



## Intern Offer Letter

Mihika Lele  
A-101, Princeton Flair  
lane no-8, north main road, Koregaon Park  
Pune - 411001

Date : Oct 30, 2023

Dear **Mihika**,

Greetings!

On behalf of **Swasth Mind**, I would like to extend the internship opportunity to you for the position **Psychology Intern**.

Should you accept the offer, you are expected to start on **November 1st, 2023** and required to work at least **20 hours** per week for the duration of the internship which will tentatively end on **January 31st, 2023** unless extended. This internship will be an unpaid internship and will receive an internship certificate on completion.

I have attached your tasks and responsibilities to this letter. Please take your time in reviewing them of this internship. By signing the agreement, you will be accepting the terms and conditions of this internship. If you have any questions or concerns regarding this Agreement, please feel free to contact me on **+91-9008990372** or email me at **anikha@swasthmind.com**

Once again, we look forward to you joining the team.

Regards,

**Aditya Khaparde**  
Founder, Swasth Mind

**Mihika Lele**

**Intern**

Responsibilities in this role include but are not limited to:

- **Self-Care and Reflective Practice:** Interns should engage in self-care practices and regularly reflect on their own biases, feelings, and reactions that might influence their work with clients.
- **Compliance with Policies:** Interns need to adhere to the policies and procedures of the organization they are working in, including matters related to safety, confidentiality, and professional conduct. **Observation and Participation:** Opportunity to observe and participate in various aspects of psychological work. This might include attending therapy sessions, group therapy sessions, assessments, and treatment planning meetings.
- **Assessment and Testing:** Involved in administering psychological assessments and tests under the supervision. This could include conducting interviews, administering cognitive or personality tests, and interpreting the results.
- **Individual and Group Therapy:** Provide individual or group therapy sessions to clients under supervision. This involves developing treatment plans, implementing therapeutic techniques, and monitoring progress.
- **Case Management:** May be responsible for managing a caseload of clients, which includes maintaining client records, documenting progress, and updating treatment plans as needed.
- **Research and Data Collection:** Assist with research projects by collecting data, conducting literature reviews, and helping with data analysis for content creation.
- **Educational Workshops:** Conducting workshops or psychoeducational groups on various topics related to mental health and well-being.
- **Ethical and Legal Compliance:** Always adhere to ethical guidelines and legal regulations related to patient confidentiality, informed consent, and other aspects of professional practice.
- **Supervision and Learning:** Regular supervision from psychologists or other experienced professionals. This supervision is crucial for your growth and development as practitioners.
- **Professional Development:** Interns are encouraged to engage in continuous learning and professional development. This might involve attending seminars, workshops, and conferences to expand their knowledge and skills.
- **Cultural Sensitivity:** Interns should demonstrate cultural competence and sensitivity when working with clients from diverse backgrounds.
- **Documentation and Reporting:** Accurate and timely documentation of client interactions, progress, and treatment plans is a critical responsibility of psychology interns.