# T.C.

ISTANBUL MEDIPOL UNIVERSITY

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF PSYCHOLOGY

INTERNSHIP INSTRUCTION\*

FIRST SECTION

Aim, Scope, Base, and Definitions

Aim

**ARTICLE 1 –** (1) The aim of this instruction is to regulate the procedures and principles of the internship that students enrolled in Psychology (Turkish) and Psychology (English) undergraduate programmes of the School of Humanities and Social Sciences of Istanbul Medipol University will do to support and reinforce the knowledge they have acquired with field experience.

# Scope

**ARTICLE 2 –** (1) This instruction covers the procedures and principles of the internship. The internship provisions will be carried out by students enrolled in Psychology (Turkish) and Psychology (English) undergraduate programmes of the School of Humanities and Social Sciences of Istanbul Medipol University to support and reinforce the knowledge they have acquired with field experience.

# Base

**ARTICLE 3 –** (1) This instruction has been prepared based on the 22nd Article of the Istanbul Medipol University Associate and Undergraduate Education Regulations.

# Definitions

**ARTICLE 4 –** (1) The definitions in this instruction refer to;

1. University: Istanbul Medipol University,
2. Senate: Istanbul Medipol University Senate,
3. Faculty: School of Humanities and Social Sciences,
4. Dean: Dean of the School of Humanities and Social Sciences,
5. Term: Education period that includes one semester,
6. Department: Department of Psychology within the School of Humanities and Social Sciences,
7. Head of Department: Head of Psychology Department,
8. Internship Advisor: The instructors who are determined by the Department of Psychology and manage the internship of the student,
9. Internship Guide: School of Humanities and Social Sciences Department of Psychology Internship Guide,
10. Internship Book: School of Humanities and Social Sciences, Department of Psychology Internship Book,
11. Internship Commission: Refers to the Internship Commission of the School of Humanities and Social Sciences, Department of Psychology.

# SECOND SECTION

 Internship Management

Internship Commission

**ARTICLE 5 –** (1) The Internship Committee consists of the Internship Advisors appointed by the Head of the Department among the faculty members in the Psychology Department.

# Duties of the Internship Commission

**ARTICLE 6 –** (1) The Internship Commission performs the following tasks.

1. Responsible for supervising the internship process and arranging internship documents.
2. Approves the evaluation results.
3. During the internship period, the students check whether the internship is done in real terms using the forms developed for the relevant purpose.
4. Students submit their internship notebook and evaluation forms to the Internship Committee at the latest one week after the completion of the internship, if the internship is done during the academic year, and in the second week of the academic term following the holiday if the internship is done during the academic holiday.
5. The Internship Committee examines the internship notebooks and evaluation forms submitted to them within one month at the latest after receiving them. It concludes its evaluation as “Passed” or “Failed”.
6. Evaluation letters prepared by the Internship Committee are prepared in two copies. One copy is sent to the Head of Department with a cover letter, and one copy is sent to the Internship Advisors.

# Internship Advisor

**ARTICLE 7 –** (1) Internship Advisors appointed by the Department Head are responsible for carrying out the internship process.

# THIRD SECTION

 Quality of the Internships

**ARTICLE 8** – (1) The nature of internships has been determined within the framework of the following principles:

1. Internships are compulsory within the framework of the Education Instruction of the relevant department. Apart from the compulsory internship, the student can also do voluntary internships on demand.
2. After the internship report of the student is reviewed, the internship evaluation is entered into the “Grade List” as Successful/Failed. Internship evaluation is not taken into account in GPA calculations.
3. Students who cannot continue their internship due to force majeure shall make a written notification to the Dean’s Office within 5 working days from the start of the internship. Requests the cancellation of the SGK notification. To repeat his internship at a later date, he repeats the procedures related to the date and internship place he wants to do the internship. In such cases, the student who does not make a written application within 5 working days is sanctioned to reimburse the insurance fee due to financial damage to the university.
4. A student who cannot continue their internship due to force majeure shortly before the end of their internship, applies to the Dean’s Office within the same working day with a petition stating their status. In such cases, the student decides what action will be taken about his internship. If the university suffers a loss, the student is sanctioned to pay the insurance cost.
5. The internship of the student who is absent from the relevant internship institution by more than 20% during the internship period is considered invalid and unsuccessful. If SGK payment has been made on behalf of the student, this payment is taken back from the student.

# FOURTH SECTION

Internship Duration, Study Subjects and Internship Places

Internship Duration

ARTICLE 9- (1)

(1) Compulsory internship periods are determined by the relevant School Administrative Board Decision. Internships can also be done outside of the normal education periods. It is shown in the syllabus together with the credit (ECTS) load approved by the Senate.

# Internship Subjects

**ARTICLE 10 –** (1) The subjects, contents, periods and durations of the internships are determined according to the Internship Guide prepared by the relevant department boards.

# Internship Places

**ARTICLE 11 –** (1) Internship places are public and private institutions related to psychology. It is done under the supervision of a specialist (experts representing all sub-fields of psychology, mental health specialists, educators, non-governmental organization specialists, etc.) with at least five (5) years of experience in these organizations. In line with the determined institutions, the Internship Committee approves the internship place of the students within the quota. In cases where the quota is insufficient, lots can be drawn among the students.

**ARTICLE 12 –** (1) Except for the designated places, the student can do an internship in an institution that they find with their means, with the approval of the Internship Advisor.

**ARTICLE 13 –** (1) Some of the internship studies can be done in the laboratories of Istanbul Medipol University, application centres or laboratories of other universities, if necessary.

# FIFTH SECTION

Internship Documents

**ARTICLE 14**– (1) Students are responsible for preparing, monitoring and providing the following documents during the internship process.

Documents to be Prepared Before and After the Internship

1. Internship Book: It is prepared by the student for each internship application.
2. Internship Evaluation Form: It is a form that contains information about the internship and the list of expected learning outcomes from this internship. It is prepared separately for each internship application.

Documents to be Prepared After the Internship is Over

1. Student’s Institution Evaluation Form: This form contains the student’s thoughts and evaluations about the institution where he/she does his internship.
2. Institution’s Student Evaluation Form: The specialist responsible for the internship student evaluates the student in general. This form is received in a signed and stamped sealed envelope, delivered to the internship counsellor, and other documents.
3. Report on the Institution: It contains essential information such as the history of the institution, its management style, organizational structure, fields of activity and affiliated businesses.

# Insurance Process

**ARTICLE 15 –** (1) For the insurance transactions to be carried out on time, the students must submit the relevant internship documents to the internship commission at least 15 days before the start of the internship. Other documents for insurance transactions are determined by the Financial Affairs Department.

**ARTICLE 16 –** (1) Students have to submit the original of the Insurance Employment Notice (SGK registration) to the institution where they will do their internship and a copy to the relevant internship advisor before starting the internship.

**ARTICLE 17 –** (1) Internship dates cannot be changed after the insurance procedures are completed.

# Evaluation of the Internship

**ARTICLE 18 –** (1) The internship commission evaluates the internship and grades it as “successful/unsuccessful”.

**ARTICLE 19 –** (1) Students who do not complete their internship cannot graduate.

**ARTICLE 20** – (1) In addition to the internship book, preparation, filling and follow-up of the above-mentioned forms; The student is personally responsible for obtaining the signatures of the internship advisor and, if necessary, the Internship Committee and submitting the forms to the School Dean and the Internship Advisor.

**ARTICLE 21** – (1) The internship documents of the student are kept by the Department Head for at least 2 (two) years. At the end of the period, these documents are destroyed.

# Internship Abroad

**ARTICLE 22** – (1) Students who will do an internship in foreign countries give a letter to the internship advisor stating that they have been accepted to the internship and when they will start. Internship files can be arranged in Turkish or English. Internships abroad are carried out according to the relevant regulations of the university.

# Repeat of Internship

**ARTICLE 23** – (1) Students who are not successful in their internship are obliged to do their internship again in the following academic year.

# Internship Exemption

**ARTICLE 24**– The internships of the students who come to the faculty through lateral transfer while registered at the higher education institution they come from are evaluated by the relevant Internship Commission. It is decided whether to grant an exemption.

# SIXTH SECTION

Enforcement

**ARTICLE 25** – (1) This instruction enters into force on the date approved by the Senate of Istanbul Medipol University.

**ARTICLE 26** – (1) The provisions of this instruction are executed by the Dean of the School of Humanities and Social Sciences of Istanbul Medipol University.

\*It was accepted by the Senate decision of our university dated 03/10/2017 and numbered 2017/30-02.