendance (signature of the student defending their dissertation or of their supervisor). Please see the Appendix for the documentation form.

Teaching assistantship. Students of all tracks *can* choose teaching assistantship as an internship. The number of positions depends on the courses availability each semester. Teaching assistantship is not a requirement to graduation and completing Internship hours. Teaching assistantship will be qualified as internship for not more than one semester, students are expected to choose other internship types for the rest of their time in the program. Teaching assistantship is documented in the same way other internship types are documented (see Appendices 1 and 2). The experience of a teaching assistant include but are not limited to:

- involvement in planning of all or some sessions of the course
- co-leading at least one seminar or lecture
- leading a discussion with students
- developing and conducting pop-quizzes and exams
- assistance during conducting exams
- assistance in scoring and grading student works

- assistance in developing lectures and activities
- meeting with students to help them prepare for class

By-track expectations

Completion of Internship is one of the core requirements for each track. Therefore, students are expected to align their internship practice with their track expectations.

Students of Counseling track are expected to do an internship in a counseling center, psychiatric hospital, school, assessment/testing center or hospital unit, or any other agency that provides counseling or psychotherapy services. The primary goal of Internship in this track is practicing providing face-to-face individual and/or group counseling to adults, children or families.

Upon completion of internship in the counseling track, students are expected to:

- effectively apply the basic skills of counseling in practice
- know and apply contemporary theories in counseling and psychotherapy
- be comfortable using key assessment instruments (cognitive, personality, vocational) in psychological practice and make recommendation based on them
- be comfortable with the process of assessment and diagnosis
- effectively collect collateral information regarding their clients and use it in treatment
- demonstrate advanced skills of case conceptualization
- use supervision experience effectively
- be comfortable serving as supervisors for other psychologists-in-training

Supervision. Students of counseling track might have an opportunity to provide supervision to counselors-in-training at lower levels of training. The number of supervision hours will be calculated on top of the face-to-face hours requirement. Student who happen to provide supervision are expected to provide at least 10 hours of supervision total, during the fourth semester of study. The supervisee dyads assignments will be determined by the Department.

Students of Industrial and Organizational psychology track are expected to do their internship in a human resources department of a state or private organization, a human resources agency or any other organization that work in the field of human resources or career/vocational consultancy. The goal of internship in this track is to obtain practical experience working face-to-face with personnel, get familiarity and experience in hiring and staff evaluation procedures, get experience in vocational assessment and career counseling, get familiarity with organizational processes in a business company.

Upon completion of internship in Industrial/Organizational psychology track, students are expected to:

- effectively apply key theories in organizational psychology, vocational development and career counseling

- effectively use key vocational assessment instruments and provide recommendations on their basis
- know and apply theory of organizational psychology in their work with personnel, in organization and facilitation of corporate events and procedures
- know and use basic counseling skills in their practice (when appropriate)
- use supervision experience effectively

Students of Applied Research track are expected to do their internship in an applied research center/laboratory as a researcher or a research assistant. Students in this track are supposed to actively participate in research teams at the Department, take leading roles in research teams in offering research topics and conducting research, and demonstrate their knowledge and skills through completion of their master's dissertation.

Upon completion of internship in Applied Research track, students are expected to:

- demonstrate good knowledge of quantitative and qualitative methods in psychology and social sciences
- demonstrate advanced skills in planning and conducting research in psychology and social sciences
- demonstrate advanced supervision skills while working with research assistants and other staff
- demonstrate knowledge of ethics in applied research and use ethics principles in managing research data collection
- be familiar with methodology adapted in other social sciences fields and be an informed user of research in related fields (social work, nursing, sociology, anthropology)
- know and use basic counseling skills in their work with research participants

Research teams. (See the description of RTs in General Requirements Section).

Student of Applied Research Track are expected to complete 4 full consecutive semesters of Research Teams. A different team can be chosen each semester, based on interests of the student. Students can choose to work for more than 1 team each semester, but in this case they still have to complete 4 consecutive semesters of research.

Internship Colloquium course (PSY 610, PSY 612)

The Internship Colloquium course will be offered to students engaged in internship practice during their second years of study. The purpose of the course is to create a platform for interns in all tracks to share their experience during their internship and also will provide didactic instruction on issues relevant to practice in psychology, including career choices in psychology, ethics, multicultural competence in psychological practice and research, standards of care in psychology, self-care for psychologists, supervision and other.

Important!!! Students who do any internship involving client work (counseling, career counseling or leading any types of groups, or doing assessment) MUST be enrolled in Internship Colloquium course DURING the whole period of their internship.

Hours requirements

Students are expected to complete a minimum of 448 hours of internship total. Minimum of 224 hours will be counted towards Internship I and minimum of 224 hours – towards Internship II.

Important: The 224 hours for each Internship CANNOT be completed during less than 3 month.

So, interns are expected to be engaged in the field experience for at least 16 hours a week (2 working days) while doing internship hours. These hours can be distributed throughout the week. At least 25% of this time should be direct hours (see definition below).

The following distribution of activities is expected to comprise the hours for each Internship:

- Direct hours (face-to-face work with clients/patients/research participants or research assistant supervision) – minimum 56
- Individual supervision – minimum 15 (calculated as an hour a week)
- Group supervision – minimum 15 hours (Internship Colloquium course can be counted towards group supervision if needed)
- Professional meetings, collateral work, documentation, research on site, preparation and other – maximum 194

Direct hours are defined as any face-to-face work with individuals, groups, couples/families, company personnel, research or other, independently or under live supervision (with the supervisor in the room). Direct hours of work are characterized by direct involvement of the trainee in the care for the clients, such as providing individual, family, couples or group psychotherapy, leading or co-leading vocational or career guidance groups, providing consultations to individuals of families, conducting job interviews of consultations, conducting research interviews or focus groups, or other. Direct hours cannot include shadowing (observation of the work of other professionals), phone communication with clients or other providers, or any form of supervision.

Multiple tracks. Students of MAPAP are allowed to do more than one track. For this, they are expected to successfully fulfill all the academic requirements of the AUCA, all the classes requirements of each track (see your program of study and checklist).

In case if students want to complete more than one track, they are expected to fulfill full hours requirements towards each track. (for example, to complete 2 tracks, students are expected to complete $448 \times 2 = 896$ hours total)

Internship Site

Internship site is a counseling agency/center, hospital, HR department, applied research center, school or any other agency that is either providing psychological services to general public, offering assessment, providing consultancy, conducting applied research or oversees the human resources affairs in a given organization. To qualify as internship site, an agency/center should have at least one psychologist on staff, in addition to any other staff (psychiatrists, social

workers, teachers etc.). Internship site should be able to provide at least 1 hours of supervision a week by a qualified specialist (see requirements to supervisors below), and be able to provide an independent or shared workload in the amount sufficient to meet the hours requirement listed above.

Internship at the Institute for Behavioral Health and Applied Research

Students of any track will have an opportunity to do their internship at AUCA Institute for Behavioral Health and Applied Research, upon approval. The Institute implements a number of projects yearly and students are encouraged to apply to work as assistants for different research, career training and counseling internship opportunities.

Please check the requirements and opportunities at <http://www.bhinstitute.tk/> (Russian only so far). Or please check with your internal supervisor.

Supervisors

Students of all tracks must work under supervision during their internship. The internship site is expected to provide at least one continuous (non-stop) hour of supervision a week.

On-site (external) supervisor:

An on-site supervisor, or external supervisor, is a person who works full-time or part-time at the chosen internship site and provides direct supervision to student, in the minimum of 1 hour a week (either face-to-face or distantly). It is recommended that external supervisor is a certified psychologist (with a diploma in counseling, clinical, organizational psychology, or research methods in behavioral or social sciences). In case when the psychologist on staff is not available to supervise the student, external supervisor can be a social worker or a psychiatrist by training, in which case the supervision dyad is to be approved by the internal supervisor. The external supervisor is responsible for providing the intern with an appropriate workload, providing necessary additional didactic training/information to the intern and providing mid-semester and final evaluation of the work of the intern.

Faculty (internal) supervisor:

Faculty supervisor, or internal supervisor, is by default the faculty member who teaches the respective Internship Colloquium section in which the intern is enrolled. The responsibilities of the internal supervisor include overseeing the overall internship experience and internship trajectory of the student, providing necessary didactic training, communicating with the internship sites in order to ensure the quality of internship experience for the student, and evaluating the student's progress and as trainee. The internal supervisor is responsible for grading the students' progress based on the evaluation provided by the external supervisor and based on the report of the student during the Internship Colloquium course.

Internship contract

Every student is required to sign a copy of an Internship Contract with the internship site (see the Appendix). The final version of the contract is a result of a collaborative work of the

Program, Internship Site, and the student, and is supposed to set the goals of the given semester of internship, describe the experience that the intern will be getting at the site, specify the nature, time and amount of supervisor that will be provided, and specify the procedure of the evaluation of the site.

Supervision tracking and report forms (see Appendices)

The following standard forms will be provided to students by the program. The student is responsible for these forms to be filled out timely and submitted to the program on the dates required by the program:

Internship contract
Hours tracking form
Dissertation defense attendance form

Optional forms:

Site and supervision experience evaluation form (for student) – Use this form if you would like to provide specific feedback regarding your Internship placement.

