



HANDBOOK FOR INTERNSHIP PLACEMENT
GRADUATE DEGREE IN CLINICAL PSYCHOLOGY for Individuals, Families
and Organizations

Presentation of the internship program

Within the course of study in Clinical Psychology and Clinical Psychology for Individuals, Families and Organizations the internship is a training and orientation experience offering students the opportunity to integrate their academic studies with a working experience, thereby reflecting on theoretical aspects as well as different vocational paths. In accordance with the *University Regulations for Internships* issued December 23rd, 2013 the training develops in the following manner:

The **curricular practical training** is one of the formative proposals in the Master Degree in Clinical Psychology, lasting 250 hours, considered compulsory work (10 credits) before graduation can take place. The internship provides workshops and seminar training activities, as well as a practical experience to be carried out in an Organization, combining theory and operating practices specific of the Psychology profession.

The purpose of the master degree curricular internship is to help students, who are approaching the end of their studies, enter the labour market and the psychologist profession, developing a critical exploration of the methods and techniques normally used in the psychological activity. The work of a master degree curricular trainee is purely observational concerning the methods and psychological techniques, even in the case of a personal involvement of transversal skills (flexibility, willingness to listen, a desire to get involved, autonomy etc.)

This program divides itself between activities carried out at the university and in external organizations/structures. The university characterizes itself as the place where it is possible to integrate theoretical knowledge and test this same knowledge within a practical context. For this reason, the university requires the mandatory participation to workshops in order to promote awareness of the professional self.

This curricular internship is intended as a preliminary activity to that of post-graduate training (required to take the State examination to qualify as a psychologist). Students are therefore encouraged to maintain contact with the organization in which they would like to perform a post-graduate internship, as a continuation of the work already performed.

ATTENTION: the trainee will begin a vocational path only during post-graduate training, conceived as a type of apprenticeship, that **puts into practice the knowledge and techniques acquired** during the course of study, still under the guidance of a supervisor.

The members of the internship Commission are Prof. Valeria Ugazio (President), Prof. Maria Luisa Rusconi, prof. Angelo Compare and prof. Attà Negri.



Fundamental aspects of the 250 hours internship within the MASTER DEGREE

Activation of the internship

Students enrolled in the second year of the Course of Study in Clinical Psychology, who have obtained at least 30 credits can participate in the curricular internship program. For each academic year, two opening sessions of the training course will take place:
from October 1st to November 15th ;
from March 1st to April 15th .

The 1st of October (or the next business day if it is a public holiday) an online file will be published on the internships page, where each student will be paired with a university tutor and a supervisor. (http://www.unibg.it/struttura/struttura.asp?cerca=let_tirocini_2).

In the preliminary phase, at the start of the internship, the student - joined by his/her university tutor – will have to identify the host Organization where the internship will take place - and the psychologist available to follow him/her. In case the Organization does not have an agreement with the University, a new agreement through the computerized system can be activated by the University (<http://sportello.unibg.it/esse3/Home.do>).

Once the host Organization has been found, the student will have to present two original copies of the individual training project (by compiling a specific module) at least one week before the scheduled start of the curricular training, (<http://sportello.unibg.it/esse3/Home.do>).

In this project, with the help of the university tutor and in accordance with the Organization, the student will have to present the general objective of the activities to be performed, the operating modes and execution times. The project will have to be approved by the supervising teacher.

The 250 hours may commence on the 7th day after project has been delivered to the Internship Office and after the project has been activated online (<http://sportello.unibg.it/esse3/Home.do>). It is not possible to start the internship BEFORE that date.

The duration of the internship in the Organization can last between 2 and six months, to be agreed with the tutor of the Organization.

With the start of the internship, the student is required to download the Internship Curricular Registry (<http://www.data.unibg.it/dati/bacheca/40/70980.pdf>) which must be completed during the internship.

Ending the internship

The student may terminate the internship experience after

- a. Having completed the hours at the Organization
- b. Having completed the hours at the University
- c. Having prepared the final report (which requires a separate approval by the supervisor and the university tutor)



The completion of the hours in an Organization is certified by the completion of the Internship Curricular Registry (compiled by the student and the institution's tutor) and the signature of the supervisor and university tutor.

The completion of the hours at the University is certified by the university tutor on Certification Hours (a document handled by the same tutor), shown to the student and countersigned by the supervising teacher. On the same document the approval of the Final Report is also certified.

The two documents should be presented by the student at the Internship Office within 60 days from the date of the last signature. The student can graduate 30 days after having presented these documents.

Articulation of the internship

250 hours of training, corresponding to 10 CFU as described below:

- 210 hours to be performed at a host entity, in which a psychologist works, who has been listed in the professional register for at least 3 years, who will act as the Organization tutor;
- 20 hours of workshop activities organized by the Department of Human and Social Sciences to learn how to present oneself to the territory and how to enhance one's skills within the training context;
- 5 hours of confrontation with their university tutor to reflection of what has been observed;
- 5 hours seminars and / or workshops organized by the Master of Science in Clinical Psychology;
- 10 hours devoted to the draft of the Internship Registry and the Final Report with the help of the academic tutor and the supervisor.

THE UNIVERSITY INTERNSHIP TUTOR

The university tutor provides support in the drafting of the educational training project, in agreement with the Organization's tutor - helping the student identify the role and tasks of the trainee - the on-going direct and indirect monitoring - by identifying training materials consistent with the path of studies - and the assessment at the conclusion of the training path. The tutor will be coordinated by the contact person for curricular internships, dr. Jacopo Casiraghi (jacopo.casiraghi.coordinamentotutor@unibg.it).

THE SUPERVISOR

The internship commission will assign a supervisor to the trainee, identified by the Commission among the teachers of the School of Psychological Sciences or the Master Degree in Clinical Psychology and the Department of Human and Social Sciences, on the basis of the coherence between the objectives of the training project and the areas of interest / expertise of the teacher.

The supervisor oversees the activities of the internship. In particular he/she approves the internship project, particularly by authenticating the scientific-methodological structure; He/she promotes the integration of the learning experience with the curriculum of the student; He/she intervenes to rectify any critical elements and, above all, validate the work done.



DUTIES OF TRAINEE

During the internship the student shall comply with the obligations agreed during the drafting and signature of the project.

- Follow the indications provided by the tutor and the supervisor
- Regularly attend the activities provided and comply with what was agreed with the Board
- Respect confidentiality obligations
- Respect confidentiality and ethical principles inherent to psychology work

THE FINAL REPORT OF THE MASTER DEGREE INTERNSHIP

The report should be between 30,000 and 35,000 characters (including spaces) and must be submitted in duplicate hard copy to your university tutor. The report must be as follows:

- Description of the work environment / organizational experience
- Summary of interviews
- List of the proper psychological methods observed
- Analysis of the values and skills learned during the internship
- Analysis of the emotions and personal values elicited by the experience
- Analysis of the significance of the experience, in view of one's professional career and / or postgraduate internship.

TRAINING ABROAD

The student, who intends to carry out a curricular internship abroad as part of an Erasmus project, shall indicate this in the Learning Agreement. The training hours can be carried out entirely in the host country. It is however necessary that the student awaits the approval of the training project by the supervisor of his/her Department, an approval that will be granted once the project has been sent. The student who has not included a training experience in the *Learning Agreement*, but subsequently decides to carry it out abroad may do so only at the end of the Erasmus project, extending the stay for the period of the internship and contacting the Internship Office (tirocini@unibg.it).

INTERNSHIP FOR WORKING STUDENTS

A working student, who is unable to perform the internship at an institution, may file a request to the Internship Commission to carry out the internship through a project that will be duly agreed with the teacher supervisor and tutor. An employment contract or partnership attesting the effectiveness of a working relationship lasting at least 24 hours per week is necessary.

PARTIAL EXEMPTION FROM THE INTERNSHIP

Students who can certify through prior or existing training or professional experience, the possession of sufficient experience in the professional field in which the professionals related to the curricula provided by the Study Programme operate, may request a partial exemption from internship activities. The student must present an application to the Internship Commission.

As an example, we report the following contexts:

- Cooperatives with services dedicated to specific issues / fragile people
- Schools (including kindergartens)
- Research institutions, universities



- Tertiary sector (services dedicated to people: social assistance, different skills etc.)
- Employment offices or curricula / staff selection
- Hospitals, medical / clinical laboratories

The partial exemption involves the preparation of a project concerning the activities already carried out, duly agreed with the supervisor teacher and university tutor.

Operational guidance relating to the conduct of the Master internship

250 hours				
210 hours at host Organization	20 hours of lab activities	5 contact hours with one's university tutor	5 hours for seminars / workshops	10 hours to write the final report

The 210 hours to be carried out at the Institute will be organized through the following training actions:

I Action. Objective: comprehension of the professional organization of the host Organization (organization chart, objectives, purpose, type of professionals and users).

Methodology: direct observation of processes, collection of documentary material and interviews with privileged witnesses of the Organization.

Action II. Objective: understanding of the services provided by the Organization.

Methodology: collection of documentary material and interviews with privileged witnesses of the Organization.

Action III. Objective: Identification of the role and functions carried out by the psychologist and possible other professionals with whom the student collaborated.

Methodology: direct observation of processes, collection of documentary material and interviews with the psychologist.

Action IV. Objective: identification of work methods (e.g. Observation, interview, use of specific techniques).

Methodology: direct observation of processes, collection of documentary material and interviews with the psychologist.

V Action. Objective: Analysis of the relationship between theories and methods acquired in the Organization and theories and methods acquired during studies.

Methodology: direct observation of processes, collection of documentary material, synthesis of the results.

VI Action. Objective: comparison with the psychologist of the Organization / company on the activities observed and the technical choices implemented.

Methodology: meetings with the Organization's tutor and the work team.

Action VII. Objective: to support proactively the work of the Organization / company with activities that require transversal skills.

Methodology: proactive attitude and willingness to collaborate.

Action VIII. Objective: consolidation of the training experience

Methodology: the drafting of a final report on the experience of training that clarifies the actions carried out.



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The training activities are organized in several steps to allow the student and the Organization an appropriate and productive training. They must not be considered as binding from a temporal point of view, but as a road map to guide the development of the work, which is always shared with the tutor of the host organization and the university teacher-tutor, according to the specificities of the service in which the training project develops.