

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**SCHOOL OF SOCIAL SCIENCES**

**Discipline of Psychology**

**INTERNSHIP GUIDELINES**

[for learners who have reregistered for Second 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)**

**LAST DATE FOR SUBMISSION OF THE INTERNSHIP REPORT FOR JUNE 2020 TEE IS**  
**15TH JUNE, 2020**

**1. Learners whose internship report is ready**

**1.1** Such learners can submit their internship report via link given on IGNOU website.

**2. Learners whose 70% internship (7 cases for MAPC and 4 cases for BDP- BA Psychology, Major) is complete.**

**2.1** For MA psychology, the learner must have completed at least 7 cases and for BDP- BA Psychology (Major), the learner must have completed at least 4 cases.

**2.2** The learner needs to prepare the Internship report (typed/ scanned) which needs to be sent to his/ her Agency supervisor and Academic counsellor via email so that they can go through it.

**2.3** The Academic counsellor and Agency supervisor need to give marks based on the the criteria given in the Handbook of Internship. They can send the marks via email to the regional centre of the learner (regional centre can create an email for this purpose).

**2.4** The internship can be submitted via link given on IGNOU website.

**3. Learner whose 50% internship (5 cases for MAPC and 3 cases for BDP- BA Psychology) is complete.**

**3.1** For MA psychology, the learner must have completed at least 5 cases and for BA Psychology, the learner must have completed at least 3 cases.

**3.2** In order for such learners to complete the required credits for internship, the learners can take case history, Interviews, Mental Status Examination, study HR processes and so on to make the total number of cases to at least 7 in case of MA Psychology and 4 in case of BDP- BA Psychology (Major). Mobile phones or any online platform can be used by the learners for the same. Guidance in this regard can be taken from the Academic counsellor and Agency supervisor.

**3.3** The learner needs to prepare the Internship report (typed/ scanned) which needs to be sent to his/ her Agency supervisor and Academic counsellor via email so that they can go through it.

**3.4** The Academic counsellor and Agency supervisor need to give marks based on the the criteria given in the Handbook of Internship. They can send the marks via email to the regional centre of the learner (regional centre can create an email for this purpose)

**3.5** The internship report once complete can then be submitted via link given on IGNOU website.

**3.6** Learners having less than the above mentioned cases will have to either wait to complete the internship or opt for online internship.

**Guidelines for submission of Internship report on the link given on IGNOU website.**

1. Carefully read the handbook of Internship before preparing the report.
2. The learners may ensure that the Internship Report is typed/ scanned in a single **pdf format file**, so as to enable the Regional Centre to download the same in a single pdf format file for further action.
3. The first page of the pdf file must carry the correct particulars of the learner as given below:
  - Title of the Internship Report
  - Name of the Learner
  - Programme Code
  - Enrolment Number
  - Regional Centre Code
  - Course Code(s)/of attached Internship Report
  - Mobile No. and E-mail ID of the learner.

In case the internship report is not found in order, it shall be returned to the learner for resubmission after correction/completion.

**3. Include the following along with the Internship report:**

- Consent letter from Academic counsellor to carry out internship in a particular organisation. A learner is expected to inform the Academic counsellor about the organisation where he/ she will carry out the internship and take consent from him/ her before starting the internship. This consent in form of email from the academic counsellor (**stating that he/ she approved the organisation for internship of the particular learner**), can be enclosed with the internship report. If hard copy of the consent is available, the same can be enclosed in the internship report.
- Consent Letter duly signed by the Agency supervisor. If hard copy was not taken earlier in hard copy, then email in the given format (Appendix III of handbook of Internship) from the Agency supervisor be enclosed.
- Declaration duly signed by the learner (Appendix I of handbook of Internship).
- Certificate duly signed by the learner, Academic counsellor and Agency supervisor (Appendix VIII of handbook of Internship). If hard copy was not taken earlier, the certificate can be emailed by the Agency supervisor and Academic counsellor to the learner in given format. It is important

that both Academic Counsellor and Agency Supervisor 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.

- Record of Visits/Activities carried by the learner (Appendix-IV of handbook of Internship).

#### **5. Internal Marks from the Academic counsellor and Agency supervisor**

- If the learner has marks in sealed envelope from the Academic counsellor and Agency supervisor, the same can be handed over by him/ her to his/ her regional centre during the TEE (Viva Voce).
- If the learner has his/ her report ready but marks have not been allotted, his/ her Agency supervisor/ Academic counsellors can be approached and they can send the 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.

#### **4. Learners willing to do internship online**

**4.1** The learner will identify the organisation that is organising the internship online.

**4.2** The study centre needs to allot an Academic counsellor to such a learner.

**4.3** 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 handbook of Internship. Consent letter in this regard can be taken via email from the Agency supervisor (as per the format given in the internship handbook).

#### **4.4 Approval to carry out internship online from Discipline of Psychology**

The details of the Online internship are to be sent by the learners on email: [internship@ignou.ac.in](mailto:internship@ignou.ac.in) created by the Discipline of Psychology, SOSS, IGNOU. The email from the learner in this regard needs to provide the following details:

- Name of the Learner
- Enrolment number
- Admission cycle
- Email and Mobile number of the Learner
- Programme Code
- Course Code
- Regional Centre
- Study Centre
- Details of the organisation and the online internship (especially the structure and topics that will be covered) including the link.

**4.5** The Discipline of Psychology, SOSS, IGNOU will provide the necessary approval to the learner via email.

**4.6** Once the approval is received from the Discipline of Psychology, the learner may inform his/her Academic Counsellor via email. The learner can only then start the online internship.

**4.7** Every activity carried out during the online internship needs to be reported by the learner.

**4.8** Once the online internship is complete, the learner needs to prepare the Internship report (as per the format given in the Handbook of Internship) which needs to be sent to his/ her Agency supervisor and Academic counsellor so that they can go through it.

**4.9** The Academic counsellor and Agency supervisor need to give marks based on the the criteria given in the Handbook of Internship. They can send the marks via email to the regional centre of the learner (regional centre can create an email for this purpose)

**4.10** 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.

**4.11** The internship report once complete can then be submitted via link given on IGNOU website.

## **5. Learners willing to wait till the lockdown is over and situation is better**

**5.1 Such learners** can do so provided they carry out internship within their registration period.

**FOR ANY QUERY EMAIL ON  
[internship@ignou.ac.in](mailto:internship@ignou.ac.in)**