

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

SCHOOL OF SOCIAL SCIENCES

Discipline of Psychology

GUIDELINES FOR ONLINE INTERNSHIP

(UPDATED ON 6TH JANUARY, 2022)

[For learners who have reregistered for MA Second year/ BDP-BA (Psychology)

Third year before or in **July 2021]**

This is not applicable for learners who have reregistered for MA Second year/ BDP-BA (Psychology) third year in January 2022 or later batches.

PLEASE READ THE GUIDELINES CAREFULLY

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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1.1 INTRODUCTION

Internship is an important component of MA and BA Psychology programme that provides the learners with hands on practice.

The details of internship are given in the Handbook of Internship and whether the learner is carrying out regular or online internship, it is important that he/ she reads the Handbook of Internship.

Internship and Project (only in MA Psychology) are two separate courses and ensure that terminology of the two courses is not mixed. Also, to carry out internship, the learner need not successfully complete MPC005 and MPC005 (this is to be followed for the Project course)

1.1.1 Credits and specialisation

For **MA Psychology**, the Internship course (MPCE015/025/035) is of 8 credits. As each credit is of 30 hours, the internship is of 240 hours (8 x 30= 240). The internship is taken as per the specialisation chosen by the learner in second year.

For **BA Psychology**, the Internship course (BPCE023) is of 4 credits. As each credit is of 30 hours, the internship is of 120 hours (4 x 30= 120). The internship is taken as per the course opted, that is either BPCE014/ BPCE015 or BPCE017 in third year.

1.2 REGULAR INTERNSHIP

For Regular Internship please follow the guidelines as given in the Handbook of Internship. To carry out regular internship approval is not to be taken from Discipline of Psychology, SOSS, IGNOU, Delhi. Also take necessary precautions and follow the safety guidelines as stated by the Government of India. Learners who have registered for MA Psychology second year/ BDP-BA Psychology third year can go for regular internship. Though it is advisable that the learner go through the theory courses of second year (BPCE014/ BPCE015/ BPCE017 in case of BDP- BA Psychology) before the learner takes up regular internship so that the learner has some background knowledge about the subject area. The report for regular internship is to be prepared as per the format given in the Handbook of Internship.

1.3 ONLINE INTERNSHIP (temporary provision due to COVID19 pandemic)

Due to the COVID-19 pandemic, it could be difficult for the learners of MA Psychology (MAPC) and BDP-BA Psychology to carry out regular internship. Therefore, the Discipline of Psychology is providing the learners who have reregistered for their final year before or in July 2021 (that is those who have paid the fees and reregistered for final year by July 2021) an **option** to carry out Online Internship. This is a temporary provision due to the current COVID-19 pandemic. This is not ap-

plicable for learners who have reregistered for MA Second year/ BDP-BA (Psychology) third year in January 2022 or later batches.

In this regard, a proposal is to be submitted (via email) by the learner to 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. **As each proposal is discussed, ensure that the learner submit the proposal at-least a week before the online internship starts. The online internship can be started only after the approval from the Discipline of Psychology is received by the learner.**

1.3.1 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 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 activities (including case study, role plays, group discussions, psychological tests, exercises etc.) that the learner needs to 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. **Duration of actual online sessions:** The duration of **actual online sessions** will be **minimum 240 hours** for MA Psychology and 60 hours for BDP-BA Psychology. **The overall duration of internship remains 240 study hours for MA Psychology and 120 study hours for BDP-BA Psychology** and besides the online sessions, the rest of the study hours need to be covered in terms of activities (including case study, role plays, group discussions, psychological tests, exercises etc.) and report writing etc.
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). **For online internship in MPCE015, the agency supervisor needs to be a RCI registered Clinical psychologist.**
7. Internship needs to be carried out only in one organisation.

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

1.4 PROCEDURE TO BE FOLLOWED FOR APPROVAL OF PROPOSAL FOR ONLINE INTERNSHIP

The following is the procedure that needs to be followed by the learner. Confirming authentication of the organisation is responsibility of the learner.

1. The learner will identify the organisation that is offering the online internship.
2. A proposal in proper format needs to be submitted to the Discipline of Psychology on the email internship@ignou.ac.in.
3. The learner also needs to contact the academic counsellor at his/ her study centre as the academic counsellor needs to be mentioned in the proposal for online internship.
4. 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).
5. IGNOU has no role if any amount is to be paid for online internship.
6. The proposal for Online Internship from the learner in this regard needs to provide the following details (all the 14 points need to be mentioned in the proposal):

1. Name of the Organisation offering online internship
2. Start date of Internship (An internship that was taken up before obtaining permission from the Discipline of Psychology will not be considered).
3. Name of the Learner
4. Enrolment number
5. Admission cycle (when admission was taken in **second year of MA/ third year of BA**)
[Without proper information in this regard, the proposal will not be considered. There are only two admission cycles either July or January. So, the learner needs to mention the month and year. Do not mention the month that the learner paid the fees for second year in case of MA or third year in case of BA].
6. Email and Mobile number of the Learner
7. Programme Code
8. Course Code of Internship course
9. For BA Psychology learners, specify which course they have taken BPCE014/ 015 or 017
10. Regional Centre
11. Study Centre

12. Name and educational qualification of agency supervisor (for online internship in clinical psychology, the agency supervisor needs to be RCI recognised clinical psychologist). There can be only one agency supervisor.
13. Name of academic counsellor (enclose permission letter/ email, without which the internship proposal will not be approved). Ensure that the person mentioned as academic counsellor is approved academic counsellor of IGNOU for psychology at the learner's study centre and the learner have taken his/ her prior permission.
14. Details of the organisation and the online internship including
- Structure (details of topics that will be covered during the internship) and duration of internship.
 - Details of activities that will be provided to the learner (case study, role play, group discussion, psychological tests, exercises etc.).
 - Website of the organisation and brochure (having structure, duration, content, practical activities etc.) of the online internship.
 - **Note:** The internship can be carried out only with one organisation.

Without the above information, the proposal will not be considered.

6. The Discipline of Psychology, SOSS, IGNOU will inform the status of evaluation regarding the proposal to the learner via email.

7. Consent letter can be taken via email from the Agency supervisor (as per the format given in the internship handbook).

8. The learner needs to inform the academic counsellor about the approval received for online internship from Discipline of Psychology, under whom he/ she will carry out the internship and keep in touch with the academic counsellor.

After the proposal for online internship is approved

Please ensure that the learner follow the guidelines given in the handbook and guidelines given on the website.

Ensure that the content and cases included in the internship report are not be same as others carrying out internship with same organisation.

Report is **not to be emailed** to Discipline of Psychology, SOSS, IGNOU. It can be uploaded on the link given on the website of submitted with regional centre.

1.5 INTERNSHIP REPORT

REPORT IS NOT TO BE SUBMITTED TO THE DISCIPLINE OF PSYCHOLOGY

1. Minimum 10 cases for MA Psychology and 5 cases for BA psychology (should not be same as that of other learners carrying out internship with same organisation) need to be included in the internship report. For format in this regard please refer to the handbook of internship.
2. Every activity (group discussion, role play, psychological test, exercise etc.) carried out during the online internship needs to be reported by the learner.
3. The report can be **typed** neatly in A4 page size, with font Times New Roman and font size can be 12.
4. 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 activities 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. The internship report can then be emailed to the regional centre or uploaded on the link provided. Marks as well are to be submitted to the Regional centre and not the Discipline of Psychology, SOSS, Delhi.

6. Also remember to fill in the TEE form and examination fee. Without which the learner will not be able to attend the TEE for internship. The TEE will be organised by the regional centre.

1.6 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.

Internal Evaluation	Marks	External Evaluation (by External Examiner)	Marks
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		
Total	60	Total	40

- The Agency supervisor and Academic Counsellor can send the internal marks via email to the regional centre of the learner in the format and based on the criteria given in the Handbook of Internship. The learner may coordinate with the regional centre in this regard. **MARKS ARE NOT TO BE SENT TO THE DISCIPLINE OF PSYCHOLOGY.**

1.7 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