

Q&A Professional externship/work experience

Department of Applied Psychology

ABOUT THE SUBJECT

When should I enrol in Professional Externship/Internship in Psychology?

Bachelor's degree - Professional externship in psychology is a compulsory subject of the bachelor's degree, which is recommended to be completed in the third year in the winter semester. The externship is required to be completed within 208 hours during the winter semester.

Master's degree - Professional practice in psychology is a compulsory elective subject of the master's degree, which can be completed in the winter or summer semester in the first or second year of study. The required scope of practice is 52 hours per semester.

When will the Externship in Psychology course be taught?

The Externship in Psychology course will not be taught during the semester. Details of the externship/internship, conditions for completing the course, and course assessment will be explained by the lecturer at an introductory online meeting to which students are invited. This meeting usually takes place a week before the start of the teaching part of the semester or at the beginning of the semester, and attendance is mandatory.

Where can I find all the information about the Professional Externship/Internship in Psychology course?

All information is available on Moodle. After enrolment, the lecturer will download the list of students and send them a code to Moodle and an invitation to the online meeting to their university email address. It is your responsibility to enrol in the course on Moodle at the specified time.

Should I enrol in the Professional Externship/Internship course in the timetable?

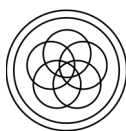
No, the Professional Externship/Internship course does not appear in the timetable, as you will not be taking it at the faculty. Therefore, you do not need to register for it in the timetable. However, you must have it on your registration form.

I am in the Master's programme and did not originally choose the Internship in Psychology course as a compulsory elective. However, I would like to take it. What should I do now?

You can still choose the Internship in Psychology course as a compulsory elective in your master's degree programme. We offer it every semester (Professional Internship I to Professional Internship IV). You can enrol in the course during the first two weeks after the start of the semester.

When do I need to complete my internship/externship training?

You need to complete your professional internship or externship during the teaching part of the semester. If you want to complete an internship or work experience during the examination period or summer holidays, you must contact the course coordinator and arrange the internship/work experience in advance – before registering



for the course in AIS. Once you have registered, you can only complete the internship/work experience during the teaching part of the semester.

Can I complete the work placement/internship earlier?

Yes, you can complete the work experience/internship one semester earlier, even if it is not listed in your registration form. However, you must inform the lecturer of this option. The internship/externship training procedure is the same as for completing a course according to the recommended study plan, see the sections "legislative security of internships" and "evaluation and fulfilment of course requirements". In the following semester, you will also enrol the internship/practical training in your enrolment form.

HOST ORGANISATION

How do I find an institution for work experience/internship?

Students are responsible for arranging their own professional practice/internship. Students can choose a workplace for their work experience/internship from the IAP offer or find a workplace individually in any field of psychology (school, school facility, educational and psychological counselling and prevention centre, social services home, civic association, institute, hospital, clinic, outpatient clinic, re-education home, HR department in a company (under the supervision of an HR manager), etc.). Students can also do their internship at another university at home or abroad, as well as in the research area at IAP. You choose an environment where psychologists work, and you have the opportunity to expand your knowledge and experience and acquire new skills. If necessary, students can ask their lecturer to sign their application for an internship/externship placement.

When should I start looking for a host institution?

You can start looking for an institution before you enrol in the course, before the semester begins. This will allow you to explore your options and choose the institution that offers you the most opportunities.

Do we have any institutions under contract?

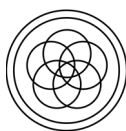
The Faculty of Social and Economic Sciences is gradually signing contracts with selected workplaces for professional practice. The list is updated and published on the website <https://fses.uniba.sk/pracoviska/ustavy/ustav-aplikovanej-psychologie/spolupracujuce-organizacie/>. However, in Moodle you will find institutions where our students have already done their internships/externship placements and you can contact them. If you are interested in research, it is also possible to do an internship at IAP on current research grants. If you are interested in an externship at an organisation that is not on the list, this is also possible. Contact the person responsible for this subject to assess together whether the workplace and the content of the externship meet the requirements of the information sheet and syllabus. You can contact both state and private institutions. We assess the workplace in terms of the services it provides, its ethical conduct and the application of evidence-based knowledge in the field of psychology.

I haven't found an institution where I can do my internship/work placement. What now?

Bachelor's degree - In the case of a bachelor's degree, you must complete this course, so you need to keep looking. Moodle lists institutions where our students have already done their ex/in-ternships. You can use them for inspiration. If necessary, consult with the course coordinator.

Master's degree - In the case of master's studies, this subject is compulsory elective, which means that you can exchange it for another subject during the first two weeks. Or you can try your luck further. Moodle lists the institutions where our students have already done their internships.

What do I need to agree with the workplace before starting an internship/work placement?



Before starting your internship or work placement, you need to

- sign the Annex document, which is a substitute for a contract between the school, you and the workplace.
- You need to have agreed on a professional supervisor (a psychologist or HR manager is required).
- the time period during which you will be doing the internship (approximate start and end dates),
- the number of hours (we can combine several workplaces)
- the objectives of the work experience/internship (what you will be doing, what you will be able to try out yourself under the supervision of the guarantor, what you want to learn, what activities the workplace can involve you in)

At the master's level, we expect you to work independently and apply your existing knowledge and experience (under the supervision of a mentor). To a limited extent, studying materials and participating in workplace meetings is also acceptable as part of getting to know how the workplace functions and learning from the work team. **A maximum of 50% of professional practice hours can be completed outside the workplace (home office)** so that you can also benefit from communicating with other colleagues and get a feel for the atmosphere and corporate culture of the workplace.

The host institution requires me to submit an application for an internship/work placement. Where can I find it?

The application for admission to the internship/work placement is in the documents in Moodle or you can request it from your lecturer (in the case of earlier completion of the internship/work placement). Fill in the application (completely) and send it to your lecturer by email in pdf format, who will sign it and send it back.

Is the externship / internship paid?

The faculty does not provide remuneration for the internship / externship to either the student or the host organisation. However, you may find an internship/externship that is financially rewarded by the institution. Conversely, the institution may charge a fee for the internship. Find out about this before signing Annex 1 to the Protocol on the Student's Study Plan for the Academic Year. Ask the host institution about the conditions regarding fees.

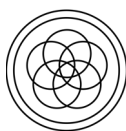
I work at an organisation and they told me that I can also do an internship there. How should I proceed?

Employment does not count towards an internship/externship. You need to sign Annex No. 1 to the Protocol on the Student Study Plan for the Academic Year and meet all the conditions for an internship/externship. It is possible to accumulate internship/externship hours at a workplace where you have an existing employment contract. However, the content of the internship/externship should be different from your normal work tasks and your standard working hours do not count towards the hours of internship/work experience.

I am enrolled in the subject Professional Internship/Externship in Psychology, but I am going on an Erasmus study stay this semester. What about this subject?

In the case of an ERASMUS study stay, the subjects you have successfully completed at the host university will be counted instead of the internship. You must be enrolled in courses with at least the same number of credits as the practice (6 credits)/internship (24 credits). For information on the Erasmus study stay process and procedure, please contact the Erasmus institutional coordinator (Katarína Křížová).

In pre-agreed cases, it is possible to complete a professional internship/practical training in advance during the exam period or holidays, and you will submit the results of the internship/externship to Moodle at the beginning of the semester. This way, your internshipexternship will not conflict with your Erasmus stay.



I am enrolled in the subject Professional Externship/Internship in Psychology, but I am going on an Erasmus internship this semester. What should I do with this subject?

Your Erasmus internship will be accepted as the Professional Externship / Internship in Psychology course. However, this internship must meet two conditions:

- complete 208 hours (for bachelor's degree) or 52 hours (for master's degree) of the internship
- you must practise/intern in the field of psychology (not hotel management, banking, etc.). If you have any doubts about the internship subject, please contact the lecturer.
- You must also evaluate your work experience/internship in the form of a video (and a portfolio in the case of an internship), as is the case with regular work experience/internships.
- Upload the required outputs (internship/work experience confirmation, signed statement of activities and tasks, confirmation of completion, video evaluation, portfolio (in the case of an internship)) to Moodle.

For information on the Erasmus internship process and procedure, please contact the Erasmus institutional coordinator (Katarína Křížová).

I have been volunteering at an organisation for a long time. Could I count this as work experience/an internship?

Yes, if there is a psychologist in the organisation who will supervise you and you will be performing psychological activities (not teaching subjects, babysitting, shopping for seniors, etc.), you can convert your volunteer work into an internship/work placement.

Do I need to get my internship/externship approved?

As the guarantor of the quality of teaching in the workplace, IAP reserves the right to reject a workplace for professional practice if the objectives of the practice do not correspond to the student's qualifications, there are doubts about compliance with ethical principles, or IAP has previous experience that justifies such a decision. The workplace is approved by the teacher with their signature on the document Annex.

LEGISLATIVE PROVISIONS FOR PRACTICAL TRAINING/INTERNSHIPS

What governs the implementation of practical training/internships?

The implementation and execution of the internship is governed by internal regulations

https://fses.uniba.sk/fileadmin/fsev/o_fakulte/legislativa/vnutorny_predpis_fsev/2021_22/VP_3_2022_odborne_staze_FSEV_UK_schvalene.pdf and its addendum [Microsoft Word - VP_odborne_staze_dodatok_1.pdf](https://fses.uniba.sk/fileadmin/fsev/o_fakulte/legislativa/vnutorny_predpis_fsev/2022_23/VP_odborne_staze_dodatok_1.pdf) [taze_dodatok_1.docx \(uniba.sk\)](https://fses.uniba.sk/fileadmin/fsev/o_fakulte/legislativa/vnutorny_predpis_fsev/2022_23/VP_odborne_staze_dodatok_1.docx).

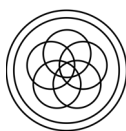
Where can I find the necessary Annex No. 1 to the Protocol on the Student Study Plan for the Academic Year?

The annex can be found at <https://fses.uniba.sk/o-fakulte/legislativa/predpisy-fsev/> in the FSEV Regulations section under the title "Annex No. 1 to the Protocol on the Student Study Plan for the Academic Year". The appendix is available in Slovak and English. The form is also available in the Professional Internship/Externship course in the Moodle interface.

What information do I fill in the Annex?

Fill in all the information about yourself, your school, the subject, the teacher (full name with titles), the host institution and details of the externship/internship. The host organisation must sign and stamp the appendix.

When should the Annex be signed? By when must it be duly signed?



The annex must be signed before the start of the internship/Externship. The dates of your and the host organisation's signatures must be before the start of the internship/externship or at the latest on the day the internship/externship begins. You also need the teacher's signature before the start of the internship.

I am to include the name of the field of study, study programme and subject code in the Annex. What are they and where can I find them?

Information about the field of study and programme, as well as subject codes, can be found in the study plan, for example on the ÚAP FSEV website.

For bachelor's degree programmes, you can find the study plan here:

<https://fses.uniba.sk/studium/studijne-programy-a-plany/bakalarsky-stupen/socialna-a-pracovna-psychologia/>

For master's degree programmes, the study plan can be found here:

<https://fses.uniba.sk/studium/studijne-programy-a-plany/magistersky-stupen/socialna-a-pracovna-psychologia/>

How many hours should be entered in the Annex?

In the Annex, you should list the number of hours of internship/externship required to complete the course (208 hours of internship, 52 hours of practical training). You also enter the dates of the externship/internship (beginning-end). This time frame must be precise (e.g. from 31 January to 30 March) and you must complete the externship/internship within this period. You are not obliged to carry out the work experience every day of the time frame; it is a period during which you are authorised to be at the workplace under the supervision of a mentor and to work and carry out the work experience under their supervision.

Is it possible to complete more hours of work experience at the host workplace than are required for a given subject?

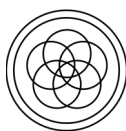
If you agree with your mentor and teacher in advance, you can complete cumulative practice (this does not apply to internships) - within the scope of 104 hours, and apply for its acceptance in 2 subjects (for example, Professional Internship I and later also Professional Internship II). In the case of cumulative practice, it is important to remember that you need to complete it within the agreed time frame, which you can also agree on beyond the duration of the semester. You then submit the assignments in Moodle again, separately for both subjects, even if they are the same documents (so that you can be assigned a grade and credits). You also need to have the codes of both subjects to which the practice will apply (Professional Internship I-IV) listed in the Appendix document.

I have completed the required number of hours of practice and would like to continue practicing at the same workplace. Do I need to submit new documents?

If you want to complete your professional practice at a workplace where you have been in the past, this is possible. Together with the Annex for signature, you must also send the teacher information about your previous goals and tasks, as well as your newly agreed goals and tasks, by email. The condition is that the professional practice must be developmental in nature for you - you participate in activities that you have not previously collaborated on, or you perform activities independently that you have only observed, etc. All documents must be submitted again.

When should I submit the signed Annex to Moodle?

All documents necessary for completing the course must be submitted via Moodle within 14 calendar days of the end of the internship/externship. However, no later than the last day of the teaching period in the given semester.

**Who should sign the Annex first?**

The order of signatures is not specified. However, if you are submitting the Annex for signing, all information must be filled in.

Who signs the Annex at the faculty?

The Annex is signed by the course lecturer. Send the completed and signed Annex (and, if applicable, also signed by the host organisation) in PDF format to the lecturer by email with the subject line "Annex to the Study Plan Protocol" before the start of the work placement/internship. The teacher will then sign it and send it back to you.

When will the lecturer sign the Annex?

It takes several days to process the attachment, usually a maximum of 3 working days.

I sent the attachment to my lecturer a week ago, but I have not yet received a reply as to whether they have signed it. What should I do?

Contact the teacher by email and ask for the signed Annex.

The teacher refused to sign the Annex because the start date of the internship/externship is earlier than the dates of my signature and the signature of the host organisation. What now?

You must amend the Annex and have it signed again by all parties concerned.

I need the Annex in English because my mentor is an English speaker or the official language of the institution is English.

The Annex is also available in English. You can find it at on the website <https://fses.uniba.sk/o-fakulte/legislativa/predpisy-fsev/> in the FSEV Regulations section under the title "Annex - Annex No. 1 to the Protocol on the student's study plan in the academic year".

The host organisation does not want to sign the Annex and has comments on it. What now?

Send the lecturer specific comments by email. Comments must be specific and refer to specific parts. Ask them whether the comments can be incorporated or how to deal with them. The teacher will forward the revised Appendix to the dean. After the dean has given her opinion, the teacher will send you the revised Annex.

The host organisation does not want to sign the Annex. They want to sign a contract between all interested parties. What now?

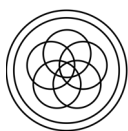
Inform them that we have such a contract ready. Request it from the lecturer and forward it to the host organisation to see if they agree with it. Then send the contract to the dean for signature, with a copy to the lecturer. In the email, explain that the organisation needed to sign the contract.

The host organisation does not want to sign the Annex. They have their own standardised contract. What now?

Ask for their contract and send it to the lecturer by email, who will forward it to the dean for approval. Once approved, you can use their contract. Check who is supposed to sign such a contract, whether it is the lecturer or the dean. Then send the contract to the relevant person for signature.

Do I have to submit the Annex to Moodle first before I can start my internship/externship?

You must have the Annex signed before starting your internship/externship, but you can upload it to Moodle later, at the latest on the day you submit all the documents.



ASSESSMENT AND FULFILMENT OF COURSE REQUIREMENTS

How many hours do I have to complete?

At the bachelor's level, you must complete a minimum of 208 hours of internship.

At the master's level, you must complete at least 52 hours of internship.

What kind of evaluation should the mentor prepare?

We have prepared a letter for the mentor, thanking them for allowing you to do your internship/work experience with them and asking them to confirm the number of hours of internship/work experience completed, supplemented by a report on activities and tasks. The confirmation is issued by the workplace on letterhead, stating the name of the mentor (or other responsible person) and their position, telephone and/or email contact details, and information about the student (name, year of study, degree, programme, department, faculty, university), and, of course, the mentor's signature and the institution's stamp.

We encourage students to ask their mentor for a final evaluation of their externship in the form of feedback. Such an evaluation is important for the student's career growth and professional development, but it is not a prerequisite for completing the course.

The mentor will send **the confirmation to the course coordinator in the form of an email together with a report of activities and tasks**. After approval, the coordinator will forward this email to the student so that you can submit the necessary documents as an assignment in Moodle by the specified date. Templates for both documents are available in Moodle.

What should the practice assessment video be like?

The video criteria are listed in Moodle. You must upload the video to Moodle by the specified date.

How should I shoot and edit the video?

You can prepare the video in any programme. Our students recommend using Canva, TikTok, clideo.com, or inshot to make the video. You can edit the video using CapCut and iMovie, reduce the video size using an MP4 compressor, and send the video via WhatsApp. It is important that the content and format meet the requirements and that the video does not exceed the maximum size, which is automatically set in Moodle and cannot be increased (250MB).

When do I have to submit all assignments (signed Annex, confirmation from mentor with report, video/portfolio)?

The deadline is set at 14 calendar days from the end of the internship/externship. The deadline is therefore individual for each student. Late submission will be penalised by a reduced number of points.

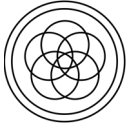
How are assignments (signed Annex, mentor's evaluation with report, video) assessed?

Assignments are assessed based on pre-defined criteria. These criteria can be found in the information sheet, syllabus and Moodle.

When will I know that I have fulfilled the conditions for completing the course?

After the set date for submitting assignments, the lecturer will evaluate them. Processing the evaluations may take several weeks, but you will have your evaluations recorded by the end of the examination period at the latest.

Where can I find my final grade for the course?



The assessments will be published in AIS.

What if I do not complete the required number of hours of practical training/internship?

You must complete the required number of hours of practical training/internship, otherwise you will not meet the requirements for completing the course.

What if I do not meet the conditions for completing the course?

Bachelor's degree - The course is compulsory at the bachelor's level, so you are required to complete it and must ensure that you meet the practical training requirements.

Master's degree - At the master's level, the course is a compulsory elective, so you can re-enrol in the course in the following academic year. Alternatively, you can exchange it for another compulsory elective course within the first two weeks after enrolment.