



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

Approved:
Name of the department
Minute No. _____ dated “ ____ ” 2025
Head of the department

(signature)
(full name)

PROGRAM OF THE RESEARCH INTERNSHIP

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

2025

Introduction

The research internship is an integral component of the training process for master students and a mandatory element of the study program required for obtaining the corresponding qualification level. Its purpose is to acquire, consolidate, and improve students' theoretical knowledge; to develop a research-oriented professional worldview through the completion of individual research tasks; and to cultivate the need for continuous knowledge renewal and scientifically grounded application of knowledge in professional practice.

The research internship for master students majoring in C4 Psychology is an essential part of their educational and professional training. Its primary objective is to reinforce the theoretical knowledge acquired during the learning process, develop the future psychologist's ability to make independent professional decisions in specific social conditions, and master modern methods and forms of organizing professional activities.

General Information about the Internship

Name of the internship	Research Internship
Specialty code and title	C4 Psychology
Level of higher education	Second (Master's) level
Number of credits and hours	9 credits / 270 hours
Duration of internship	6 weeks
Term	3
Language of instruction	Ukrainian
Form of assessment	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 objectives of the research internship are to prepare professionals capable of solving complex problems and practical tasks during their studies and professional activities in the field of psychology, which involves conducting scientific and project-based research and/or implementing innovations under uncertain conditions and requirements, and performing professional activities in accordance with universal human values and the ethical standards of the psychologist's profession.

The purpose of the research internship is to develop the skills and competencies necessary for analyzing scientific and informational sources, forming a set of psychological research methods for conducting an empirical study, followed by the calculation, interpretation, and validation of research results.

The tasks of the research internship include:

- analysis of theoretical sources related to the selected scientific problem associated with the department's specialization and aligned with the research topic of the future Master's thesis;
- determining the level of development of the selected scientific problem in national and international literature;
- defining the structure and main objectives of the Master's research;
- mastering the methodology of processing and analyzing collected empirical data;
- validation of the main theoretical and practical recommendations of the Master's thesis (in the form of conference presentations, scientific publications, recommendations, etc.).

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:

- GC2. Ability to conduct research at the appropriate level.
- GC3. Ability to generate new ideas (creativity).
- GC4. Ability to identify, pose and solve problems.
- GC6. Ability to act on the basis of ethical considerations (motives).
- GC7. Ability to act in a socially responsible and conscious manner.
- SC1. Ability to carry out theoretical, methodological and empirical analysis of current problems of psychological science and / or practice.
- SC2. Ability to independently plan, organize and conduct psychological research with elements of scientific novelty and / or practical significance.

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.

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.

ILO2 Be able to organize and conduct psychological research using valid and reliable methods.

ILO3 Summarize empirical data and formulate theoretical conclusions.

ILO7 Present research results in written and oral forms in an accessible and reasoned manner, participate in professional discussions.

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.

ILO10 Carry out an analytical search for scientific information relevant to the formulated problem and evaluate it according to the criteria of adequacy

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

Completion of the research internship may include the following activities:

- apply general theoretical and applied knowledge when developing specific projects related to psychological issues;
- use psychological approaches to organize specific psychological research;
- conduct psychological expertise and assessment;
- present the results of practical work in scientific reports with a description of statistical significance;
- apply mathematical and statistical methods to represent the results of scientific and practical developments;
- plan and conduct scientific empirical research;
- use appropriate methods to implement the assigned task;
- apply relevant quantitative and qualitative methods of empirical data analysis;
- interpret the obtained results in accordance with the set objectives;
- apply computer technologies (SPSS, Excel, R-statistics);

- determine the representativeness of obtained data according to mathematical and statistical processing methods;
- participate in the development of conclusions and recommendations based on the results of the internship.

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	Reporting
<p>Conducting the empirical research, as stipulated in the Master's thesis plan, specifically includes:</p> <ul style="list-style-type: none"> • Selecting research methods appropriate to the topic of the Master's thesis; • Selecting a representative sample for the research; • Based on the conducted psychological research and processed empirical material, performing a mathematical and statistical analysis of the obtained data; 	<p>Individual internship work plan</p> <p>Primary documentation of scientific research.</p>

<ul style="list-style-type: none"> Conducting both qualitative and quantitative analysis of the obtained data 	
<p>Developing a correctional and developmental program or a psychological support program in accordance with the purpose of the empirical research, age norms, and the characteristics of the research sample.</p> <p>Requirements for the program:</p> <ol style="list-style-type: none"> 1. Clear formulation of objectives. 2. Determination of a set of tasks that specify the objectives of the work. 3. Identification of forms of work. 4. Selection of methods and techniques for correctional work. 5. Determination of the time required for the implementation of the program. 6. Determination of the duration of each correctional session. 7. Development of the program and definition of the content of the correctional sessions. 	Draft of the program.
<p>Independently conducting, under the supervision of a professional psychologist, two correctional sessions (in accordance with Chapter 3 of the Master's thesis)</p>	Completed protocols of correctional sessions. Conclusions based on the results of the sessions.
<p>Writing a scientific article presenting the theoretical and practical results of the internship, with the possibility of including them in the Master's thesis and submitting the materials for publication.</p>	Text of the article.

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.

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	Selecting research methods appropriate to the topic of the Master's thesis	Individual internship work plan Primary documentation of scientific research.	5	1	5
2	Selecting a representative sample for the research	Individual internship work plan Primary documentation of scientific research.	5	1	5
3	Based on the conducted psychological research and processed empirical material, performing a mathematical and statistical analysis of the obtained data	Individual internship work plan Primary documentation of scientific research.	15	1	15
4	Conducting both qualitative and quantitative analysis of the obtained data	Individual internship work plan Primary documentation of scientific research..	15	1	15
5	Developing a correctional and developmental	Draft of the program.	15	1	15

	program or a psychological support program in accordance with the purpose of the empirical research, age norms, and the characteristics of the research sample				
6	Independently conducting, under the supervision of a professional psychologist, two correctional sessions (in accordance with Chapter 3 of the Master's thesis)	The sessions plans (session summaries) must be signed by the supervisor at the internship site and certified with a stamp. Conclusions based on the results of the sessions.	15	1	15
7	Writing a scientific article presenting the theoretical and practical results of the internship, with the possibility of including them in the Master's thesis and submitting the materials for publication.	Text of the article.	30	1	30
Total (maximum score):					100

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

Total points for all types of learning activities	ECTS assessment	National scale assessment for exam, course project (work), internship	
		National scale assessment for exam, course project (work), internship	for pass/fail
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

IT IS STRICTLY FORBIDDEN to remove any confidential information or documents from the official premises of the respective institution where students complete their internship.

**PRIVATE JOINT-STOCK COMPANY
“HIGHER EDUCATION INSTITUTION
‘INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT’”**

R E P O R T
on the completion of the research 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

Appendix B

APPROVED

Internship supervisor from the organization

(position) (title)

(signature) (surname, initials)
(date)

INDIVIDUAL PLAN

of internship completion by the student _____

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

(month, year)

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

Student

(initials, surname) (signature)

Technology of Working on a Scientific Article

An article, as an academic work, provides a detailed presentation of the topic of a psychological study, idea, or research question and contains elements of analysis. The article is intended for publication in a periodical or is prepared for a non-periodical collection as a component of its main text.

The essential elements of a scientific article are:

- formulation of the problem in general terms and its connection to important scientific or practical tasks;
- analysis of the latest research and publications in which the solution to this problem was initiated and on which the author relies, identification of previously unresolved portions of the overall problem to which the article is dedicated;
- formulation of the article's objectives (statement of the task);
- presentation of the main research material with full justification of the obtained scientific results;
- conclusions from the study and prospects for further research in this direction.

When formulating the article title, it is advisable to follow these rules:

Rule 1. The title is the key question of the work; therefore, it should be fundamentally determined by the main results of the study.

Rule 2. To choose an appropriate title, it is necessary to correctly identify the key word (what is being asserted and what exactly is being asserted in the scientific work).

Rule 3. It is recommended to place the key words at the beginning of the title so that the research subject is clear.

Rule 4. The title must correspond to the research results.

Rule 5. The number of words in the title should comply with the Law of Information Perception (Miller's number: 7 ± 2).

After the title, annotations and keywords **in two languages (Ukrainian and English)** must be included.

Main Literature:

1. 1. Hrypych S. N., Buravkova L. M. Scientific research activity of students: Textbook. – Kyiv: Condor, 2021. 288 p. [in Ukrainian]
2. 2. Dobronravova I. S., Sydorenko L. I. Philosophy and methodology of science. – Kyiv: VPC “Kyiv University”, 2008. 224 p. [in Ukrainian]
3. 3. Fundamentals of methodology and organization of scientific research / A. E. Konversky (ed.). – Kyiv: Center for Educational Literature, 2010. – 352 p. [in Ukrainian]
4. 4. Petrushenko V. L. Philosophy and methodology of science: Textbook. – Lviv: “New World-2000”, 2021. 200 p. [in Ukrainian]
5. 5. Yurinets V. E. Methodology of scientific research. – Lviv: Ivan Franko National University of Lviv, 2011. 178 p. [in Ukrainian]
6. Chala, Yu. M., Shakhraichuk, A. M. Psychodiagnostics: textbook / Yu. M. Chala, A. M. Shakhraichuk. NTU “KhPI”, Kharkiv. 2018. 246 p.
7. 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.
8. Halian, I. M. Psychodiagnostics. Kyiv. 2019. pp. 21–28.
9. 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.
10. Kolomiets, L. I., Shulha, H. B. Psychodiagnostics in diagrams and tables: textbook. Vinnytsia. 2015. 340 p.
11. Kuzo, O. Fundamentals of psychological practice: textbook. Lviv: Lviv State University of Internal Affairs, 2022. 124 p.
12. Makhnii, M. M. Psychological graphic-drawing techniques in diagnostic and corrective work with children / M. M. Makhnii. Chernihiv: Desna Poligraf, 2022. 216 p.
13. Mykolaiskyi, M. V. Clinical psychodiagnostics: practicum: textbook. Ivano-Frankivsk. 2019. pp. 48–59.
14. Polishchuk, S. A. Methodological guide on psychodiagnostics: teaching-methodical manual. Sumy: University Book. 2019. 125 p.
15. Polishchuk, S. A. Methodological guide on psychodiagnostics. Teaching-methodical manual. University Book Publishing, Sumy. 2023. 27 p.
16. 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.
17. 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.

18. Spivak, L., Osmanova, A. Psychodiagnostics in clinical psychology. Ukraine University Publishing, 2023.
19. Turynina, O. L. Practicum in psychology: textbook. Kyiv: MAUP, 2017. 297 p.