



**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 RESEARCH INTERNSHIP**

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

**2025**

## INTRODUCTION

The research internship for fourth-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 research internship provides students with the opportunity to carry out the diagnostic phase of the experimental research for their bachelor's thesis, conduct a formative experiment, and evaluate its effectiveness.

### General Information about the Internship

<b>Name of the internship</b>	<b>Research Internship</b>
<b>Specialty code and title</b>	C4 Psychology
<b>Level of higher education</b>	First (Bachelor's) level
<b>Number of credits and hours</b>	5 credits / 150 hours
<b>Duration of internship</b>	3 weeks
<b>Term</b>	7
<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.

The research internship has a research and practical focus and enables students to acquire professional competencies in the methodology of scientific activity, master research methods, and deepen practical skills in scientific research methodology in the field of psychology.

### Purpose and Objectives of the Research Internship

Purpose – systematization and generalization of theoretical and empirical knowledge required for writing the bachelor's thesis; mastering the methodology and

methods of psychological research and developing scientific and analytical thinking; formation of an ethically responsible research position.

**Objectives of the internship:**

- acquiring practical experience and skills in organizing and conducting scientific research;
- analyzing and summarizing theoretical and empirical data for writing the bachelor's thesis;
- developing skills in the complex use of psychological instruments;
- systematizing empirical data from scientific sources;
- reinforcing skills of independent work as a scientific researcher;
- adhering to the ethics of experimental research.

**RESEARCH 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.
- GC3. Skills in the use of information and communication technologies.
- GC4. Ability to learn and master modern knowledge.
- GC5. Ability to be critical and self-critical.
- GC7. Ability to generate new ideas (creativity).
- GC8. Interpersonal interaction skills.
- GC12. Ability to make decisions and act in accordance with the principle of inadmissibility of corruption and any other manifestations of dishonesty.
- SC1. Ability to operate the categorical and conceptual apparatus of psychology
- SC2. Ability to retrospectively analyze domestic and foreign experience in understanding the nature of the emergence, functioning and development of mental phenomena.
- SC4. Ability to independently collect and critically process, analyze and summarize psychological information from various sources.
- GC6. Ability to independently plan, organize and conduct psychological research.
- SC7. Ability to analyze and systematize the results obtained, formulate reasoned conclusions and recommendations.
- GC10. Ability to comply with professional ethics.

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.

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.

ILO6 Formulate the purpose, objectives of the study, have the skills to collect primary material, follow the research procedure.

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.

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

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.

ILO20 Present and justify determinism and hypotheses about the emergence and development of socio-psychological phenomena.

The specific content and tasks of the research internship are determined by the topic, aim, and objectives of the student's qualification thesis.

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

The completion of the individual assignment by students is carried out taking into account the selected topic of the bachelor's thesis within the timeframe defined by the internship program. The materials of the work are included in the internship report in accordance with its structure and scope.

During the internship and while completing the main tasks of the program, each student must obtain specific scientific results related to the chosen research problem, which will be reflected in the bachelor's thesis.

The internship program for students consists of the following components:

- development of an individual schedule for the research internship;
- familiarization of the student with domestic and foreign scientific and other literature sources in order to compile a bibliography for the chosen research area. During this period, students are required to review regulatory documentation and printed literature, collect and process practical and informational material, and select and process statistical data in the chosen area of the bachelor's thesis;
- completion of the individual assignment and finalization of the topic of the bachelor's thesis;
- preparation of the internship report and its defense.

The academic and methodological guidance and implementation of the internship program are provided by the department responsible for the implementation of the study program (e.g. department of psychology). The overall organization of the internship and control over its implementation are carried out by the internship supervisor from the department.

The Head of the department appoints a person responsible for the research internship. For the direct supervision of the internship for each student, the graduating department appoints an academic advisor from among the academic staff.

## DUTIES OF INTERNSHIP SUPERVISORS

### Duties of the supervisor from the department

The person responsible for the research internship at the department is appointed by the Head of the Department.

The main duties of the person responsible for the research internship from the department include:

- Organizing and conducting introductory meetings for students to provide instructions on internship procedures, safety rules, occupational health, accident prevention, and to issue the necessary documentation before the internship begins.
- Ensuring the timely development of individual internship schedules by students and the receipt of individual assignments from immediate internship supervisors.
- Timely acquainting students with the requirements for document preparation, reporting procedures, and evaluation criteria regulated by the relevant normative and methodological documentation for internship organization and implementation.
- Providing consultations to students regarding the timing and procedure of internship completion, documentation, and report defense.
- Organizing and conducting the open defense of the internship before a committee in due time.
- Reporting on internship results at a meeting of the department.
- Preparing internship reports in compliance with the established requirements of the Academy.
- Submitting proposals for improving the organizational and methodological support of the internship, as well as other educational and reporting documents (considering the specifics of the specialty).
- Conducting, if necessary and together with internship supervisors, selective monitoring of internship progress directly at the internship site.

## Duties of the Internship Supervisor from the Organization (Enterprise)

The internship supervisor from the organization (enterprise) – the internship site – is required to:

- Provide methodological guidance and assist students in obtaining the necessary materials for completing the internship program.
- Monitor students' work, their maintenance of internship diaries, and adherence to labor discipline.
- Inform the internship supervisor from the department in cases where a student violates labor discipline.
- Review internship reports and provide written evaluations of students, including assessment of their attitude toward work, compliance with labor discipline, and level of theoretical and practical training.

The internship supervisor from the organization (enterprise) reviews the internship report prepared and formatted according to the requirements, certifies it with a signature and the organization's stamp. In the internship diary, they provide a brief description of the student's activities during the internship.

The report together with the internship diary must be submitted by the student to the internship supervisor from the department within the established deadline.

## Responsibilities of the Student-Intern

- Before the start of the internship, during orientation meetings and subsequently on an individual basis, receive consultations from the internship supervisor regarding the procedures and preparation of all necessary documentation.
- Arrive at the internship site on time (no later than the date specified in the assignment).
- Fulfill the tasks specified in the internship program.
- Comply with the internal regulations in force at the organization (enterprise), strictly observe occupational safety rules, safety protocols, and industrial hygiene standards.
- Take responsibility for the work performed and its results on the same level as regular employees.
- Keep an internship diary documenting the completion of the stages (sections) of the internship schedule.
- Timely submit written reports to internship supervisors on the completion of all tasks provided by the program.
- Defend the report on the research internship in Psychology before the commission.

During the internship the student must develop and strengthen their skills and abilities to:

- Conduct bibliographic research using modern information technologies.
- Formulate and implement the goals of the internship in practice.
- Process, analyze, and interpret the obtained results, taking into account published materials.

## RESULTS THE INTERNSHIP

After completing the internship, the student submits the following documents to the department:

- Internship diary.
- Report on the implementation of the internship program.

The internship report contains a detailed description of the work performed by the student, information about the completion of all sections of the internship program and the individual task, conclusions and recommendations, and a list of references used.

The report is formatted on A4 sheets in accordance with the requirements for academic written documents. The main text must be typed in Times New Roman, regular style, font size 14 pt, with 1.5 line spacing.

Page margins: left - 30 mm, right - 10 mm, top and bottom - 20 mm.

Pages are numbered with Arabic numerals. The title page is included in the overall pagination, but the number is not printed on it. The numbering starts from the second page (table of contents). Page numbers are placed in the top right corner of the page.

The recommended length of the report is 30-40 pages of printed text (including appendices).

The internship report is evaluated by:

- the internship supervisor from the internship site and indicated in the review;
- the internship supervisor from the department and indicated in the review;
- the commission based on the results of the defense.

### Internship Diary

The internship diary is the primary document reflecting the student's results during the internship. The internship diary is completed in accordance with established requirements: it must include a calendar plan (the content of the bachelor's thesis) and daily short entries throughout the internship.

The diary must contain: a note confirming the student's arrival at the internship site; a note confirming departure from the internship site; a review signed by the internship supervisor from the site (certified with a seal).

The review must reflect the results of the student's completion of the internship program, demonstrated knowledge and organizational skills, participation in specific activities, the quality of the prepared report, and the final grade for the internship.

The internship supervisor from the department also writes a review indicating the level of completion of the internship program (based on the internship materials) and the student's mastery of research methods.

## REQUIREMENTS FOR THE STUDENT INTERN'S REPORT

The primary document confirming the student's completion of the internship program is the written report. The content of the report must demonstrate the student's

knowledge and skills acquired while solving tasks defined by the purpose and objectives of the internship. The report is prepared individually by each student.

The following sequence of material presentation in the report is recommended:

1. Title page of the report.
2. Assignment.
3. Individual internship schedule.
4. Table of contents with page numbers.
5. Introduction (length: 1.5-3 pages).
  - 5.1. Description of the internship site (structure, history, specifics).
  - 5.2. Purpose and objectives of the internship.
- Main part (length: first chapter up to 15 pages, second chapter up to 20 pages).
  - 6.1. Areas and characteristics of scientific work at the institution where the internship takes place.
  - 6.2. Literature review (concise analysis of scientific and informational sources reviewed by the intern and selected for the bachelor's research paper).
  - 6.3. Analysis and assessment of the state of the subject of work based on collected factual, statistical, and empirical materials.
  - 6.4. Results of scientific work on the selected topic.
  - 6.5. Results of professional activities.
7. Conclusions (length: 1.5-2 pages).
8. Appendices.

The report must be completed in Ukrainian without stylistic, spelling, or syntactic errors.

The text of the report may include relevant calculations, explanations, tables, charts, diagrams, etc.

The report prepared by the student must have consecutive page numbering and be bound.

The report is reviewed and approved by the internship supervisor from both the internship site and IAPM.

If the report meets the requirements of PJSC “Higher Education Institution ‘Interregional Academy of Personnel Management’,” it is recommended for defense before the commission by marking “approved for defense” on the title page by the direct supervisor.

If uncompleted tasks or non-compliance with requirements are identified, the report is returned to the student for revisions with the note “return for revisions” on the title page, certified by the supervisor’s signature and the date.

## CRITERIA FOR ASSESSING THE KNOWLEDGE, SKILLS, AND ABILITIES OF INTERNS

Based on the results of the report review, the internship supervisor from the department determines the grade with which the report is recommended for defense before the commission.

The supervisor’s grade is advisory in nature and is not binding for the commission’s final defense grade. After the report is reviewed by the supervisor from the department



and receives a positive assessment, the internship report is publicly defended by the student before a commission formed by order of the Head of the Department and consisting of at least two faculty members of the relevant department.

Assessment is conducted on the basis of the written report and internship diary (completed according to the established requirements), and the supervisor's review. The grade is determined taking into account the timely submission of all required internship documents, the quality of the prepared report, completion of the individual assignment, the student's level of knowledge, and the defense performance.

For an objective assessment of the knowledge and skills acquired during the internship, the defense is carried out considering established evaluation criteria.

The internship grade is entered into the grade record sheet and the student's academic record book and is included in the results of the final semester assessment.

Grade	Criteria
Excellent	The content and formatting of the report are impeccable. The student's reference letter is positive. Full and accurate answers are provided to all questions from the committee regarding the internship program.
Good	Minor remarks regarding the content and formatting of the report. The student's reference letter is positive. Answers to the committee's questions contain occasional inaccuracies, though overall the student demonstrates solid knowledge.
Satisfactory	Careless formatting of the report. Most internship program issues are covered, but there are some logical mistakes. The student's reference letter is generally positive. When answering the committee's questions, the student appears unsure, hesitates, makes errors, and does not demonstrate firm knowledge.
Unsatisfactory	Assigned when not all internship program sections are covered in the report, or the report is not prepared independently. The student's reference letter regarding attitude to the internship and work discipline is negative. Answers to the committee's questions are unsatisfactory.

**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:

1. Boltonosov, S. V. (2018). Features of clinical manifestations of post-traumatic stress disorder in combatants in Eastern Ukraine who consume alcohol. *Archives of Psychiatry*, 24(2), 77–80.
2. Bulakh, I. S. (2015). *Psychology of personal life crises: A textbook*. Vinnytsia: Nilan-LTD. 110 p.
3. Halian, I. M. (2019). *Psychodiagnostics*. Kyiv. pp. 21–28.
4. Kolomiets, L. I., & Shulha, H. B. (2015). *Psychodiagnostics in schemes and tables: A textbook*. Vinnytsia. 340 p.
5. Kuzyo, O. (2022). *Fundamentals of psychological practice: A textbook*. Lviv: Lviv State University of Internal Affairs. 124 p.
6. Mykolaiskyi, M. V. (2019). *Clinical psychodiagnostics: Practicum: A textbook*. Ivano-Frankivsk. pp. 48–59.
7. *Invisible consequences of war. How to recognize? How to communicate? How to help overcome? A guide for a wide range of specialists*. Edited by K. Voznitsyna, L. Lytvynenko. Kyiv, 2020. 192 p.
8. Oliinyk, M. I., Kostyk, L. B., & Sobkova, S. I. (2020). *The psychologist in preschool education institutions (lecture course for students of specialty 012 "Preschool Education")*: A teaching and methodological guide. Chernivtsi. 152 p.
9. Polishchuk, S. A. (2019). *Methodological guide on psychodiagnostics: A teaching-methodological manual*. Sumy: University Book. 125 p.
10. Turynina, O. L. (2017). *Psychology Practicum: A textbook*. Kyiv: MAUP. 297 p.
11. Makhnii, M. M. (2022). *Psychological graphic-drawing techniques in diagnostic-correctional work with children*. Chernihiv: Desna Polihraf. 216 p.
12. Polishchuk, S. A. (2023). *Methodological guide on psychodiagnostics: A teaching-methodological manual*. Sumy: University Book. 27 p.
13. Samoshkina, L. M. (2019). *Psychodiagnostics: Visual teaching manual with a multimedia course* (Ed. E. L. Nosenko). Kyiv: University Education Publishing. 442 p.
14. Spivak, L., & Osmanova, A. (2023). *Psychodiagnostics in clinical psychology*. University "Ukraine."
15. Chala, Yu. M., & Shakhraichuk, A. M. (2018). *Psychodiagnostics: A textbook*. NTU "KhPI", Kharkiv. 246 p.
16. Chumak, O. A., & Tovstukha, O. M. (2024). *Psychodiagnostics: A teaching and methodological guide for organizing academic work with the psychodiagnostics course for bachelor's students of specialty 053 "Psychology"*. Poltava: Taras Shevchenko Luhansk National University Publishing. 121 p.

### Additional literature:

1. Korb, A. *In the Trap of Depression: How to Overcome Anxiety and Enjoy Life*. Kyiv: Nash Format, 2019. 216 p.
2. Tatianchykov, A. O., & Tatianchykova, I. V. (2019). Psychological and pedagogical study of the features of socialization of students with intellectual

disabilities at the stage of adaptation in a special school. In Psychology and pedagogy: the need for the influence of science on the development of practice in Ukraine, Proceedings of the International Scientific and Practical Conference (Lviv, February 22-23, 2019) (pp. 44-47). Part 1. Lviv Pedagogical Community NGO, Lviv.

3. Kisil, Z. R., & Shvets, D. V. (2023). Motivation of human activity: A teaching manual in diagrams, tables, and commentaries. Odesa: ODUVS Publishing. 154 p.

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

**R E P O R T**

on the completion of the professional research program

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

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

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

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

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

Assessment:

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

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

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

Members of the Commission:

Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Surname and initials

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Example of the Table of Contents for a Research Internship Report

**TABLE OF CONTENTS**

**INTRODUCTION**

**CHAPTER 1. THEORETICAL ANALYSIS OF THE WORK OF A SCHOOL PSYCHOLOGIST ON BULLYING IN THE ADOLESCENT ENVIRONMENT**

- 1.1 Purpose, tasks, and activities of a school psychologist
- 1.2 Psychological analysis of the concept and types of bullying
- 1.3 Psychological characteristics of adolescence as prerequisites for bullying

**CHAPTER 2. EMPIRICAL STUDY OF GENDER FEATURES OF BULLYING IN THE ADOLESCENT ENVIRONMENT AND THE PSYCHOLOGIST'S ACTIVITIES FOR ITS PREVENTION**

- 2.1 Description of the research sample and the research procedure
- 2.2 Description of the diagnostic methods used
- 2.3 Processing, analysis, and interpretation of the obtained results
- 2.4 Recommendations for parents and educational staff for bullying prevention

**CONCLUSIONS**

**LIST OF REFERENCES**

**APPENDICES**

