

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**SCHOOL OF SOCIAL SCIENCES**

**Discipline of Psychology**

**GUIDELINES FOR ONLINE INTERNSHIP**

[For learners who have reregistered for MA Second year/ BA (Psychology) Third year (till January 2020 batch)]

**Internship Courses**

**BPCE023 (4 credits):** BDP- BA Psychology (Major)

**MPCE015 (8 credits):** MA Psychology (Clinical Psychology)

**MPCE025 (8 credits):** MA Psychology (Counselling Psychology)

**MPCE035 (8 credits):** MA Psychology (Industrial and Organisational Psychology)

*(Any updation/ modification in guidelines will be displayed on IGNOU website)*

**CONTACT DETAILS**

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Course Coordinator (Internship)

Discipline of Psychology, SOSS, IGNOU

**Email: [internship@ignou.ac.in](mailto:internship@ignou.ac.in)**

## 1.1 INTRODUCTION

Internship is an important component of MA and BA Psychology programme that provides the learners with hands on practice. However, due to the COVID19 situation, it is difficult for the learners of MA Psychology (MAPC) and BA Psychology (BDP- BA) to carry out regular internship. Therefore, the Discipline of Psychology has permitted the learners who have registered for their final year before or during January, 2020 (that is those who have paid fees and registered for final year by January, 2020) to carry out Online Internship.

In this regard a proposal is to be submitted (via email) by the learner to [internship@ignou.ac.in](mailto:internship@ignou.ac.in). The proposal received from the learner will be scrutinised by the faculty members of the discipline and the status will be informed to the learner.

### Criteria for selection of Online Internship

1. The online internship needs to be offered by an organisation already offering psychological services.
2. The organisation offering the online internship needs to have a proper website and link/ brochure with the help of which the Discipline can authenticate the internship.
3. The structure of the internship needs to be as per the specialisation of the learner
4. The online internship needs to provide enough scope for practical work that the learner can carry out and the content needs to reflect the same. It should not be the just theoretical information that can be learnt through other sources
5. The duration needs to be at least 60 hours.
6. The organisation offering online internship needs to provide the learner with an agency supervisor who is a psychologist (refer to the criteria in the Handbook of Internship).
7. Internship needs to be carried out only in one organisation.

**Note: The Discipline has not endorsed any organisation offering online internship. As the individual proposals are received from the learner, the same are scrutinised and status (approved or not) is informed to the learner.**

## 1.2 PROCEDURE TO BE FOLLOWED FOR APPROVAL OF PROPOSAL FOR ONLINE INTERNSHIP

The following is the procedure that needs to be followed by the learner.

1. The learner will identify the organisation that is organising the online internship.
2. A proposal in proper format needs to be submitted to the Discipline of Psychology on the email given above.

3. The learner at his/ her end needs to communicate with the organisers and inform them that an Agency supervisor needs to be allotted to him/ her, who will need to give marks to the learners based on the criteria given in the present guidelines. Consent letter in this regard can be taken via email from the Agency supervisor (as per the format given in the internship handbook).
4. If any amount is to be paid for online internship, the same will not be paid by IGNOU. The payment to the Academic counsellor and Agency supervisor will be as per IGNOU norms.
5. The proposal for Online Internship from the learner in this regard needs to provide the following details:

- Name of the Learner
- Enrolment number
- Admission cycle (when admission was taken in second year of MA/ third year of BA)
- Email and Mobile number of the Learner
- Programme Code
- Course Code of Internship
- For BA Psychology learners, specify which course they have taken BPCE014/ 015 or 017:
- Regional Centre
- Study Centre
- Name and educational qualification of agency supervisor:
- Name of academic counsellor (enclose permission letter/ email):
- Details of the organisation and the online internship including:
  - Structure and duration of internship
  - Start date of internship
  - Website of the organisation and link/ brochure of the online internship.
  - Note: the internship can be carried out only with one organisation.

**Without the above information, the proposal will not be scrutinised.**

6. The Discipline of Psychology, SOSS, IGNOU will provide the necessary approval to the learner via email.
7. Consent letter in this regard can be taken via email from the Agency supervisor (as per the format given in the internship handbook).
8. The learner needs to approach and inform the academic counsellor (about the online internship) under whom he/ she will carry out the internship.

### **1.3 INTERNSHIP REPORT**

1. Every activity carried out during the online internship needs to be reported by the learner.
2. The report can be typed neatly in A4 page size, with font Times New Roman and font size can be 12.
3. The internship report can include:
  - Title page
  - Content page with details and page numbers
  - The approval email from Discipline of Psychology
  - Consent Letter duly signed by the Agency supervisor. If hard copy was not taken, then email in the given format (Appendix III of handbook of Internship) from the Agency supervisor be enclosed.
  - Certificate duly signed by the learner, and Agency supervisor and Academic counsellor (Appendix VIII of handbook of Internship). If hard copy was not taken the certificate can be emailed by the Agency supervisor to the learner in given format. It is important that Agency Supervisor and Academic Counsellor mention 'Approved' in their email, indicating their approval towards the internship report. A separate certificate in the given format can be signed by the learner and included with the internship report. Alternatively the agency supervisor/ academic counsellor can also provide digital signature.
  - The information about the organisation that provided Online Internship.
  - Structure, content, duration etc. of the online internship. The brochure (is any) can also be enclosed
  - The report can focus on the activities/ session carried out during the internship. If any practical work was covered the same can also be reported. The learner can also include his/ her learning experience in this regard.
4. Once the online internship is complete, the learner needs to prepare the Internship report, which needs to be sent to his/ her Agency supervisor and Academic counsellor so that they can go through it.
5. A complete report can then be emailed to the regional centre or uploaded on the link provided.

## 1.4 EVALUATION

The total marks for internship is 100. Passing marks from MA Psychology would remain 40 marks and for BA Psychology would remain 35 marks.

<b>Internal Evaluation</b>	<b>Marks</b>	<b>External Evaluation (by External Examiner)</b>	<b>Marks</b>
Agency Supervisor: Overall performance during the Online internship (sincerity, assessment with regard to the activities, overall learning, involvement and competence of the learner).	30	Viva Voce (TEE)	40
Academic Counsellor: Internship Report	30		
<b>Total</b>	<b>60</b>	<b>Total</b>	<b>40</b>

- The Agency supervisor and Academic Counsellor can send the internal marks via email to the regional centre of the learner (each regional centre can create an email for this purpose) in the format and based on the criteria given in the Handbook of Internship.

## 1.5 TERM END EXAMINATION (TEE)

The TEE will be in terms of Viva Voce and will be organised by the Regional Centre. This is the same procedure as followed earlier and as given in the handbook. The Viva Voce can be carried online or face to face (following the necessary safety guidelines as stated by the Government of India) as the situation permits. The Viva Voce will be taken by an external examiner from the approved list of external examiners provided by the Discipline of Psychology.

### **Link for Handbook of Internship:**

#### **MA Psychology (MPCE015/025/035)**

<http://ignou.ac.in/userfiles/PG-MPCE-15-25-35.pdf>

#### **BDP- BA Psychology (BPCE023)**

<http://egyankosh.ac.in/handle/123456789/24242>

**FOR ANY QUERY EMAIL ON**

**internship@ignou.ac.in**