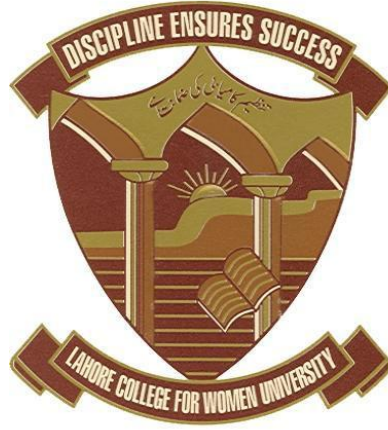


INTERNSHIP TITLE



By

Name

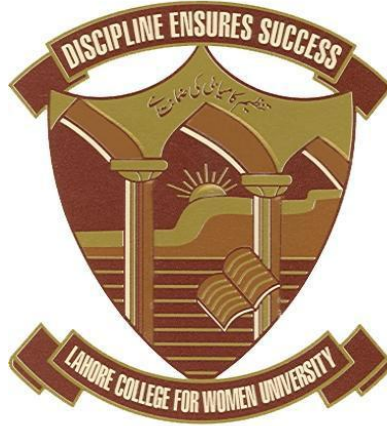
Roll No.

DEPARTMENT OF APPLIED PSYCHOLOGY

LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE

Year

INTERNSHIP TITLE



**INTERNSHIP REPORT SUBMITTED TO LAHORE COLLEGE FOR WOMEN
UNIVERSITY IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR
THE DEGREE OF BS APPLIED PSYCHOLOGY IN 2018**

By

Name

Roll No.

DEPARTMENT OF APPLIED PSYCHOLOGY

LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE

YEAR

Date

Department of Applied Psychology

Lahore College for Women University, Lahore

Respected Madam

I am pleased to present to you the final internship report, due month year, as partial fulfillment for the degree of BS Applied Psychology. The purpose of the internship report is to inform you about the details of internship. The content of this internship report concentrates the goals of internship, roles and responsibilities at internship and the knowledge gained during the period. This internship deals with the psychological aspects of _____. The internship certificate and the evaluation form from the institute are attached with the report.

Thank you for all your reflection and support in putting this report together.

Yours Sincerely,

Name

Enclosure: Final Internship Report

Name

Internal Supervisor

Designation

Acknowledgement: (optional)

It deals with thanking and acknowledging all those who contributed in conducting internship and guiding in writing the report.

Abstract: (starts from the next page)

An abstract is a brief, comprehensive summary of the contents of the internship experience and the area in which it is conducted; it allows readers to survey the contents of the report quickly and enables persons interested in the document to retrieve it from abstracting and indexing database. It should be a single paragraph that should be dense with information. It should be accurate, non-evaluative, coherent and concise. (Not more than 150 to 250 words).

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GUIDELINES FOR WRITING INTERNSHIP REPORT

Chapter 1 (every chapter should start with a new page)

Introduction

Introduce the area of internship. It presents the specific area in which internship was carried out. (Students can select any of the following areas for their internships)

Clinical Psychology

Health Psychology

Human Resource Management (HRM)

Introduce why internship is required in this specific field? State the importance of internship in the specific field where internship is conducted. Discuss reasons for carrying out internship in this field or area.

Introduce the institution and department where internship was carried out. Give a comprehensive introduction of the department (e.g., psychiatry) and institution (e.g., Services Hospital). Give the historical development of the department and state the strengths and weaknesses of the department and institution.

Explore the importance of internship. State why internship was carried out? Give both academic and practical aspects of the need to carry out internship. Explain its cultural, political, religious or social implication and also explain how this internship adds to the already present body of knowledge and how this fits into the cumulative understanding of the field. Clearly develop the rationale of the internship also state how the internship helped in developing new skills and promoting new learning/

Objectives

State the aims and objectives of the internship in the form of points. The methods used during internship should reflect the objective of the study.

Literature Review (chapter 2)

Discuss the relevant, recent and directly related work. Citation of and specific credit to relevant earlier work should be given in the description of the relevant scholarship, also inform reader how the current work differs from the earlier work. Emphasize pertinent findings, methodological issues and major conclusions of the relevant literature.

Methodology and Procedure (chapter 3)

The method section describes in detail how the internship was conducted. Different type of internship will rely on different methodologies. A complete description of the methods used enables the reader to evaluate the appropriateness of the methods and reliability and validity of the results. This section mainly deals with the practical aspects of internship how it was conducted what type of methods were used to deal with problems? How assessment was carried out and what treatment procedures were followed. Was it based on observation or was it interventional?

Results and Discussion (chapter 4)

This section deals with the outcome of the internship experience. What challenges were met and which difficulties were overcome also state challenges which were left unfulfilled. Give reasons for not overcoming challenges. State how the internship experience was different from class room knowledge and how is it fruitful for you.

Conclusion (chapter 5)

Summarize your internship experience and conclude your findings in two to three paragraphs.

Recommendation

Give different suggestions and recommendations to the institution where internship was carried out. These recommendations should be the result of the internship experience and should actually contribute to the betterment and development of the institution and adds something new to the already present body of knowledge.

References

State the reference list on a new page. The word “References” should appear in the uppercase and lowercase letters, centered. Double-space all reference entries. Follow APA style *hanging indent* format, meaning that the first line of each reference is set flush left and subsequent lines are indented.

Instructions

1. Students are required to carry out their internship in any one of the following areas.
 - a. Clinical psychology
 - b. Health psychology
 - c. Human Resource Management
2. In case of Clinical and Health Psychology the internees have to carry out two cases completely in detail from assessment and diagnosis to treatment and recommendations, (complete detail of both the cases with the psychometric and assessments reports should be attached to the appendices of the internship report).
3. Students are directed to get their internship experience certificate from the institution where internship was conducted with the sign and stamp of the institution or departmental head.
4. Students are required to get their assessment and evaluation Performa filled by their internal institutional supervisor (under whom supervision internship was carried out) with the stamp and sign of the departmental head.
5. Students are also required to get their daily log signed and stamped by the institutional head or institutional internal supervisor and college departmental internal supervisor.
6. Internships are evaluated on the bases of the following criteria
 - a. Institutional internal supervisor (supervisor at the institution where internship was carried out) = 30 marks.
 - b. College/University internal supervisor = 20 marks
 - c. External supervisor = 50 marks

LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE

FORMAT FOR BS INTERNSHIP REPORT

1. Paper Size A4
2. Paper Weight 80 g
3. Text Style Black, Times New Roman/ Arial
4. Font Size Title page 14 & 12 (As per APA guidelines) Bold
5. Font Size Text 12
6. Font Size Heading As per APA guidelines
7. Font Size Subheading As per APA guidelines
8. Line spacing 2
9. Page set up
 - a. Top 1 inch
 - b. Bottom 1 inch
 - c. Right 1 inch
 - d. Left 1 inch
 - e. Gutter 0.5 inch
 - f. Gutter Position Left
10. Header As per APA guidelines
11. Footer 0
12. Page No. (1, 2, 3....) Top Right

NOTE: Internship Report should be in “Tape binding” and title page should be covered with transparent sheet. The students are directed to submit hard binding copy after their viva.

Do not use **colored pages** and/ or **card paper**.