

INTERNSHIP: FIELD EXPERIENCE GUIDELINE AND FREQUENTLY ASKED QUESTIONS

GENERAL PRINCIPLES

Who can add the “Internship: Field Experience” course to the curriculum?

“Internship: Field Experience” is a **compulsory internship course** that must be added to the curriculum within the fourth academic year (7th or 8th semester). This course is offered in the Fall and Spring semesters, and students are expected to take this course for ONLY ONE SEMESTER.

When is the earliest I can do my compulsory internship?

Within the scope of the “Internship: Field Experience” course, you can do the compulsory internship in the summer term at the end of the third academic year (6th semester) at the earliest. In this case, you must add the “Internship: Field Experience” course to the curriculum in the following Fall semester. Students who do a Double Major with the Department of Psychology can do their compulsory internship in the summer term at the end of the 2nd year (4th semester) at the earliest.

I am an international student. Where should I do my internship?

Option 1: For institutions and organizations that demand insurance from students during their internship in Türkiye: Students who do not have a Turkish Republic ID Number or whose foreign ID number does not start with 99 are required to complete their internship in the summer term at the end of the 3rd year (6th semester) in their home country.

Option 2: For institutions and organizations that do not demand insurance from the student during their internship in Türkiye: International students who find internship opportunities with a psychologist in Türkiye with their means can complete their internship in Türkiye if the institution does not demand insurance. The responsibility of finding an internship place for international students is entirely on the student.

Option 3: Those who want to do their compulsory internship in their home country or another country other than Türkiye, can do their internships where they want to do.

I want to complete my internship at an institution I find myself in in the Fall or Spring semesters. How long, at the latest, should I complete the document processes related to the institution where I will do my internship?

In the Fall or Spring semesters, the institution where you will do your internship must be known **by the beginning of the Midterm Exam week**. The necessary document processes must be completed if requested by the institution. After the Midterm Exam week, no documents are processed, including insurance document requests.

I want to complete my internship in the summer term. How long, at the latest, should I complete the document processes related to the institution where I will do my internship?

In the summer term, the institution where you will do your internship must be **determined by July 16**. The necessary document processes must be completed if requested. After this date, no documents are processed, including insurance document requests.

Where can I follow the announcements about the internship?

The announcements are made through OUTLOOK e-mail groups. It is the student's responsibility to follow the notifications from the mail groups.

When is the orientation meeting held for “Internship: Field Experience”?

It is held only twice (in Turkish and English) in the academic year, in the Spring semester. Relevant announcements are made through mail groups.

Is there a voluntary internship in our department?

There is no voluntary internship in our department.

Where should I do my compulsory internship within the “Internship: Field Experience” course?

You must do your compulsory internship in various psychology application fields (hospitals, private counseling centers, university laboratories, municipalities, courthouses, guidance, research centers, etc.) under the supervision of a psychologist. The field of Industrial and Organizational Psychology is the exception to this rule. You can do your internship in the Human Resources (HR) department in the Industrial and Organizational Psychology field.

I want to do my compulsory internship in the field of Clinical Psychology with a Clinical Psychologist in hospitals or clinics. Can I do it?

Those who successfully complete the Clinical Psychology course can do their internship in hospitals and clinics in this field. Students who fail this course cannot do a compulsory internship in the field of Clinical Psychology.

I failed the Clinical Psychology course. Can I do my compulsory internship with a psychologist in a psychology field other than Clinical Psychology?

Yes, you can.

How long is the compulsory internship?

It is for 20 days.

Can I do my internship in two different institutions?

You must do your internship in a single institution for 20 days.

Can I go for an internship on the day of my classes?

Internship days and courses should not overlap. You should plan your internship for the days when you do not have classes.

THE INTERNSHIP PROCESS

Do we have the right to be absent during the internship?

You have the right to excuse a maximum of 4 days in documentable cases such as health problems or exam conflicts. You should add the relevant documents to the internship record book for the days you cannot attend the internship due to excuses such as health problems or exam conflicts. For your internship to be considered successful, you must have had an internship for at least 16 days. Internships with less than 16 days are not taken into consideration, and the internship is considered unsuccessful.

Are internships done face to face?

Internships must be done face to face. Online internship is not accepted.

I want to do my internship at the Public Hospital in Türkiye. How can I do it?

For international students, only those who have a Turkish Republic ID Number or whose foreign ID number start with 99 can do their internships at Public Hospitals only through placements made by the University.

Is placement made by the University for the internship for public hospitals in Türkiye?

In the Fall and Spring semesters, placements are made through the University according to the quota given to the Public Hospitals by the Provincial Health Directorate. These placements are made according to the Grade Point Average (GPA) ranking.

Can I do an internship at the institution I find myself?

Apart from the hospitals affiliated with the Public Hospitals in Türkiye, the student can do his internship in an institution that he/she finds within his/her means.

REQUIRED DOCUMENTS DURING THE INTERNSHIP PROCESS

What are the documents I need to prepare for the start of the internship?

Those with the Turkish Republic ID Number or whose foreign ID number starts with 99, Work Accident, and Occupational Disease Insurance are required to start the internship in institutions IN TÜRKİYE. Apart from this document, the documents to be prepared for the start of the internship vary according to the institutions. Except for the insurance document, you must submit only the documents requested by the institution where you will do your internship. The Internship Application Form (Appendix 1) and the Document Proving that the Internship is Compulsory (Appendix 2) are included in the internship record book. Some institutions in Türkiye request an internship contract; you can request an internship contract via argorpsk@medipol.edu.tr.

I was placed in Public Hospitals through the University. Where can I learn the requested documents, and how should I prepare them?

You should contact the training nurse of the institution where you are placed and prepare the requested documents accordingly. The preparation and follow-up of these documents are the student's sole responsibility. Generally, the documents requested by Public Hospitals are as follows: Student Certificate, Photocopy of Identity Card, Insurance Document, OHS Certificate, Health Board Report, and Internship Contract.

Before starting the internship, should I have Work Accident and Occupational Disease Insurance (Insurance Document)?

All students with a Turkish Republic ID Number or whose foreign ID number starts with 99 who will do an internship in Türkiye are required to have Occupational Accident and Occupational Disease Insurance. Within the scope of the compulsory internship, your insurance is covered by Istanbul Medipol University.

I do not have a Turkish Republic ID Number, and my foreign ID number does not start with 99. Can I do my compulsory internship in Türkiye?

For international students, it is highly recommended that they should do their internships in their home country during the summer break after the 6th semester. Suppose the international students cannot find the opportunity to do their internship in their home country. In that case, they can do their internship in an institution in Türkiye if the institution does not require an insurance document.

Where can I get Work Accident and Occupational Disease Insurance (Insurance Document) for an internship in Türkiye?

You must fill out the form below two weeks before the start of the internship, and your document will be available within two weeks. If you do not have a Turkish Republic ID Number or if your foreign ID number does not start with 99, please DO NOT fill out the form.

<https://forms.office.com/Pages/ResponsePage.aspx?id=7Uqxr1RKP0OXU1Gapko-SBxQWv9gpOdOki3d7mGvQLVURDQ1RzYxMERPVIBOVUIYTDZWUzA1UkISQj4u>

Additionally, you must fill in the Internship Contract, sign it, and send it in PDF format to itbfstaj@medipol.edu.tr e-mail address two weeks before the start of your internship.

The University did my insurance, but I gave up doing my internship. Do I have the right to re-insure my internship by the University?

If your insurance has been made according to your request and your document has been sent to you, you do not have the right to request an insurance certificate again in case you cancel your internship.

The institution where I will do my internship requests the Occupational Health and Safety (OHS) Training Certificate; where can I get it?

It is a required document for Public Hospitals in Türkiye. OHS training is organized by the University only twice a year in TURKISH, at the beginning of the Fall semester and the end of the Spring semester. Certificates must be received from the research assistants' office in return for signature. Except for the specified periods, the students can obtain the document via their own means.

I was placed in a Public Hospital in Türkiye, and the institution requested a Health Board Report from me. How should I prepare?

The report is a required document for Public Hospitals. Report contents may vary according to institutions. You should contact the institution and find out what is requested in the report. The relevant report must be ready before the start of the internship. Preparing the Health Board Report may take a long time, and the relevant report must be obtained before the start of the internship. The student is entirely responsible for the preparation of the report before the start of the internship.

The institution where I will do my internship does not require any documents; should I still prepare the relevant documents?

If you DO NOT HAVE a Turkish Republic ID Number or your foreign ID number DOES NOT start with 99, and the institution has not requested any documents, you can start your internship directly without preparing documents.

THE INTERNSHIP RECORD BOOK

Where can I get the internship record book?

You can get it from Has Copy located on the South Campus.

Which parts should I fill in my internship record book?

For the internship record book to be evaluated, it must be submitted in full. Accordingly, all sections in the internship record book must be filled in.

Which parts of the internship record book should I sign and stamp?

The Distribution Sheet of the Work Done According to Working Days, Daily Reports, and Student Evaluation by the Internship Institution Forms must be signed and stamped by the institution where you are doing your internship. Internship record books with missing signatures and stamps are not taken into consideration.

How should I receive the Student Evaluation by the Internship Institution Form?

After the institution completes the signature and stamp processes, you must receive the form in a sealed envelope.

What should we pay attention to when filling out the internship record book?

A photograph must be added to the *Personal Information page*, and all sections must be filled.

For the *“Distribution Sheet of the Work Done According to Working Days,”* the dates, titles of the works performed, page number, and time worked must be filled in. Relevant places must be signed by the student and signed and stamped by the institution official.

The *“Daily Report”* must be filled in for each internship day. These pages should be completed with at least half a page using a passive frame, paying attention to the confidentiality of personal information. Each Daily Report page must be signed and stamped by the institution official.

The *“Student Evaluation by the Internship Institution”* page should be filled in, signed, and stamped by the institution official.

“Internship Institution Evaluation by the Student” must be completed by the student.

The *“General Report about the Internship Institution”* page should be written in a way that includes the history of the institution, the groups and areas it serves, the services provided, the personnel structure, and general feedback.

INTERNSHIP RECORD BOOK DELIVERY AND EVALUATION

How should I fill out the internship notebook?

You must fill out the internship notebook manually using a ballpoint pen.

When should we submit the internship record book?

Internship record books are delivered on the date announced by MEBIS and mail groups in the **final week of the relevant academic term.**

How should I submit the internship record book?

The way the internship record book will be delivered is announced to the students through e-mail during each academic term. As a general practice, internship record books must be scanned and uploaded to MEBİS.

How is internship evaluation done?

Evaluation of the internship is done as Successful or Unsuccessful.

Does the grade I get in the "Internship: Field Experience" course affect my GPA?

While the grade from "Internship: Field Experience" does not affect your GPA, it affects the ECTS load required for graduation.

Whom can I contact about the compulsory internship?

You can contact Research Assistant Şükufe Pak, Psychology Department Internship Responsible, to send your questions and problems about the internship via spak@medipol.edu.tr or argorpsk@medipol.edu.tr.

Head of Psychology Department

Prof. Gökhan Malkoç

Internship Commission

Asst. Prof. Meryem Temel

Psychology Department Internship Coordinator

Asst. Prof. Figen Eroğlu Ada

Psychology Department Internship Responsible

Res. Asst. Şükufe Pak

Office Hours: Monda