

**REPUBLIC OF TURKEY
ISTANBUL MEDİPOL UNIVERSITY
SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
DEPARTMENT OF PSYCHOLOGY (ENGLISH)
INTERNSHIP DIRECTIVE**

**CHAPTER ONE
Purpose, Scope, Basis, and Definitions**

Purpose

Article 1 – (1) The purpose of this directive is to create an internship process for students enrolled in the Psychology (Turkish) and Psychology (English) undergraduate programs of the School of Humanities and Social Sciences at Istanbul Medipol University, where students can transform their theoretical knowledge into practical applications, develop professional skills, and gain professional experience in accordance with ethical rules.

Scope

Article 2 – (1) This directive covers the fields where students enrolled in the Psychology (Turkish) and Psychology (English) undergraduate programs at the School of Humanities and Social Sciences of Istanbul Medipol University can conduct their internships, the fundamental principles of the internship, the duties and responsibilities in those areas, and the procedures and principles of the internship evaluation process.

Basis

Article 3 – (1) This directive has been prepared based on the "Regulation on Associate and Undergraduate Education and Training of Istanbul Medipol University," published in the Official Gazette No. 30621 dated December 10, 2018, and the "Framework Regulation on Applied Education in Higher Education," published in the Official Gazette No. 31514 on June 17, 2021.

Definitions

Article 4 – (1) The terms used in this directive are defined as follows:

- a) University: Istanbul Medipol University
- b) Senate: Istanbul Medipol University Senate
- c) Faculty: School of Humanities and Social Sciences
- d) Dean: Dean of the School of Humanities and Social Sciences
- e) Term: An academic time period covering a semester
- f) Department: Department of Psychology, School of Humanities and Social Sciences
- g) Department Head: Head of the Department of Psychology
- h) Internship Commission: Internship Commission of the Department of Psychology, School of Humanities and Social Sciences
- i) Internship Coordinator: A faculty member selected by the Department of Psychology to oversee the internship organization and management, and responsible for the course in the academic year
- j) Internship Record Book: A notebook prepared by the student to track and evaluate their progress
- k) Internship Duration: The number of days the student will spend during their internship
- l) Internship Institution: The institution or organization where the internship is conducted
- m) Intern: A student who works in an institution or organization to gain experience and develop skills in the field

**CHAPTER TWO
General Principles of the Internship Course and Execution of the Internship**

Article 5 – (1) Students may complete their compulsory internships at institutions and organizations deemed suitable by the internship coordinators, the Department Head, and the Faculty Dean's Office.

(2) The internship is a mandatory component that takes place in the third academic year (6th semester) during the summer term or in the fourth academic year (7th or 8th semester).

(3) The duration of the internship is 20 days.
(4) Any student who exceeds 20% absenteeism in the internship institution will be considered to have failed the internship.

(5) Students in the Psychology undergraduate program must complete their internship as specified above to fulfill graduation requirements. This internship is intended to help students gain academic and professional competencies outlined in the program.

Article 6 – (1) Internship placements are institutions and organizations where psychologists are employed and work in various subfields of psychology. Students complete their internships under the supervision of a psychologist in fields such as hospitals (psychiatric units, psychology departments), rehabilitation centers, counseling centers, community mental health centers, university laboratories, municipalities, schools, courts, guidance and research centers, etc. However, the field of industrial and organizational psychology (corporate human resources departments) is an exception to this rule.

(2) In order for a student to intern in the field of clinical psychology, they must have taken and successfully completed the Psychopathology course.

(3) Apart from the quotas provided by the Provincial Health Directorate for hospitals affiliated with the Public Hospitals Union, students will conduct their internships at institutions they find independently.

(4) With the approval of the Internship Coordinator, a student can also intern at an institution they find independently, beyond the predetermined locations.

(5) The internship institution must be one where the student can develop professional knowledge and skills related to psychology.

Article 7 – (1) The suitability of internship institutions is approved by the Internship Coordinator based on the criteria mentioned above.

(2) Internships are to be completed at the same workplace within the specified duration.

Article 8 – (1) Students are required to be insured against work accidents and occupational diseases during their internship.

(2) Insurance procedures are handled by the relevant unit of the university.

(3) Any responsibility arising from damage caused by the student to the institution during the internship is the student's responsibility.

(4) In cases of force majeure preventing the student from continuing their internship, the student must notify the Dean's Office in writing within 5 working days from the start date of the internship and request the cancellation of their SGK notification. If the student wishes to resume the internship at a later date, they must complete the necessary procedures regarding the new internship date and location.

CHAPTER THREE

Responsibilities and Duties of Intern Students

Article 9 – (1) The duties and responsibilities of the intern student are as follows:

a) The intern is responsible for performing the tasks assigned to them by the institution.
b) The intern must comply with ethical guidelines and confidentiality principles while performing their duties.

c) At the beginning of the internship, the intern must acquire the internship record book, which they will fill out during the internship.

d) The intern must adhere to the institution's work and safety regulations, as well as its order and discipline.

e) The intern must attend the internship regularly and in accordance with the specified schedule.

f) Absenteeism can only be documented with official documents (e.g., medical reports).

g) Behaviors that violate discipline rules may result in the termination of the internship.

h) The intern must fulfill all the responsibilities and tasks assigned to them during the internship.

i) The intern must not change the internship placement without permission.

j) The intern must not leave the internship institution without permission.

k) The intern must handle all materials at the internship site with care.

l) The intern must keep a daily log of their work, observing confidentiality, and record their observations in the internship record book.

- m) The internship record book must include all tasks, observations, experiences, and acquired skills in detail.
- n) The internship record book must be filled out in accordance with the standards determined by the department.
- o) The intern is responsible for maintaining the confidentiality of all information and documents obtained during the internship.
- p) Confidentiality regarding patient, client, or customer information must be maintained.
- q) The intern must not exceed their professional boundaries and should refrain from performing unauthorized tasks.
- r) The intern must complete the internship record book, have it signed by the authorized personnel at the institution, and submit it to the Internship Coordinator.

CHAPTER FOUR

Internship Documents

Article 10 – (1) Students wishing to do an internship can obtain the required documents in printed form or from the university's website. Students may not use any other documents outside of these sources. The required documents for the internship are provided in the internship record book and listed below:

- a) "Internship Application Form" (APPENDIX-1) must be filled out, signed, and submitted to the Internship Coordinator at the beginning of the internship.
- b) "Document Proving the Internship is Mandatory" (APPENDIX-2), a document that must be filled out and submitted to the institution where the internship will be conducted.
- c) The "Personal Information" page must include a photograph and all sections should be filled in.
- d) The "Distribution Sheet of the Work Done According to Working Days" must include dates, task titles, page numbers, and worked hours, and must be signed by the student and the institutional official, stamped by the institution.
- e) "Daily Report" must be completed for each day of the internship, and each page must be signed and stamped by the institutional official.
- f) The "Student Evaluation by the Internship Institution" page must be filled out, signed, and stamped by the institutional official.
- g) The "APPENDIX 3" form must be signed and stamped by the institution, confirming that the internship was conducted according to the procedure and certified by the institution.
- h) The "Internship Institution Evaluation by the Student" must be filled out by the student.
- i) The "General Report about the Internship Institution" page must include information about the institution's history, the groups and fields it serves, the services provided, staff structure, and general feedback.

CHAPTER FIVE

Internship Authorities and Duties

Article 11 – (1) The duties and responsibilities of the Department Head are as follows:

- a) Ensure the protocol agreements are made with approved internship institutions.
 - b) Appoint the Internship Coordinator from among the faculty members of the Department of Psychology.
 - c) Handle official correspondence related to the internship.
- (2) The duties and responsibilities of the Internship Coordinator are as follows:
- a) Coordinate with institutions and organizations where the internship will take place and that have agreements with the University.
 - b) Take the necessary precautions to ensure the internship is conducted thoroughly and orderly.
 - c) Determine the internship locations and dates for students interning at the Public Hospitals Union through the University and send the lists to the relevant institutions.
 - d) Evaluate the internship record books submitted at the end of the internship.

CHAPTER SIX

Internship Evaluation

Article 12 – (1) The internship evaluation will be carried out as follows:

- a) The evaluation of the internship course will be based on the internship record book completed by the student.
- b) The internship will be graded as either "Successful" or "Unsuccessful."
- c) The internship record book must be submitted fully completed for evaluation.
- d) Students will be evaluated by institutional officials based on their theoretical knowledge, practical skills, responsibility, work discipline, performance, communication, and attendance, and the result will be recorded on the "Institution's Evaluation of the Student" form and submitted to the Internship Coordinator along with the completed internship record book.
- e) The internship evaluation will be based on the student's attendance, task completion, adherence to ethical rules, the content and order of the internship record book, and the approvals and signatures from the institution.
- f) Students can appeal against material errors within 5 working days after the evaluation results have been published.
- g) Appeals regarding the internship rejection will be decided by the Internship Commission.

CHAPTER SEVEN

Storage of Internship Documents

Article 13 – (1) Internship record books are stored as electronic documents in the automation system. If the record books are presented in printed form, they are kept for 1 (one) year at the location designated by the Department Head, starting from the acceptance date. Internship record books that have completed their storage period will be destroyed by the Department Head in an appropriate manner.

(2) Student appeals regarding the internship completed more than 1 (one) year after the acceptance date will not be accepted.

CHAPTER EIGHT

Final Provisions

Article 14 – (1) In matters not covered by this directive, the relevant legislation provisions shall apply.

Article 15 – (1) The provisions of this directive may be updated with the approval of the Department Head.

Article 16 – (1) This directive shall be implemented starting from the 2025-2026 academic year.

Article 17 – (1) The provisions of this directive shall be executed by the Dean.

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