



**PJSC "Higher Education Institution  
"INTERREGIONAL ACADEMY OF PERSONNEL  
MANAGEMENT"**

Approved:  
Name of the department  
Minute No. \_ dated “\_”  
2025  
Head of the department

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(signature)  
(full name)

**PROGRAM OF THE PROFESSIONAL INTERNSHIP**

specialty: C4 Psychology  
educational level: Second (Master's) level  
study program: Psychology

**2025**

## **INTRODUCTION**

Professional internship for students of the master's program (specialty C4 Psychology) is an integral component of professional training. Its main purpose is to consolidate the theoretical knowledge acquired during the course of study, to develop future psychologists' professional ability to make independent decisions in specific social contexts, and to master modern methods and forms of organizing professional activities.

### **General Information about the Internship**

<b>Name of the internship</b>	<b>Professional Internship</b>
<b>Specialty code and title</b>	C4 Psychology
<b>Level of higher education</b>	Second (Master's) level
<b>Number of credits and hours</b>	9 credits / 270 hours
<b>Duration of internship</b>	6 weeks
<b>Term</b>	3
<b>Language of instruction</b>	Ukrainian
<b>Form of assessment</b>	Pass/Fail (Credit)

### **Internship Sites**

The internship is conducted at enterprises, educational institutions of all levels, psychological support centers, psychological research institutes, psycho-diagnostic centers, psychological rehabilitation centers, employment centers, career guidance centers, commercial organizations, and other institutions that have a psychological service, psychological laboratory, or psychologist's office. It is an important stage in preparing specialists in the field and gaining experience in independent professional activity.

### **Purpose and Objectives of the Professional Internship**

The purpose of the professional internship is to develop students' ability to apply psychological knowledge in practice, to form skills and competences

required for providing psychological assistance (counseling, corrective, and rehabilitation support), conducting diagnosis and prevention, mastering approaches to maintaining a healthy psychological climate within a team, as well as preparing specialists capable of performing professional activities in accordance with universal human values and the ethical norms of the psychologist.

The overall aim of the professional internship is to improve professional abilities and skills based on familiarization with the practical work of a psychologist in relevant institutions and organizations.

Objectives of the professional internship:

- consolidation and practical application of theoretical knowledge from professional disciplines;
- development of professional identity and professional self-awareness of future psychologists;
- formation of skills and abilities for performing psychodiagnostic, preventive, developmental, and psychocorrective functions of a psychologist;
- development and reinforcement of the ability to create an action plan based on independently formulated hypotheses.

## **PROFESSIONAL INTERNSHIP LEARNING OUTCOMES**

According to the study program, completion of the internship ensures the development of the following **general and professional competencies** in students:

GC1. Ability to apply knowledge in practical situations.

GC3. Ability to generate new ideas (creativity).

GC6. Ability to act on the basis of ethical considerations (motives).

GC7. Ability to act in a socially responsible and conscious manner.

GC8. Ability to develop and manage projects.

SC4. Ability to carry out practical activities (training, psychotherapeutic, counselling, psychodiagnostics and other depending on specialization) using scientifically verified methods and techniques.

SC5. Ability to organize and implement study and training activities for different categories of the population in the field of psychology.

SC6. Ability to interact effectively with colleagues in mono- and multidisciplinary teams.

SC7. Ability to make professional decisions in difficult and unpredictable conditions, to adapt to new situations of professional activity.

SC8. Ability to assess the limits of their own professional competence and improve their professional qualifications.

SC9. Ability to adhere to professional ethics in professional activities and be guided by universal values.

SC10. Ability to develop and implement innovative methods of psychological assistance to clients in difficult life situations.

SC11. Ability to design and organize the activities of a psychological service and maintain professional relationships with representatives of different communities and organizations.

SC12. Ability to apply psychological and rehabilitation approaches in working with the population in accordance with the best modern domestic and foreign practices.

SC13. Ability to implement coaching programs and psychological technologies in professional activities.

SC14 Ability to apply in-depth knowledge of the psychology of crisis situations to provide psychological support and effective work with stressful conditions of different segments of the population in the war and post-war periods.

Completion of the internship enables students to achieve the following intended learning outcomes:

ILO1 Search, process and analyze professionally important knowledge from various sources using modern information and communication technologies.

ILO4 Make a psychological forecast for the development of individuals, groups, organizations.

ILO5 Develop programs of psychological interventions (training, psychotherapy, counselling, etc.), conduct them in individual and group work, evaluate their quality.

ILO6 Develop study materials and study programs, implement them, receive feedback, and evaluate their quality.

ILO8 Evaluate the degree of complexity of the tasks of the activity and make a decision on seeking help or advanced training.

ILO9 Solve ethical dilemmas based on the law, ethical principles and universal values.

ILO11 To adapt and modify existing scientific approaches and methods to specific situations of professional activity.

ILO12. Develop coaching and socio-psychological programs for the rehabilitation of the population and certain segments of the population.

ILO13 Organize and conduct rehabilitation measures for psychological protection of citizens in crisis situations.

ILO14 Ensure the operation of the system of psychological services that provide assistance to the population, design new forms of psychological interaction between specialists and the population.

ILO15 Apply in-depth knowledge of the psychology of crisis situations to provide psychological support and effective work with stressful conditions of different segments of the population during the war and post-war periods.

## **ORGANIZATION AND IMPLEMENTATION OF THE INTERNSHIP**

The internship consists of three stages.

### **1. Preparatory stage.**

At this stage, the faculty members develop the professional internship program. During the semester preceding the internship, students become familiar with the program and, based on it, develop individual work plans, taking into account the specifics of the institution where the internship will take place. The internship supervisor reviews and adjusts these plans according to the functional responsibilities of a psychologist.

One week before the beginning of the internship, the department organizes an introductory meeting at which the goals and tasks to be fulfilled by the intern are defined, and students are assigned to academic supervisors who will oversee the internship.

### **2. Main stage.**

The working day of the intern is determined by the internal regulations and work schedule of the institution or organization where the student completes the internship. Each student works according to an individual plan. The internship plan must be designed in such a way that it maximally reflects the functions performed by a psychologist in practical activity.

The table below presents the content of the main stage of the professional internship.

Tasks	Form of report
Familiarization with the monthly work plan of the psychologist; development of an individual internship work plan based on the psychologist's plan and the internship tasks assigned by the department.	Individual internship work plan
Familiarization with the activities of the practicing psychologist.	Observation protocols for the psychologist's work: – individual psychological consultations (minimum 2 consultations; protocol up to 2 pages each);

	– group psychocorrectional or developmental work (minimum 1 group psychocorrectional or 1 developmental session; protocol up to 2 pages).
Conducting individual consultations independently under the supervision of the psychologist (minimum 3 consultations).	Completed protocols of individual consultations. Conclusions based on the results of the consultations.
Conducting group psychocorrectional and developmental sessions independently under the supervision of the psychologist (minimum 2 sessions).	Lesson plan for a group psychocorrectional (developmental) session.
Further familiarization with the forms and directions of professional activity of the institution's psychologist. Observation of the practicing psychologist's work.	Direct participation in activities determined by the internship supervisor at the internship base, documented in the internship diary
Summarizing and evaluation of students' activities.	Preparation and final formatting of internship reporting documentation (diary, report, references) Personal reflection on practical experience: analysis of expectations and achieved results, awareness of the specifics of the psychologist's work in relation to one's own skills and abilities.

Difficulties encountered by the intern during the internship are resolved through group and individual consultations with the supervising psychologist–methodologist. Most often, these challenges are related to defining the objectives of interaction with the client and developing an effective strategy of work.

One of the responsibilities of the supervising consultant psychologist is attending the psychodiagnostic and psychocorrective activities conducted by the intern and analyzing their performance. Based on the analysis of difficulties and shortcomings in the intern's practical work, the supervising psychologist develops a plan for individual creative improvement and provides corrective guidance during consultations.

### **3. Final stage.**

At this stage, the intern summarizes the work completed and prepares the reporting documentation.

## **DUTIES OF INTERNSHIP SUPERVISORS**

The internship supervisor from the department provides methodological guidance during the internship, assists students in completing the internship program, maintaining the internship diary, and preparing the internship report; summarizes the results and assigns a grade using the five-point scale, taking into account the evaluation received by the student at the internship site, the content of the report, and the results of its defense.

The internship is directly supervised by an employee of the enterprise where the student completes the internship, appointed by the management. The supervisor assigns daily tasks to the intern and monitors their completion. All comments regarding the student's discipline are recorded by the supervisor in the internship diary and in the final reference, which is issued to the intern upon completion of the internship. The reference is written in the internship diary and certified with a seal. Internship sites are determined by the Institute on the basis of agreements concluded with enterprises, institutions, and organizations of various forms of management, or by the student independently.

To ensure accurate compliance with the internship schedule, the student must familiarize themselves in advance with the specifics of the internship site, the legislative framework regulating the activities of the respective organization, and during the internship period—its local regulatory documents.

## **RIGHTS AND RESPONSIBILITIES OF THE INTERN**

Before starting the professional internship, the student receives from the internship supervisor the required document templates. To successfully achieve the goals and tasks defined by the internship plan, the intern must:

- Follow the work schedule of the institution.
- Complete assigned tasks within the established timeframe.
- Ensure full compliance with the internship program.

Within the specified deadline, the student must submit to the internship supervisor:

- an internship report;
- a detailed reference on internship completion and the work performed, signed by the representative of the enterprise (institution).

During the internship, the student must strictly follow the internal regulations in force at the internship site. The work schedule established for

employees of the internship site is mandatory for students completing the internship. For violations of labor discipline or internal regulations, the student bears disciplinary responsibility before the administration of the internship site.

It is strictly forbidden to take any confidential information or documents outside the official premises of the respective internship site where the students are undergoing their practice.

## **REQUIREMENTS FOR THE INTERN'S REPORT**

Upon completion of the internship period, students report on the implementation of the internship program by preparing a written report and submitting the materials they worked with directly at the internship site.

The report must have a clear and logically structured sequence, well-reasoned arguments, justified recommendations, and conclusions.

The report consists of:

- a title page (Appendix A);
- a table of contents indicating all sections and page numbers (Appendix B);
- an introduction that contains a brief description of the enterprise (internship site), the purpose, and the content of the internship (1.5–2 pages);
- the main part (25–27 pages);
- conclusions (1.5–2 pages);
- a list of references;
- appendices.

The main part of the report consists of several sections, the sequence of which is determined by the internship program.

The total volume of the report must be at least 30 A4 pages.

Margins must be set as follows: left — 30 mm; right — at least 15 mm; top and bottom — at least 20 mm. All pages of the report must be numbered; the first page is not numbered.

If the report contains tables, they must be placed on separate sheets, and appendices must be included in the general page numbering. Tables are numbered consecutively with Arabic numerals within the section. Each table must have a title that begins with a capital letter and is placed below the word “Table,” which appears above the upper right corner of the table.

When part of a table is continued on another page, the note “*Continuation of Table ...*” (with its number) must be indicated. Tables should be placed so that they can be viewed without turning the page after the first reference to them in the report text. When referring to a table, indicate its number and the abbreviated word “Table” (e.g., *Tab. 1.1*).

Illustrations are labeled “*Fig.*” and numbered consecutively within each section, except for illustrations included in the appendices. The illustration number consists of the section number and the illustration sequence number, separated by a period (e.g., *Fig. 1.2*). The illustration number, its title, and explanatory captions are placed under the illustration. Appendices contain statistical reporting forms and supplementary materials.

The report must be properly bound or stitched.

The report must also include an internship diary of the established format.

The feedback (evaluation) from the internship site supervisor must be signed by the supervisor and stamped with the official seal of the internship site (enterprise). The supervisor’s feedback must reflect the student’s professional and moral qualities demonstrated during the internship, as well as an assessment of their performance on a five-point scale.

The written report, together with the completed internship diary and the supervisor’s feedback, is submitted for review to the university internship supervisor. The review must reflect the student’s level of theoretical knowledge, ability to apply it in practice, information on the completion of all sections of the internship program, proper formatting of reporting documentation, and conclusions and recommendations regarding the final evaluation of the internship.

The student defends the internship report after the timely submission of all internship materials on the assigned date.

The internship defense is conducted by a committee consisting of department, the internship supervisor, and a representative responsible for student employment.

## **CRITERIA FOR ASSESSING THE KNOWLEDGE, SKILLS, AND COMPETENCIES OF INTERNS**

### **Criteria for Assessing the Completion of Internship Tasks**

#### **Grade “Excellent”:**

- full completion of internship tasks;
- terminologically correct, high-quality, and precise task performance;
- creative approach to fulfilling tasks;
- ability to draw adequate, well-reasoned conclusions.

#### **Grade “Good”:**

- complete task performance with minor shortcomings;
- insufficiently comprehensive coverage of certain tasks.

#### **Grade “Satisfactory”:**

- formal or superficial task performance;
- incorrect use of scientific terminology;
- inability to make independent logical conclusions.

When assessing the internship results, the student's attitude to work, feedback from the administration and the supervisor of the internship site are taken into account. Particular attention is paid to the student's independence and ability to formulate psychological conclusions and recommendations.

### **Criteria for Assessing Student Achievements During the Professional Internship**

№	Type of Student Work / Activity	Reporting Form	Max. Points per Unit		
			Max. Points per Unit	Number of Units	Maximum Points
1	Development of an individual internship work plan based on the psychologist's plan and the internship tasks assigned by the department.	Individual internship work plan	10	1	10
2	Familiarization with the activities of the practicing psychologist.	Observation protocols for the psychologist's work: – individual psychological consultations (minimum 2 consultations; protocol up to 2 pages each); – group psychocorrectional or developmental work (minimum 1 group psychocorrectional or 1 developmental session; protocol up to 2 pages).	5	3	15
3	Conducting individual consultations independently under the supervision of the psychologist (minimum 3 consultations).	Completed protocols of individual consultations. Conclusions based on the results of the consultations	10	3	30
4	Conducting group psychocorrectional and developmental sessions	Lesson plan for a group psychocorrectional (developmental) session.	10	2	20

	independently under the supervision of the psychologist (minimum 2 sessions).				
5	Direct participation in activities determined by the internship supervisor at the internship base	Internship diary	5	2	10
6	Preparation and final formatting of internship reporting documentation (diary, report, references). Presentation at the reporting conference.	Internship diary, report, references	15	1	15
<b>Total (maximum score):</b>					<b>100</b>

### **TABLE OF CORRESPONDENCE BETWEEN THE ECTS GRADING SCALE AND THE NATIONAL GRADING SYSTEM OF UKRAINE**

<b>Total points for all types of learning activities</b>	<b>ECTS assessment</b>	<b>National scale assessment for exam, course project (work), internship</b>	
		<b>National scale assessment for exam, course project (work), internship</b>	<b>for pass/fail</b>
90 – 100	A	excellent	pass
82 – 89	B	good	
75 – 81	C		
68 – 74	D	satisfactory	
60 – 67	E		
35 – 59	FX	unsatisfactory with the possibility of retaking	unsatisfactory with the possibility of retaking
0 – 34	F	unsatisfactory with mandatory re-study of the discipline	unsatisfactory with mandatory re-study of the discipline

## LIST OF RECOMMENDED LITERATURE

### Main Literature:

1. Chala, Yu. M., Shakhraichuk, A. M. Psychodiagnostics: textbook / Yu. M. Chala, A. M. Shakhraichuk. NTU “KhPI”, Kharkiv. 2018. 246 p.
2. Chumak, O. A., Tovstukha, O. M. Psychodiagnostics: teaching-methodical manual for organizing educational work in the psychodiagnostics course for bachelor-level students of the study program 053 “Psychology” / O. A. Chumak, O. M. Tovstukha. State institution “Luhansk National University named after Taras Shevchenko.” Poltava: LNU Publishing, 2024. 121 p.
3. Halian, I. M. Psychodiagnostics. Kyiv. 2019. pp. 21–28.
4. Invisible consequences of war. How to recognize? How to communicate? How to help overcome? Handbook for a wide range of specialists. Eds.: K. Voznitsyna, L. Lytvynenko. Kyiv, 2020. 192 p.
5. Kolomiiets, L. I., Shulha, H. B. Psychodiagnostics in diagrams and tables: textbook. Vinnytsia. 2015. 340 p.
6. Kuzo, O. Fundamentals of psychological practice: textbook. Lviv: Lviv State University of Internal Affairs, 2022. 124 p.
7. Makhnii, M. M. Psychological graphic-drawing techniques in diagnostic and corrective work with children / M. M. Makhnii. Chernihiv: Desna Poligraf, 2022. 216 p.
8. Mykolaiskyi, M. V. Clinical psychodiagnostics: practicum: textbook. Ivano-Frankivsk. 2019. pp. 48–59.
9. Polishchuk, S. A. Methodological guide on psychodiagnostics: teaching-methodical manual. Sumy: University Book. 2019. 125 p.
10. Polishchuk, S. A. Methodological guide on psychodiagnostics. Teaching-methodical manual. University Book Publishing, Sumy. 2023. 27 p.
11. Psychologist in preschool education (lecture course for students of specialty 012 “Preschool Education”) / Oliinyk M. I., Kostyk L. B., Sobkova S. I. Teaching-methodological manual. Chernivtsi, 2020. 152 p.
12. Samoshkina, L. M. Psychodiagnostics: educational visual manual with multimedia course / Ed. Corr.-member of the Academy of Pedagogical Sciences of Ukraine, Prof. E. L. Nosenko. University Education Publishing, Kyiv. 2019. 442 p.
13. Spivak, L., Osmanova, A. Psychodiagnostics in clinical psychology. Ukraine University Publishing, 2023.
14. Turynina, O. L. Practicum in psychology: textbook. Kyiv: MAUP, 2017. 297 p.

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**R E P O R T**  
on the completion of the professional internship program

Student: \_\_\_\_\_

Group: \_\_\_\_\_

Full name: \_\_\_\_\_

Specialty: \_\_\_\_\_

Higher education degree: \_\_\_\_\_

Assessment:

National scale: \_\_\_\_\_

Number of points: \_\_\_\_\_

ECTS: \_\_\_\_\_

Members of the Commission:

Signature

Surname and initials

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## Appendix B

APPROVED

Internship supervisor from the organization

(position) (title)

(signature) (surname, initials) (date)

## INDIVIDUAL PLAN

of internship completion by the student \_\_\_\_\_

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(group number, name of the higher education institution) (surname, initials)

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(month, year)

No	Planned activities	Deadline	Completion mark	Signature of the direct internship supervisor
1				
2				
3				
4				
5				

Student

(initials, surname) (signature)