

INTERNSHIP PROGRAM FOR THE FACULTY OF
PSYCHOLOGY
(general academic profile)

1. Practice objectives

The main objective of the internship is to educate students in the place of the practical application of the knowledge they acquire.

Professional internships carried out by psychology students are to enable them to verify the previously acquired knowledge in the field of psychological theory and methods and to acquire practical skills to use this knowledge in the work of a psychologist with people/clients/institutions to whom they provide their services.

During the internship, the student should also have the opportunity to reveal or acquire appropriate social competencies necessary to perform the profession of a psychologist.

The main goal of the internship is for the student to become familiar with the nature of the profession of a psychologist performed within the specificity of a given institution or facility employing psychologists.

2. Learning outcomes assumed to be achieved by students during internships

Knowledge

W_1 – The student knows the goals and tasks carried out by a given institution and understands the place, role, and professional tasks of psychologists working in this institution.

W_2 – The student knows the psychological tools and methods used for practical diagnostic/therapeutic/research or other purposes used by psychologists in a given institution.

W_3 – The student knows the rules of professional ethics, professional secrecy, and other regulations governing the work of a psychologist in a given institution.

Skills

U_1 – The student can establish proper cooperation with superiors and colleagues, including psychologists and other specialists working in a given institution.

U_2 – The student can correctly apply, under the supervision of another psychologist, selected psychological tools and diagnostic/therapeutic/research or other methods used in a given institution.

U_3 – The student can establish a professional psychological contact or relationship with the recipients of psychological services in a given institution.

U_4 – The student can apply the principles of professional ethics in practice when carrying out the professional activities of a psychologist in a given institution.

Competence

K_1 – The student shows a pro-social attitude and sensitivity to the needs of recipients of psychological services in a given facility.

K_2 – The student demonstrates reliability and is guided by prudence and a sense of professional responsibility in the scope of the psychologist's duties and tasks entrusted to them.

K_3 – The student realizes the importance of carrying out the practical professional activities of a psychologist based on scientific knowledge; at the same time, he is aware of the limits of his competence.

3. The content of the Program

Program content implemented during professional practice should

reflect the specificity of tasks entrusted to a psychologist in a given facility. They may include tasks:

- diagnosing,
- therapeutic tasks,
- counseling,
- consulting,
- crisis intervention,
- psychoeducation,
- psychological training,
- research,
- rehabilitations,
- recruitment,
- jurisprudence,
- preparation of opinions and expert opinions,
- coaching,
- psychotherapy,
- and others.

The student should become familiar with the rules and regulations of occupational health and safety applications in a given institution.

Irrespective of the type of institution, during the internship, the student should become familiar with the objectives and tasks performed by the institution in general, and - more specifically - with the duties and tasks of psychologists employed in a given institution.

In particular, the student should learn the methods and tools specific to the work of a psychologist used in a given institution and learn to use at least some of them in practice under the supervision of psychologists taking care of them. These methods and tools may vary depending on the specifics of a given facility. The student can also learn about other interdisciplinary methods and tools used in the institution. However, the main emphasis in the learning process during the internship should be placed on professional activities characteristic of a psychologist.

The student should be acquainted with the rules applicable to them when performing professional activities and tasks in relation to superiors and co-workers, including other specialists working in a given institution.

In addition, the student should be familiarized with the principles of establishing professional contact or relationships with recipients of psychological services in a given facility and be able to practice or experience them in practice.

The student should be familiarized with the ethical principles and legal provisions governing the work of a psychologist in a given institution and about specific psychological activities and tasks entrusted to him/her to perform. A qualified psychologist should supervise the correctness of their implementation and compliance with these rules, especially in the situation of direct contact between the student and the recipients of psychological services in a given institution.

During the practice, the student should be able to both observe professional activities performed by another psychologist, as well as practice performing at least some of these activities on their own.

The student should be provided with the opportunity and the ability to apply scientific knowledge to solve specific problems or practical tasks (e.g. using psychological tests, conducting a psychological interview, drawing up opinions, formulating an expert opinion, conducting a study, applying a specific intervention). In the content provided to the student, the relationship between scientific knowledge and its practical use should be emphasized.

At the same time, the student should develop an attitude of humility and awareness of the limits of his professional competence.

The company supervisor should motivate the student to perform the tasks and duties entrusted to him conscientiously and with a sense of responsibility for all possible consequences of his actions. The student's pro-social motivation and an adequate level of sensitivity and subjective involvement in contact and/or relationships with recipients of psychological services in a given facility should be strengthened.

4. Duration of internship

The required practice time is 100 hours. In the case of internships carried out in the specialty of Pedagogical preparation, practice time is 120 hours.

Internships may take place in more than one institution, but the total number of completed hours should not be less than 100 or 120 - in the case of internships in the specialty of Pedagogical preparation.

5. Placement of internships in the study plan

Internships take place in the fourth and fifth years of the unified studies master's degree. In justified cases, practice can be started or implemented in the previous year of study, after obtaining the Dean's consent.

In first-cycle studies (bachelor's degree) and second-cycle studies (supplementary master's) internships are optional. The University provides the opportunity to carry out internships in these studies, however, the use of this option depends on the student's decision.

6. Methods of verification and evaluation of students' learning outcomes

The achievement of the individual learning outcomes assumed for the internship is verified each time by the company internship supervisor or the person directly supervising the activities performed by the student during the internship.

In the Diary of practice, the student enters the activities and tasks he performs every day and assigns them the appropriate code of learning outcomes. More than one learning outcome can be assigned to a given activity. The company tutor watches over the correct assignment of learning outcomes to a given activity or task performed by the student.

The company's internship supervisor entrusts the student with the performance of a repertoire of tasks and duties that is consistent with the curriculum content described in this internship program. It has to correspond to the specificity of work performed by a psychologist in a given institution and enables the student to achieve ALL the learning outcomes assumed for the internship.

The company's internship supervisor confirms the success or failure to achieve the learning outcomes related to a given task by inserting a pass or fail in the practice diary for specific learning outcomes assigned to a given activity or task.

The company's internship supervisor prepares a final opinion on the student and the course of the internship with comments and suggestions.

The university's internship supervisor supervises the implementation of the internship on an ongoing basis and analyzes the scope and specificity of the tasks performed by the student during the internship. After completing the internship, the university tutor has a conversation with the Student about the internship, its course, observations, and experiences the student gained during the internship. They get acquainted with the contents of the Practice Diary and verify the correctness of counting the number of practice hours. In addition, they verify the correctness of assigning learning outcomes to activities and tasks performed by the Student. The supervisor checks whether the Student has achieved ALL the learning outcomes assumed for the practice and analyses the final opinion about the Student and the course of the internship prepared by the company's internship supervisor. In case of doubts, the university supervisor shall resolve them in contact with the Student and/or the company supervisor.

Based on all the data collected in this way, the university supervisor decides to pass or fail the practice and enters it into the protocol.

The protocol together with the documentation of the course of the internship (Agreement, Referral, Diary) is delivered by the university supervisor to the Student Affairs Office.

7. The method of documenting the course of internships and performed tasks

Mandatory documentation of the internship course includes:

- 1) Referral to internship
- 2) Agreement on conducting the student to the internship
- 3) Practice diary
- 4) Practice credit reports.

Practice Diary - is an obligatory way of documenting the course of the internship and the tasks performed during it. The student keeps their diary and enters the information:

- start and end dates of the internship,
- name of the unit where the student is doing the internship,
- name, surname, position, and contact to the company tutor,
- name, surname, position, and contact to the university tutor,
- learning outcomes list assumed to be achieved by the student during the internship along with the codes assigned to them
- the scope of duties or tasks entrusted to the student and the functions performed
- a daily record of tasks entrusted to the student for implementation, together with the corresponding codes of learning outcomes, the achievement or failure of which is confirmed by the signature of the company internship supervisor or other person supervising their performance,

- final opinion and comments of the company tutor.

8. Criteria that must be met by the institutions where the internships take place

The place of internships should be an institution providing the possibility of carrying out the internship under the care/supervision of a specialist psychologist employed in this place of work. The type of employment contract for a psychologist is not important (it may be an employment contract, contract of mandate, self-employment, etc.). But it is important that the employment made it possible to take care of the student on an ongoing basis, observe his work and verify the achievement of the learning outcomes assumed for the practice. The specificity of the place of practice and its tasks should be adequate to the specialization pursued by the Student at the university (e.g. for students of the psychology of business and leadership specialization - practice in a company). However, this is not a requirement if it is justified by the Student.

In case of practice in the field of business and leadership psychology, it is allowed for the company supervisor to be a person who is not a psychologist but has documented, practical experience and skills in the field of recruitment, training, HR, coaching, etc.

In case of practice carried out as part of the specialty of pedagogical preparation, the practice place can be ONLY an educational institution entered in the register of schools and educational institutions kept by

Ministry of National Education and Voivodeship Board of Education. Such a facility must also employ a psychologist.

Institutions, where internships take place, must have appropriate infrastructure and equipment enabling the implementation of professional tasks of a psychologist (e.g. psychological tests, therapy rooms, etc.), appropriate to the specificity of a given institution. The facility must meet the general rules of occupational health and safety.

The fulfillment of the above criteria is verified by a representative of the university before signing the General Agreement with the institution on the organization of internships.

University tutors should maintain ongoing and occasional contact with institutions with which the university has signed permanent Memorandums of Understanding, with its management and/or psychologists employed there. The university's internship supervisor may visit this institution, especially to verify the manner in which the Student conducts the internship or to assess the institution's compliance with the standards required of it. The university tutor should also each time, during conversations with students about the place of their practice, ask for their opinions and observations regarding the qualifications of people taking care of them in the facility, working conditions, treatment, compliance with health and safety regulations and standards and ethics of the psychologist's profession.

In case of receiving information about any disturbing facts related to the place of internship, the university supervisor should immediately personally verify and forward them to the Dean.

In case of gross violations of the terms of the Agreement or failure to meet the required criteria, the Rector terminates the Agreement with this entity.

9. Approving rules for the place of internship chosen by the student

The student can independently choose the place of practice. In this case, the entity must meet all the requirements described in point 8 of this Program. The university supervisor analyses the adequacy of the profile, goals, and tasks of the entity selected by the Student and assesses whether it guarantees to achieve all the learning outcomes assumed for the internship. In

particular, the university supervisor verifies that the given entity performs tasks in the field of administration. The student is obliged to obtain the approval of the internship place by the internship supervisor BEFORE undertaking it. Formally, the place of practice is approved by signing the Placement Referral by the university supervisor.

10. Conditions for qualifying a student for an internship

A student who wants to do an internship, reports to the university supervisor and declares where and at what time he would like to do it. The university's internship supervisor assesses the adequacy of the Student's proposal, taking into account all the conditions and criteria described in the university's internship regulations and the Internship program for the field of administration. The decision to qualify a Student for an internship is made by the university supervisor.

A student is admitted to the internship on the basis of:

- a) Agreement on conducting a student internship for a given Student concluded between the university and the unit where the internship takes place,
- b) individual referral for internships.

Both of these documents are signed on behalf of the university by the supervisor based on the power of attorney granted by the Rector.

Approved by
Dean of Psychology Studies
Dr. Giuseppe Leonard