



✉ FB 06 • Otto-Behaghel-Straße 10 F • D-35394 Gießen

To all
students of the
Master's program
Mind, Brain and Behavior
as of the cohort of winter term 22/23

Chairman of the Internship Office

Prof. Dr. Katja Dörschner-Boyaci
Allgemeine Psychologie & Visuelle
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Information on the Practical Training Module

Below you find the most important steps for completing the Practical Training Module of the MSc Mind, Brain and Behavior.

1. Contact

Please direct all inquiries with respect to the practical training to the internship office of Prof. Dr. Katja Dörschner-Boyaci: praktikum-master@psychol.uni-giessen.de. Please make sure to include your matriculation number and your study program.

2. Organization

The Practical Training Module comprises 390 hours in total (13 credit points). This typically corresponds to a 9-week full-time internship (360h, 8 hours per day) – 30 hours are estimated as preparation and follow-up. In principle, internships can also be completed in part-time or split between two different internship institutions. However, each internship has to comprise at least 150 hours. The Practical Training Regulations list occupational fields and institutions where you can complete your internship: https://www.uni-giessen.de/mug/7/findindex36.html/7_36_06_5

You are responsible to find yourself an appropriate internship. Some helpful search engines for internships are listed at: www.uni-giessen.de/fb06/praktikumsangebote.

3. Registration for the Practical Training Module

Before you start searching for an internship institution, you should register for the Practical Training Module via FlexNow. You can do this each semester during the examination registration period (please inform yourself about the exact registration deadlines). Registration in a particular semester does not mean that you have to complete the internship in that particular semester.

4. Approval of the internship

According to the Practical Training Regulations, internships must be approved **in advance**. Please submit an application to my office (mail address in the header on page 1).

For this purpose, please use the form provided on the website! (https://www.uni-giessen.de/fbz/fb06/psychologie/studium/ma_MBB/master-mbb/...)

You can digitally submit the documents as **PDF scan** (to praktikum-master@psychol.uni-giessen.de)! As an alternative, you can put the application in the mailbox of the Department of Clinical Psychology (Building F, 2nd floor, next to Room F215)! It is not necessary to hand in the documents in person. The application will be processed within about 14 days and we will send you your application with a note (date of approval, password for ILIAS) **by mail**.

If the period of your internship changes again after approval, you do not need a new approval; just inform us by mail.

5. Approval of the Practical Training Module

Two things are required so that the Internship Office can approve your practical training in FlexNow:

1. Report: Please register on Stud.IP for the event "Praktikumsdatenbank Berufsfeldpraktikum Psychologie" ("Internship database psychology"). Then, the ILIAS link will forward you to the digital internship database where you can complete your report at "Eintrag hinzufügen" ("Add entry"). If you split your 320 hours into two internships at different institutions, please complete a report **for both** internships! If your report has serious flaws, you will be allowed to revise your report.
2. Certificate: In addition, you have to submit a certificate prepared by your internship institution. The certificate must include a description of your activities and the key data of your internship (period, total hours, etc.). You can submit a copy of the certificate, again either digitally as PDF scan or via the mailbox of the Department of Clinical Psychology.

6. Apply for the recognition of your internship by the Internship Office

The Practical Training Module will only be entered in FlexNow upon your request, after all of your documents have been submitted: As soon as you have completed the internship report online and submitted the certificate prepared by your internship institution, you can request the recognition of

your practical training by the Internship Office by sending an e-mail to praktikum-master@psychol.uni-giessen.de, stating your matriculation number and your study program. The Internship Office will check your documents and decide whether the practical training is passed; if so, this will be entered in FlexNow within a few working days for you to see.

sgd. Prof. Dr. Katja-Dörschner Boyaci

