

PSY 401 GRADUATION WORK · INTERNSHIP SUBFIELD

How to Write Your Internship Report

A short guide: format, structure, and what the commission looks for

Internship Commission · Department of Psychology · Ankara Yıldırım Beyazıt University

WHAT IS THE INTERNSHIP REPORT?

The document in which you address the professional knowledge and experience gained during your internship *within the framework of what you learned in the undergraduate program.*

THEORY

Concepts, models
and findings from
your courses

+

PRACTICE

Your experiences and
observations in the field

=

REPORT

A reflective, evidence-
based account

SIMPLE BUT IMPORTANT

Format at a glance

20–30

pages, excluding references and
appendices

12 pt

Times New Roman, prepared
in Word

2.0

double line spacing throughout

2.5 cm

standard margins on all sides

EN

the language of your education

APA 7

title page, headings, citations,
reference list

CONTENT

Seven sections and their page budget

#	Section	Length	Core question
1	Executive Summary	750–1000 words	What is the whole report about?
2	Internship Institution	max. 3 pages	Where did you work?
3	Purpose and Scope of the Internship	2–4 pages	What did you aim for and do?
4	Experience within the Framework of the Undergraduate Program	10–15 pages	How does practice meet theory?
5	Evaluation	2–5 pages	What did you gain; what would you change?
6	References	APA 7	Which sources support you?
7	Appendices	as needed	Diary, charts, forms

Executive Summary

A stand-alone summary of the **whole** report. A reader who stops here should still know:

- where you interned, and for how long
- what you aimed for and what you did
- which theories your observations connected to
- your gains, problems and suggestions

Tip: write it last, one paragraph per main section.

FROM A SAMPLE REPORT

“My 22-day internship involved rotations through units addressing individuals connected to martyrs or veterans, offering job opportunities and psychosocial support.”

Four paragraphs follow: institution and programmes → aims and tasks → links to grief, depression and PTSD → gains, challenges, suggestions.

SECTIONS 2 AND 3

Set the scene: the place and your role

INTERNSHIP INSTITUTION · MAX. 3 PAGES

Structure, sector and position in it, mission, size, organizational chart, history, physical setting, staff and their roles, how it operates.

Sample: Ankara Provincial Directorate of Family and Social Services; four buildings, each with specialized units (child, adoption, women's, elderly, martyr relatives and veterans).

PURPOSE AND SCOPE · 2-4 PAGES

The program's general aim + your personal goal (achieved? how, or why not?) + the duties your supervisor assigned you.

Sample: attending a psychotherapy session, institutional visits, paperwork, conversations with people going through grief.

Link observations to the literature

1

Observe

Describe a concrete case or situation you saw.

2

Link

Name the theory or study, cited in APA style.

3

Compare

Where did practice match the books, where did it differ, and why?

4

Context

Consider cultural factors where relevant.

Organize by **themes**, not by days. The sample report used five: grief · depression and PTSD · childhood abuse · disability · older adults.

One paragraph, three moves

OBSERVE

“A veteran I saw at the National Library memorial talked about his sleeping problem due to past war experiences: ‘I do not know what to do for the rest of my life.’”

LINK

Grief is a response to bereavement (Shear, 2015), and unresolved grief is associated with PTSD and depression in combat veterans (Pivar & Field, 2004).

REFLECT

What this means for practice: careful, trauma-sensitive communication with martyr relatives and veterans, as the unit’s psychologist advised.

Evaluation: a critical look back

Gains

What did it add to your skills, education and personal development?

Sample: adaptability; observing a psychological support session.

Problems

What difficulties did you face, and what would you do differently?

Sample: too many interns for the space; limited client contact.

Suggestions

What do you recommend for the internship and the academic program?

Sample: a more detailed evaluation form; more practical coursework.

Be specific and fair: give reasons and constructive feedback, not only praise or complaint.

References and Appendices

REFERENCES · APA 7

List every source, web pages included, and cite every source in the text.

Non-compliant citations = invalid report
and the student fails the course.

APPENDICES

Supporting material mentioned in the text:
organizational charts, tables, figures.

The internship diary: one dated entry per day.

Sample: 22 entries, “Day 1 (10.07.2023)” to “Day 22 (08.08.2023)”.

END OF THE FALL SEMESTER · DATE ANNOUNCED LATER

Submission checklist

- **First, e-mail** the final version to ybubitirmeprojesi@gmail.com.
- 📖 **Then, deliver** the printed copy to the Department of Psychology office, against signature.
- 👥 **A friend submitting for you** must bring a petition signed by you.
- 🔗 **Forms, dates and announcements:** PSY 401 Graduation Work page

IN AN OPEN, UNSEALED YELLOW ENVELOPE

- Internship report
- Internship diary
- Performance evaluation form
- Attendance form
- Graduation Project Submission Document (Delivery Deed)

BEFORE YOU SUBMIT

Common pitfalls

Avoid	Do instead
A day-by-day story in the main text	Themes in the main text; the diary goes in the appendix
Claims with no source	Support every general claim with an APA citation
Names or details that identify clients	Anonymize; describe cases, not people
Only praise, or only complaints	A balanced, reasoned evaluation
Small APA slips (sentence case, DOI format, missing brackets)	Check every in-text citation against the reference list
Over or under the page limits	Follow the page budget for each section

Observe. Link. Reflect.

A good internship report shows not only what you did, but what it means in the light of what you learned.

Questions? · Internship Commission, Department of Psychology

E-mail: staj.komisyon.mail@gmail.com

FAQ: aybu.edu.tr/psikoloji/tr/sayfa/10334

PSY 401 Graduation Work page: aybu.edu.tr/psikoloji/tr/sayfa/11154

Department website: aybu.edu.tr/psikoloji