

Internship Policy Psychology

General description and purpose of the internship

Key definitions:

Internship is defined as a part-time or full-time supervised unpaid experience of engagement into the processes of a counseling agency or center, hospital, rehabilitation center, crisis center, HR department, school, research center, special education or disabilities services agency or a similar facility.

The purpose of the Internship is to help the bachelor-level students of psychology to obtain practical field experience in line with the student's interest/concentration and obtain enough hours of experience under professional supervision, to allow students to practice independently upon graduation.

Report – Internship reports have two forms. 1) The report for Observational internship (see template attached) should provide a reflection on the choice of internship type and site, on the experience gained, and skills obtained. 2) Reports on the Practical internship vary based on the type of internship completed (see templates attached): in cases of research internship, students provide a detailed (group) report on the research design and activities, as well as data collected and the results obtained, according to the academic and research style and using APA formatting style.

Internship sites are places where students are interns. Students will be provided with a list of internship sites approved by the Department. Students should choose internship sites only within this list.

Students must declare their internship¹ type and site prior to the start of any activities.

Internships which were not pre-approved will not be given credit for.

To qualify as an 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 sites should be able to provide supervision on site by a qualified specialist.

The role of the Department in organization of the Internship process

- is to accept/not accept students' internship results, establish the forms of relationships with the internship sites, establish the types of internship types and projects, establish the role of supervisor/course professor responsible for internship oversight.
- the Department during Research and Internship Symposium evaluates and accepts students' internship reports through reviewing the reports and assessing the presentations of students; a team of faculty delegated by the Department reviews, comments and assesses the reports/presentations of students.

Role and responsibilities of external supervisor at Internship site

- Understanding Common Goals and Tasks: Familiarize yourself with the internship's objectives and expected outcomes, as outlined in the "Psychology" department's internship policy.

¹ Declaration Form - <https://forms.gle/wEEj7RA8ctf1KfM26>

- General Observation and Coordination of Student's Work: Supervise and coordinate the student's activities.
- Introduction to Professional Psychology: Introduce the student to the professional practices of psychologists in their workplace.
- Promoting Research Skills: Provide opportunities for the student to apply and enhance research skills acquired during their studies (if applicable)
- Developing Professional Skills: Enable the student to gain practical skills within their chosen field of applied psychology during the practical internship.
- Engagement in Common Goals: Involve the student in activities designed to achieve the internship's shared objectives.
- Coordinating with Internal Supervisor at AUCA: Coordinate with the internal internship supervisor through preliminary discussions and collaborative efforts. Keep the internal supervisor informed of any issues or challenges related to the student.
- Ensuring Compliance with Labor Laws: Ensure that the student has suitable working conditions in accordance with the labor laws of the Kyrgyz Republic.
- Providing Student Evaluations: Offer evaluations of the student's performance according to the established format. Review and provide feedback on the student's internship diary. Complete the student's evaluation form² to verify the completion of required internship hours.

The purpose of the Courses: Internship I and Group Research Projects

The role of the courses and the professor of the courses is the following:

- familiarize the students with the rules of the department and AUCA and help them organize their work and timing of internship
- have Pass/non-pass grade which is based on half-way assignments in the course designed to support students, such as discussions, peer feedback and
- the course can provide supervision when students work with clients/human subjects and need additional supervision
- organize the start and end of internship and inform students about expectations
- organize collection of student reports/results for the department to have access
- help in organizing the Symposium together with MAPAP directors

Observational Internship – 3 credits, 90 hours experience of observation of work of psychologists or related specialists in pre-approved sites, or observation of research activities of AUCA professors.

Practical Internship – 12 credit, 360 hours. The Practical Internship can be divided into several pathways, each offering different options for students to choose from: Outside Internship Sites; Group Research Projects (elective course); Group Project (as continuation of an existing psychology course, see the table below)³

Volunteering at the Department can be counted as part of Internship. Maximum of 10 hours can be counted towards Internship.

² External Supervisor Evaluation Form - <https://forms.gle/XAH7qxoR4UxErXmB6>

³Group Projects within existing psychology courses. Each course should have a specific component, which qualifies as a Practical Internship. Group projects within existing psychology courses should NOT be graded as part of the course. The project should be in a group format, undertaken and presented by a group. Professors who join the Group Project components should discuss the content and grading criteria of the projects with the faculty and specify the component in their syllabi.

Hours of internship:

Type	Type of activities	Placement	Assessment
Observational 90 hours = 3 cr	Internship sites from database	Schools, research companies, ABA centers, Institute AUCA, ABA II (observational)	Observational report Symposium
	Research, including w/ professors	Ongoing professors' research, RTs, research companies	Observational report Symposium
Practical Internship 360 hours = 12 cr	180 hours (45 direct) at pre-approved sites	Schools, ABA centers, Institute for BH AUCA, Research companies	Practical report (or research internship report) Symposium
	Group Research Project (6 cr)	Internship course (elective)	Research internship report Symposium
	Group projects as part of selected courses 90 hours (22 direct)	Courses: <ul style="list-style-type: none"> - Educational Psychology; - Urban Psychology; - Applied Behavior Analysis treatment II; - Group counseling; - Research Methods Quantitative; - Research Methods Qualitative; - Psychological Testing 	Practical report (or research internship report) Symposium

Internship reports

1. Observational report requirements

- minimum 6 pages 1,5 space, not including title page and references.
- 1. *Organization*. Describe the place you chose for conducting the internship. Explain your choice. Provide short information about the organization you chose and your supervisor. (1/2 page)
- 2. *Objectives*. Reflect on your objectives for the internship. Were they fulfilled or not? (Refer to your Declaration Form). (1/2 page)
- 3. *Literature review, theoretical background*. Describe main concepts, approaches, methods that helped to broaden your understanding of the actions of psychologist or specific activities that were undertaken at the internship site. Reflect on how you applied the theoretical knowledge you gained during your study to the practical situations at your internship site. (1-2 pages)
- 4. *Duties and responsibilities*. Describe the main duties of a psychologist in this organization, the schedule of day/week, which processes you directly observed, which documents/forms/tests/books/other materials you observed in practice (1 page)
- 5. *Cases*. Provide an example of one or two cases/work situations you observed (conducting an interview with applicant for vacant position, recruiting students to the elementary school, therapy session with a client/patient, research activities etc.) (1-2 pages)
- 6. *Reflections*. Comment on the work of organization and actions of psychologist/related specialists during specific activities and in general. Reflect on your overall impression from this type of internship at the particular site. Describe your own experience, how and what you learnt from your internship, whether you could pursue a career in a similar organization/site. Describe your own challenges and success during this internship placement. What recommendations would you provide to this organization to improve their work? (1 page)

2. Practical Report Requirements at the pre-approved site

- minimum 6 pages 1,5 space, not including title page and references.
- 1. *Organization*. Describe the place you chose for conducting the internship. Explain your choice. Provide short information about the organization you chose and your supervisor. (1/2 page)
- 2. *Objectives*. Reflect on your objectives for the internship. Were they fulfilled or not? (Refer to your Declaration Form). (1/2 page)
- 3. *Literature review, theoretical background*. Describe main concepts, approaches, methods that helped to broaden your understanding of the actions of psychologist or specific activities that were undertaken at the internship site. Reflect on how you applied the theoretical knowledge you gained during your study to the practical situations at your internship site. (1-2 pages)
- 4. *Duties and responsibilities*. Describe the main duties you had in organization, your process of training and work, activities you carried out in detail. (1 page)
- 5. *Cases*. Provide an example of one or two cases/work situations you worked on (conducting an interview with applicant for vacant position, recruiting students to the elementary school, therapy session with a client/patient, research activities etc.) Specify your own input and input of your supervisors. (1-2 pages)
- 6. *Supervision*. Describe the process and benefits of supervision, who helped you and how, was it helpful and in what ways? (1/2 pages)

7. *Reflections.* Comment on the work of organization and actions of psychologist/related specialists during specific activities and in general. Reflect on your overall impression from this type of internship at the particular site. Describe your own experience, how and what you learnt from your internship, whether you could pursue a career in a similar organization/site. Describe your own challenges and success during this internship placement. What recommendations would you provide to this organization to improve their work? (1 page)

3. Research Report Requirements

- minimum 7 pages 1,5 space, not including title page and references.
- 1. Abstract. Provide a brief, comprehensive summary of the contents of the paper. (250 words)
- 2. Introduction. Explore importance of the problem; Describe relevant literature - demonstrate logical continuity between previous and present work. (1/2 pages)
- 3. Literature review. A literature review is a critical analysis of existing research on a specific topic. Its purpose is to provide an overview of what's already known, identify gaps, and justify your own research. Start by searching for scholarly sources such as academic journals, books, and reputable websites. Use academic databases like Google Scholar, or your university's library resources. (2-3 pages)
- 4. Method. Describe in detail how the study was conducted, including conceptual and operational definitions of the variables used in the study. Describe participants' characteristics: describe the sample, major demographic characteristics. Describe sampling procedures, sample size. Describe methods and research design used to collect data - written/online questionnaires, interviews with interview guides, observation, etc. (1 page)
- 5. Results. Summarize the collected data and the analysis performed on those data relevant to the discussion of your paper. (1/2 pages)
- 6. Discussion. Thoroughly evaluate and interpret your study's implications, particularly in relation to your original hypotheses. Explain, interpret, and qualify the results, considering potential sources of bias, measurement imprecision, the number of tests conducted, effect sizes, and other study limitations. Address alternative explanations, discuss the generalizability of findings, and conclude with a well-reasoned commentary on the practical and theoretical significance of your results, as well as any unresolved questions they raise. (1/2 pages).

Please fill out checklist for internship

Observational Internship checklist

Task	Details	Status (Select from: Not Submitted / Submitted; Incomplete / Approved)
1. Find an Internship Site from database	Complete the Internship Declaration Form	
2. Get Approval of Internship Site	Receive confirmation from the Psychology Department's internship supervisor	
3. Internship Diary (90 hours)	Fill out the Internship Diary (Excel file)	
4. External Supervisor Confirmation	Ensure the diary is signed by your external supervisor	
	External supervisor completes the evaluation form	
5. Prepare Internship Report	Use the provided template to prepare your internship report	
6. Submit Report and Presentation	Submit the final internship report and present your experience in the Internship I class	
7. Presentation at Internship Symposium	Present your internship experience at the Internship Symposium	

Practical Internship Checklist

Pathway	Credits	Hours	Type of Activities	Placement	Assessment methods	Status (Select from: Not Submitted / Submitted; Incomplete / Approved)
1. Outside Internship Sites	6 credits	180 hours (45 hour of direct work)	Practical work at pre-approved sites	Schools, ABA Centers, HR departments and etc.	Follow the Observational Internship checklist	
				Research Assistantship	Follow the Observational Internship checklist (submit research report using template)	
2. Group Research Projects (elective course)	6 credits		Group research project on assigned topics, as part of elective course	Course-based	Research internship report (use template) Internship Symposium	
3. Group project (within existing courses)	3 credits		Individual/ Group project linked to selected psychology courses	Course-based	Report (depending on the project use either research report template or use internship report template) Internship Symposium	