



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

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

(signature)
(full name)

PROGRAM OF THE INTERNSHIP

specialty: C4 Psychology
educational level: first (bachelor's) level
study program: "Psychology

2025

INTRODUCTION

The internship for second-year students of the bachelor's study program in psychology is an integral component of the overall training of future psychologists and forms a part of the educational process at the higher education institution.

The internship is aimed at students' independent exploration of mental processes and personality phenomena. It ensures a connection between the theoretical preparation of future psychologists and their practical professional development by forming the necessary skills.

For this reason, completing the internship is mandatory for every student, just as studying the theoretical disciplines of the curriculum is mandatory.

General Information about the Internship

Name of the internship	Internship in the specialty "Psychology"
Specialty code and title	C4 Psychology
Level of higher education	First (Bachelor's) level
Number of credits and hours	4 credits / 120 hours
Duration of internship	3 weeks
Term	4
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 Internship

Purpose – to enhance students' psychological culture and professional competence, to strengthen and consolidate theoretical knowledge; to familiarize

students with the specifics of the psychologist's work in educational institutions, public organizations, and mental health centers; to develop practical skills in conducting psychological research, and to introduce students to the technology of collecting, processing, analyzing, and applying psychological information.

According to the specifics of the internship placement, students are assigned various types and categories of professional tasks, required skills, and expected levels of proficiency.

Internship objectives:

- to become familiar with the structure of psychological services in different organizations and their functional units;
- to study relevant regulatory documents;
- to explore professional practices and approaches used by psychologists in different institutions;
- to stimulate the development of professional self-awareness among future psychologists;
- to expand students' understanding of the content, forms, methods, and specifics of a psychologist's work in various settings;
- to deepen psychological knowledge and develop the ability to distinguish the psychologist's scope of competence from the responsibilities of other professionals;
- to study the technology of conducting surveys, interviews, and questionnaires.

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.

GC2. Knowledge and understanding of the subject area and understanding of professional activity.

GC4. Ability to learn and master modern knowledge.

GC5. Ability to be critical and self-critical.

GC6. Ability to make informed decisions.

GC7. Ability to generate new ideas (creativity).

GC8. Interpersonal interaction skills.

GC9. Ability to work in a team.

SC1. Ability to operate the categorical and conceptual apparatus of psychology

SC3. Ability to understand the nature of behavior, activity and actions.

SC4. Ability to independently collect and critically process, analyze and summarize psychological information from various sources.

GC5. Ability to use valid and reliable psychodiagnostics tools.

SC7. Ability to analyze and systematize the results obtained, formulate reasoned conclusions and recommendations.

SC8: Ability to organize and provide psychological assistance (individual and group).

SC9. Ability to carry out educational and psychoprophylactic activities in accordance with the request.

SC10. Ability to comply with professional ethics.

SC11. Ability to personal and professional self-improvement, learning and self-development.

SC12. Ability to understand the social conditionality of the individual and the life path of the individual, as well as the role of the individual in the life of social organizations and communities.

SC13. Ability to apply socio-psychological concepts, concepts and theories to interpret socio-psychological phenomena and processes.

SC14. Ability to understand the patterns of interaction of individuals, social groups, communities.

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

ILO 1 Analyze and explain mental phenomena, identify psychological problems and propose ways to solve them.

ILO2 Understand the patterns and features of the development and functioning of mental phenomena in the context of professional tasks.

ILO3 Search for information from various sources, including using information and communication technologies, to solve professional problems.

ILO4 Justify own position, draw independent conclusions based on the results of their own research and analysis of literary sources.

IPO5 Choose and apply valid and reliable psychodiagnostics tools (tests, questionnaires, projective techniques, etc.) for psychological research and psychological assistance technologies.

ILO7 Reflect and critically evaluate the reliability of the results of psychological research, formulate reasoned conclusions.

ILO8 Present the results of own research orally/written for specialists and non-specialists.

ILO9 Propose own ways of solving psychological problems and tasks in the course of professional activity, make and justify own decisions on their solution.

ILO10 Formulate an opinion logically, clearly, debate, defend one's own position, modify statements in accordance with the cultural characteristics of the interlocutor.

ILO11 Draw up and implement a plan of the counselling process, taking into account the specifics of the request and individual characteristics of the client, ensure the effectiveness of their own actions.

ILO13 Interact, communicate, be understood, and be tolerant of people with different cultural or gender-age differences.

ILO 14 Effectively perform different roles in a team in the process of solving professional problems, including demonstrating leadership skills.

ILO15 Take a responsible attitude to professional self-improvement, training and self-development.

ILO16 To know, understand and adhere to the ethical principles of professional activity of a psychologist.

ILO17 Demonstrate socially responsible and conscious behavior, follow humanistic and democratic values in professional and social activities.

ILO 19 Analyze the social and psychological characteristics of a person and make a social and psychological portrait of a person.

ORGANIZATION AND IMPLEMENTATION OF THE INTERNSHIP

The internship consists of three stages.

I. Preparatory stage

At this stage, instructors from the department develop the internship program. During the semester preceding the internship, students become familiar with the program; based on it, they develop individual work plans, taking into account the specifics of the institutions that will be visited, together with the internship supervisor. The internship supervisor reviews and adjusts the plans in accordance with the professional duties of a psychologist.

One week before the beginning of the internship, the department organizes an introductory meeting, during which the goals and tasks to be completed by interns are determined, along with the appointment of academic supervisors (methodologists) responsible for overseeing the internship.

II. Main stage

The working day of interns is determined by the internal regulations and the work schedule of the institution or organization where they complete introductory meetings with the representative of the internship base.

Each student works according to an individual plan. The internship plan must be constructed in such a way that it fully covers the functions performed by a psychologist in their professional activity.

In line with these requirements, the individual plan of a student-intern should aim to develop skills in the psycho-diagnostic activities of a practicing psychologist, which include psychological assessment of the client, identifying their problems, and formulating a psychological diagnosis.

The internship begins with familiarization with the organization, its management, and the object of the psychologist's practical activity.

Direct study of the client involves first becoming familiar with documentation that reflects the client's health status and the nature of their activities in previous years. Introductory conversations clarify the client's interests, hobbies, inclinations, attitudes toward colleagues, and relationships with them.

During the internship, the student-intern observes the client's behavior in various situations, records their reactions to external influences, and summarizes psychological information about the client obtained through psycho-diagnostic methods.

Difficulties encountered by the intern are addressed during group and individual consultations with the supervising psychologist-methodologist. The consulting psychologist develops an individual creative work plan for the intern and conducts appropriate corrective work during individual consultations.

The intern keeps an Internship Diary (Logbook) and prepares materials for the final report.

III. Final stage

At this stage, the student-intern summarizes the work carried out with clients and theoretical materials regarding the specifics of a psychologist's activity, the methods used, the areas in which they can work, and possible professional directions.

The information base for the internship report may include personal documents, feedback and opinions from others, results of the individual's behavior and activities, surveys of the environment and the individual themselves, systematic observation in different conditions, interviews, testing, experiments, etc.

THE INTERNSHIP SUPERVISOR IS OBLIGED TO:

- Before the internship begins, familiarize students with the internship program and study the required educational and methodological documentation in accordance with the instructions and recommendations of the Head of the Department regarding internship implementation;
- Immediately before the internship, conduct a briefing on safety regulations, industrial sanitation, and fire safety;
- Check the readiness of the internship site and facilities, and take appropriate measures to ensure their preparation if necessary;
- Systematically monitor students' fulfillment of the internship program in accordance with individual schedules;
- Conduct consultations for students on organizational and methodological issues of the internship;
- Monitor the maintenance of daily internship records and the preparation of the internship report;
- Monitor compliance with internal regulations;
- Review internship reports and conduct their defense;
- Provide methodological guidance throughout the internship;
- Systematically inform the department about the progress of the internship;
- After the completion of the internship, submit a brief written report on the results of the internship and the defense of reports, including comments and suggestions for improving the practical training of students.

RIGHTS AND RESPONSIBILITIES OF THE STUDENT INTERN:

- Review the internship program and the scope of work to be performed, undergo a safety briefing at the department (including occupational safety, fire safety, industrial sanitation, and accident prevention — with personal signature confirmation), and receive all necessary documents from the internship supervisor (individual tasks, methodological guidelines, etc.);
- Arrive at the internship site strictly within the timeframe established by the Institute;
- Fully complete all tasks specified in the internship program and follow the instructions of the internship supervisor;
- Review the recommended literature;
- Obtain necessary consultations from the internship supervisor regarding organizational and methodological issues;
- Participate in orientation sessions organized by the Faculty Dean's Office;
- Agree upon and submit the internship schedule for approval to the supervisor, and comply with the deadlines during the internship;
- Assume responsibility for the work performed;
- Before the end of the internship period, submit to the department the internship schedule, daily internship log, and the internship report;
- Prepare a written internship report in advance and defend it before the evaluation committee.

During the internship, the supervisor must use various forms and methods of assessment: testing, questionnaires, and communicative–interactive methods involving two or more participants.

If dissatisfied with the grade or evaluation, the student has the right to request the Dean's Office to review the documentation or to change the internship placement.

If illness or other circumstances prevent successful completion of the internship, the student may repeat it without interrupting academic studies (with supporting documentation such as a medical certificate).

REQUIREMENTS FOR THE STUDENT INTERN'S REPORT

Upon completion of the internship, the student must submit the following documentation to the internship supervisor for review:

- Internship (diary) logbook.
- Report on the implementation of the internship program and individual plan.

The internship report, totaling 18–20 pages (A4 format), must include a detailed description of the work completed by the student, as well as information

confirming completion of all sections of the internship program and individual tasks, conclusions and recommendations, and a list of references. Tables, charts, diagrams, and other visual materials may be attached.

The report must follow the structure below:

- Introduction (purpose, tasks of the internship, and description of internship sites),
- 6–8 main sections,
- Conclusions (achievement of the internship purpose and tasks, overall impressions),
- List of references.

The introduction and conclusions should total 1–2 pages, while the main sections should total 2–3 pages each.

The report must include continuous page numbering and must be bound. It is reviewed and approved by the internship supervisor from *Private Higher Educational Institution “IAPM.”*

Report should include:

- Review by the internship supervisor from the department on the student’s performance.
- Results of the individual assignment (depending on the specifics of the institution where it was completed).
- Internship performance reference describing the types of work completed by the intern, signed and stamped by the supervisor at the internship site.

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

After completing the internship, the group leader (student) at the host institution prepares a report on the work performed. The report must include proposals and materials prepared by the intern(s) and approved by the host organization for practical implementation. The administration of the host institution organizes a discussion of the results of the student’s work and evaluates it using a five-point grading scale.

The main internship documents (individual plan, internship logbook, work reports, proposals and materials prepared by students and accepted for implementation by the host organization, and the performance reference for each student) must be signed by the internship site supervisor and stamped. The documents are then submitted to the academic supervisor responsible for the internship.

The internship defense is conducted at a meeting of the academic department, whose instructor served as the internship supervisor.

Criteria for Assessing Internship Task Performance

Grade “Excellent”:

- Complete fulfillment of internship tasks;
- Terminologically correct, high-quality, and clear performance;
- Creative approach to task execution;
- Ability to produce adequate and well-reasoned conclusions.

Grade “Good”:

- All tasks completed, but with minor shortcomings;
- Insufficiently comprehensive coverage of some tasks.

Grade “Satisfactory”:

- Formal fulfillment of tasks;
- Incorrect use of scientific terminology;
- Inability to produce independent logical conclusions.

When assessing the internship, particular attention is paid to the student’s attitude toward work, feedback from the administration, and the consultant-methodologist of the institution where the internship took place. Special emphasis is placed on the student’s independence and the ability to formulate psychological conclusions and recommendations.

Criteria for Assessing Student Achievements During the Internship

№	Type of Student Work / Activity	Reporting Form	Max. Points per Unit		
			Max. Points per Unit	Number of Units	Maximum Points
1	Preparation of documentation	Samples of completed documents (4 document samples)	5	4	20
2	Completion of independent work (individual assignments)	Documents in electronic and printed form	10	3	30
3	Preparation of other reporting documentation	Internship logbook (in electronic and printed form)	10	1	10

4	Preparation of the internship report	Document in electronic and printed form	20	1	20
5	Preparation of a presentation on the internship	Presentation in electronic form	10	1	10
6	Presentation at the reporting conference	Oral presentation using the presentation	10	1	10
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

LIST OF RECOMMENDED LITERATURE

Main Literature:

- Boltonosov, S.V. Features of clinical manifestations of post-traumatic stress disorder in combatants in eastern Ukraine who consume alcohol / S.V. Boltonosov // Archives of Psychiatry. Vol. 24, No. 2, 2018. pp. 77–80.
- Bulakh I.S. *Psychology of Life Crises of the Individual*: textbook / I.S. Bulakh. Vinnytsia, NILAN-LTD LLC, 2015. 110 p.
- Halian I.M. *Psychodiagnostics*. Kyiv, 2019, pp. 21–28.

- Kolomiets L.I., Shulha H.B. *Psychodiagnostics in Schemes and Tables*: textbook. Vinnytsia, 2015. 340 p.
- Kuzio O. *Fundamentals of Psychological Practice*: textbook. Lviv: Lviv State University of Internal Affairs, 2022. 124 p.
- Mykolaiskyi M.V. *Clinical Psychodiagnostics: Practicum*: textbook. Ivano-Frankivsk, 2019, pp. 48–59.
- *Invisible Consequences of War. How to Recognize? How to Communicate? How to Help Overcome?* A handbook for a wide range of specialists. Ed.: K. Voznitsyna, L. Lytvynenko. Kyiv, 2020. 192 p.
- Oliinyk M.I., Kostyk L.B., Sobkova S.I. *Psychologist in Preschool Education Institutions* (lecture course for students of educational program 012 “Preschool Education”). Educational-methodological manual. Chernivtsi, 2020. 152 p.
- Polishchuk S.A. *Methodological Guide to Psychodiagnostics*: educational-methodological manual. Sumy: Universytetska Knyha, 2019. 125 p.
- Turynina O.L. *Practicum in Psychology*: textbook. Kyiv: IAPM, 2017. 297 p.
- Makhnii M.M. *Psychological Graphic-Drawing Techniques in Diagnostic and Correction Work with Children*. Chernihiv: Desna Poligraf, 2022. 216 p.
- Polishchuk S.A. *Methodological Guide to Psychodiagnostics*. Educational-methodological manual. Sumy: Universytetska Knyha, 2023. 27 p.
- Samoshkina L.M. *Psychodiagnostics*: visual textbook with a multimedia course / edited by Academician of the Academy of Pedagogical Sciences of Ukraine, Prof. E.L. Nosenko. University Education Publishing, Kyiv, 2019. 442 p.
- Spivak L., Osmanova A. *Psychodiagnostics in Clinical Psychology*. University “Ukraine”, 2023.
- Chala Yu.M., Shakhraichuk A.M. *Psychodiagnostics*: textbook / Yu.M. Chala, A.M. Shakhraichuk. NTU “KhPI”, Kharkiv, 2018. 246 p.
- Chumak O.A., Tovstukha O.M. *Psychodiagnostics*: educational-methodological manual for organizing academic work for students of the first (bachelor’s) level, educational-professional program 053 “Psychology” / O.A. Chumak, O.M. Tovstukha; Luhansk National University named after Taras Shevchenko. Poltava: LNU Publishing, 2024. 121 p.

Additional Literature:

- Korb A. *The Upward Spiral: Using Neuroscience to Reverse the Course of Depression, One Small Change at a Time*. Kyiv: Nash Format, 2019. 216 p.

- Tatianchykov A.O., Tatianchykova I.V. *Psychological-pedagogical study of socialization characteristics of students with intellectual disabilities at the adaptation stage in special school conditions* // Materials of the International Scientific-Practical Conference “*Psychology and Pedagogy: the Need for Scientific Influence on the Development of Practice in Ukraine*”, (Lviv, February 22–23, 2019). Part 1. NGO “Lviv Pedagogical Community”, Lviv, 2019. pp. 44–47.
- Kisil Z.R., Shvets D.V. *Motivation of Human Activity: textbook in schemes, tables and commentaries*. Odesa: Publishing House ODUVS, 2023. 154 p.

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‘INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT’”**

R E P O R T

on the completion of the 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
