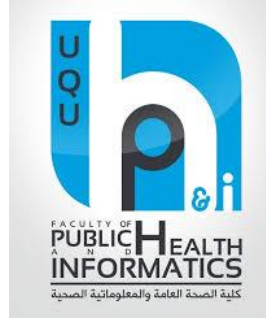


Kingdom of Saudi Arabia  
Ministry of Education  
Umm Al-Qura University  
Faculty of Public Health and  
Health Informatics  
Health Education & Promotion  
Department



المملكة العربية السعودية  
وزارة التعليم  
جامعة أم القرى  
كلية الصحة العامة  
والمعلوماتية الصحية  
قسم التوعية والتعزيز  
الصحي

# Health Education and Promotion Department

## Internship Booklet

<b>Name of the Student</b>	
<b>University ID</b>	
<b>Year</b>	

## ***Preface***

Internship is an integral part of the Health Education and Promotion program and it is designed to provide interns with an opportunity to integrate and apply previously acquired knowledge and technical skills in actual practice settings.

This internship booklet is prepared with the intention to provide orientation to interns about various tasks to be performed and/or observed in different training stages during one year internship. The ultimate goal is that: the intern may acquire necessary practical skills in performing various Health Education and Promotion program tasks.

The beginning of the booklet entails the description of Health Education and Promotion program stating its mission, goals and objectives. Following this, rules and regulations of internship are stated which each intern has to follow in addition to the instructions issued by the training facilities.

The main contents of this booklet are the tasks list for each training stage which interns are expected to either perform or observe during the training.

It is essential to evaluate student's professional behavior and technical competencies that are expected to achieve on completion of his/her internship. The later part of the booklet contains samples of various forms.

# Contents

Item	Page No.
<b>Intern information</b>	
Health Education and Promotion program	4-6
Rules and regulations of internship	7-14
Internship guidelines for Health Education and Promotion program	15-22
<b>Forms</b>	23
Student's Information Form	24
Agreement Letter	25
Student Incident Report Form	26
Intern Annual, Educational & Emergency Leave Request	27
End of the Training Stage Report	28-29
Student's Evaluation Form	30
Final Evaluation of the Student's Internship	31
Evaluation of the Internship by the Field Training Coordinator	32
Student Training Site Transfer Form	33
Student's Internship Evaluation Form	34-35
Contacts	36

# **Health Education and Promotion Program (HEHP)**

## **1.1 Aim and Objectives of HEHP Program:**

### **1.1.1 Aim:**

The aim of the program is to provide Saudi students with the knowledge, skills, and attitude necessary to become specialist in health promotion and to provide care to Saudi individuals, families, and communities in health and illness at preventive, curative and rehabilitative levels. Baccalaureate health education and promotion program (B.Sc.) is focusing on:

- 1- Acquisition of knowledge, skills, and attitude relevant for students in the field of health education, health promotion, practice and research.
- 2- Prepare a professional health education and promotion specialist who possesses the knowledge, skills & attitudes to practice health promotion in a variety of current health care delivery system.
- 3- Acquire other personality traits such as; critical thinking, commitment and interdisciplinary work.
- 4- Collaborate with national and international health promotion agencies to formulate standards, policies and regulations to develop action oriented health promotion interventions.

### **1.1.2 Objectives:**

At the end of their courses, students will be able to:

- 1- Have a broad knowledge base, and a critical understanding, of a range of concepts and principles related to the different courses;
- 2- Show proficiency in assessing, evaluating, analyzing, and synthesizing the scientific information and data;
- 3- Communicate health information and principles in an appropriate manner, employing visual, written and oral skills, using appropriate inter-personal skills and information communication technology;

4- Design, record data accurately, analyze and interpret those data and test hypotheses; execute and critically evaluate the outcomes of investigations carried out individually and in groups;

5- Demonstrate proficiency in practical skills;

6- Understand ethical issues related to different courses and research;

7- Demonstrate a flexible approach to work and learning: able to work cooperatively with others, displaying the ability to take different roles within the team; and being able to carry out and complete task independently;

8 – Demonstrate proficiency in e-learning and e-teaching.

## **1.2 Program Description:**

Faculty of Public Health and Health informatics, Umm Al-Qura University offers the program leading to Bachelor degree in Health Education and Promotion. The program provides students a strong foundation in Health Education and Promotion theories, training and research.

The program comprises of eight semesters plus one year internship (training facility based), after which the degree of B.Sc. Health Education and Promotion program is awarded to successful candidates. A student undertaking this program must complete a total of 138 credit units.

**1.2.1 The language of teaching:** English.

**1.2.2 Skills:** The students are expected to develop certain academic skills such as essay and report writing, presentation skills and statistical analysis. These essential skills will allow the student to complete two important components of the program: the Research Project and the Internship.

**1.2.3 The Research Project:** This is a 10 credit units course which is offered in 7<sup>th</sup> semester and completing by the end of 8<sup>th</sup> semester. The students are provided with a list of projects proposals to choose from after agreement with supervisors in the department. It is expected that the students will apply knowledge and skills learnt during this course such as research methodology, data analysis and interpretation and presentation

of research results during the experimental work of their research project. At the end of the course students need to submit a thesis and give a seminar on their project and defend their work in discussion.

**1.2.4 The Internship:** This one full year (summer, first and second semesters) professional training is offered to each intern in one of the training facilities (general or specialized government hospitals in addition to health office or a directorate of health affair, etc.). During this year, students undergo in-depth Health Education and Promotion training.

# Rules and Regulations of the Internship

## Introduction:

Internship is an integral part of Health Education and Promotion Program and is designed to provide interns with an opportunity to integrate and apply previously acquired knowledge and skills in actual work settings. Under the guidance of experienced Health Professionals and other qualified Health personnel so, the interns will have the followings skills:

- 1- The intern will be able to identify the characteristics of different health education and promotion programs management, will participate in developing and implementing health education and promotion program plans, develop deep understanding on different health departments and their functions, able to understand different wings/sections of health care facilities (HCFs) & their roles acquaint himself/herself with the work load of the (HCFs) particularly in areas like vaccinations/types of vaccinations/storage facility/cold chain.
- 2- The intern will have opportunity to actively participate in the health awareness activities undertaken by the (HCFs) that involved different sectors of the populations as maternal health, child health, adolescents geriatrics, people with special needs , etc.
- 3- The intern will critically evaluate the measures of communicable and non-communicable diseases (NCD) burden and their application from monitoring to policy evaluation, assess the value of different approaches to understand disease burden and their risk factors, evaluate health system requirements and capacity for combating these diseases including the management of conditions.
- 4- The intern will assist in the implementation of school health preventive program and get the ability to respond to urgent issues and to solve problems.
- 5- The internship provides applied learning experiences during which the intern should:
  - a. Practice and acquire health education and promotion skills.
  - b. Practice skills in problem-solving.

- c. Perform quality control procedures.
- d. Learn and adapt new health education and promotion techniques and procedures.
- e. Understand the responsibilities, roles, and functions of the Health Professionals.
- f. Learn how to write monthly / quarterly or annual report.

**I. Internship Eligibility Criteria:**

Entry in internship is allowed only after successful completion of all prerequisite courses of Health Education and Promotion program specified.

**II. Internship Duration:**

The training period for the internship is one calendar year. It is offered in 5<sup>th</sup> academic year of the program and begins two weeks after the final examination of 4<sup>th</sup> academic year.

**III. Internship Scheduling:**

Students will be distributed according to the availability of the training facilities equally. Student's preference also considered while making placement. However, student pre-selection of preferred internship sites does not guarantee training at those facilities.

Internship schedule (days, times and sites) is prepared by the internship coordinator of the program in consultation with the coordinator in the training facilities. The student is not permitted to make his or her own arrangements for internship rotations or to change scheduled rotation days, times or sites without a prior request to and approval by the Program Faculty and field training coordinators.



#### **IV. Internship Stages:**

<b>Internship stage</b>	<b>Duration</b>
Introduction and preparation workshop.	1 week
Health education and promotion management, plan and strategies.	7 weeks
Health education and promotion programs in different settings.	16 weeks
Communicable and Non-communicable diseases programs.	12 weeks
School Health.	12 weeks
<b>Total</b>	<b>48 weeks</b>

#### **V. Internship Supervision:**

The supervision of interns is done at two levels; one by the field training coordinator and other by the internship coordinator designated by the faculty for this purpose and report to Vice Dean for Hospital Affairs. During training at training sites, intern is supervised on daily basis by the Health Education and Promotion supervisor for particular rotation. Faculty coordinator will visit the training facilities regularly every month in order to meet the students and their supervisors to discuss with them their progress and addresses issues, if any. However urgent issues can be reported directly to faculty coordinator whenever required.

#### **VI. Interns Responsibilities:**

Each intern is provided with internship booklet which contains the tasks for each training stage. Intern must complete the tasks list on daily basis which is to be signed by the immediate supervisor, if possible on daily basis, otherwise on weekly basis. All tasks given in the internship booklet will be reviewed by the Faculty Internship Coordinator on his periodic visits to health facilities providing the training.

During internship period, interns have to demonstrate the following responsibilities:

1. Before starting the internship, the student should provide the department with his/her essential information that needed from him / her **(Form #2)**.
2. Also, before the start of the internship the student should read this booklet carefully and assign the agreement form **(Form #6)**.

3. Perform training in accordance with Health Education and Promotion policies and procedures.
4. Comply with training facility rules and regulations.
5. All interns should comply with dress code specified by the training facility.
6. The intern usually spends at least 8 hours daily, 5 days/week or follows the working hours of training site where he/she is being trained.
7. Interns must refrain from unsafe and unprofessional conduct.
8. Exhibit professional behavior as Health Education and Promotion professional.
9. Perform assigned work with responsibility.
10. Attempt to establish good working relationships with all personnel with whom they come in contact during the internship rotation.

#### **VII. Evaluation of Interns by Training Supervisors:**

Professional behavior and technical performance are evaluated using an evaluation form designed to reflect interns competencies that are expected to achieve on completion of their internship.

This evaluation is organized into two parts: (1) general competencies i.e., affective behavior while at the rotation site and (2) discipline competencies i.e., ability to demonstrate basic theoretical and practical and technical ability in performing various Health Education and Promotion tasks. Both parts are rated on percent competency, including assessment of activities that are in the normal course of Health Education and Promotion daily routine and that they would normally attend or participate in seminars/ lectures, in-service workshops, etc.

Intern will be evaluated by his/her field supervisor using evaluation form **(Training Form #10)**. The field supervisor will submit the evaluation form for each intern to the Training Coordinator in the department. A summary of internship evaluation **(Form #12)** will be prepared by the Training Coordinator in the department.

#### **VIII. Evaluation of interns by the Training Coordinator in the department:**

Each intern is evaluated for his/her commitments in filling the assigned tasks and signed by Training Coordinator in the department as shown in internship booklet and filling **(training Form #11)**.

### **IX. Evaluation of training rotations by interns:**

Interns' evaluation of rotation sites is a part of our reciprocal evaluation procedure. Interns must return intern feedback form to faculty internship coordinator no more than five (5) calendar days after completion of each rotation. Also they are required to give a report (**Training Form #9**) about each rotation.

### **X. Internship Monitoring:**

Internship monitoring form (**Training Form #14**) is to be used to get feedback from field coordinator in the training sites. Faculty internship coordinator should monitor Health Education and Promotion interns on monthly basis by visiting the training site and making a report. Quarterly monitoring report will be sent to the Vice Dean of hospital affairs in time.

### **XI. Training Site Transfer:**

Intern should start process of transfer (if he/she want) at least 6 weeks before the desired date. The intern needs to fill the training site transfer form (**Training Form #15**) and obtain evaluation reports of the rotations completed by the intern at current training facility. Similarly intern has to obtain acceptance from the training facility where he/she wants to transfer. This form will then be submitted to program internship committee for approval. It is the responsibility of program internship coordinator in the department to check with current field training coordinator about the evaluation reports of the rotations completed by the intern, any problem or absence of the intern who applied for transfer. After that, the transfer form will be sent by the department to the vice dean hospital affair office electronically with all the required details including student name, university ID, current/new hospital name, finished /required training period and holidays record for the student.

### **XII. Internship grading:**

Grades for the Health Education and Promotion internship are calculated using Student's Evaluation Form (**Training Form #10**) which will be filled by the coordinator at the training facility and the training coordinator in the department. Percent/grades are determined based on the performance in each of the components. The final percentage out of 100 is worked out as follows: 80% weightage will be given to field training supervisor evaluation and 20% weightage for evaluation of the training coordinator in the department and both evaluation will collected together in the final evaluation form of the student

**(Training Form#12).** The minimum of 60% is required for successful completion of internship. The percentage component of grades is then converted to letter grades. University grading system is used to determine the grade as follow:

Percentage obtained	Grade	Letter Grade
95 to 100	Exceptional	A <sup>+</sup>
90 to 94	Excellent	A
85 to 89	Superior	B <sup>+</sup>
80 to 84	Very Good	B
75 to 79	Above Average	C <sup>+</sup>
70 to 74	Good	C
65 to 69	High pass	D <sup>+</sup>
60 to 64	Pass	D
Less than 60	Fail	F

### **XIII. Attendance leaves and vacations:**

1. Interns are permitted to avail all public holidays (Eid-ul-Fiter, Eid Al-Adha and National day).
2. The Vice Dean for Hospital Affairs determines the beginning and the end of each vacation, and informs the interns and the Health Education and Promotion department to follow.
3. Interns are also allowed 15 working days annual leave and 5 days emergency leave. To avail these leaves they need to apply for approval in advance using leave request form **(Form # 8)**. No intern is allowed to proceed on leave prior to approval from Vice Dean for Hospital Affairs.
4. Intern may be granted sick leave on the provision of medical reports.
5. If sick leave exceeds 25% of the duration of the training rotation, the training stage must be repeated.
6. The attendance should be documented by the training facility.
7. Students are also allowed 14 days educational leave **(Form # 16)** to attend faculty/university conferences and research activities relating to their field according to the following:
  - a. Approval from training facility head of the department or training coordinator.

- b. Approval from Vice Dean for Hospital Affairs of the faculty.
  - c. Provide the department with a copy of certificate of attendance to be sent with the evaluations to the faculty of Public Health and Health Informatics.
8. Lack of commitment in the attendance/training and improper behavior/attitude can lead to some or all of the following (**Training Form # 5**):
- a. Give verbal warning to comply with the training roles and regulations;
  - b. Repeat the training stage;
  - c. Move training to other training facility;
  - d. Terminate training program;
  - e. Or other.

**Note: All forms are available at the "Forms" section.**

#### **XIV. Award of internship certificate:**

After successful completion of training, student should submit the "**internship booklet**" duly signed by the supervisors for each rotation to the department training coordinator. The intern will be granted a certificate by the Faculty after approval of Health Education and Promotion department. The certificate will provide the overall grade obtained by the intern in the training as well as the details of different training stages and the percentage of the marks obtained in each stage.

**Note: Any intern who fails to submit internship booklet will not be awarded internship completion certificate.**

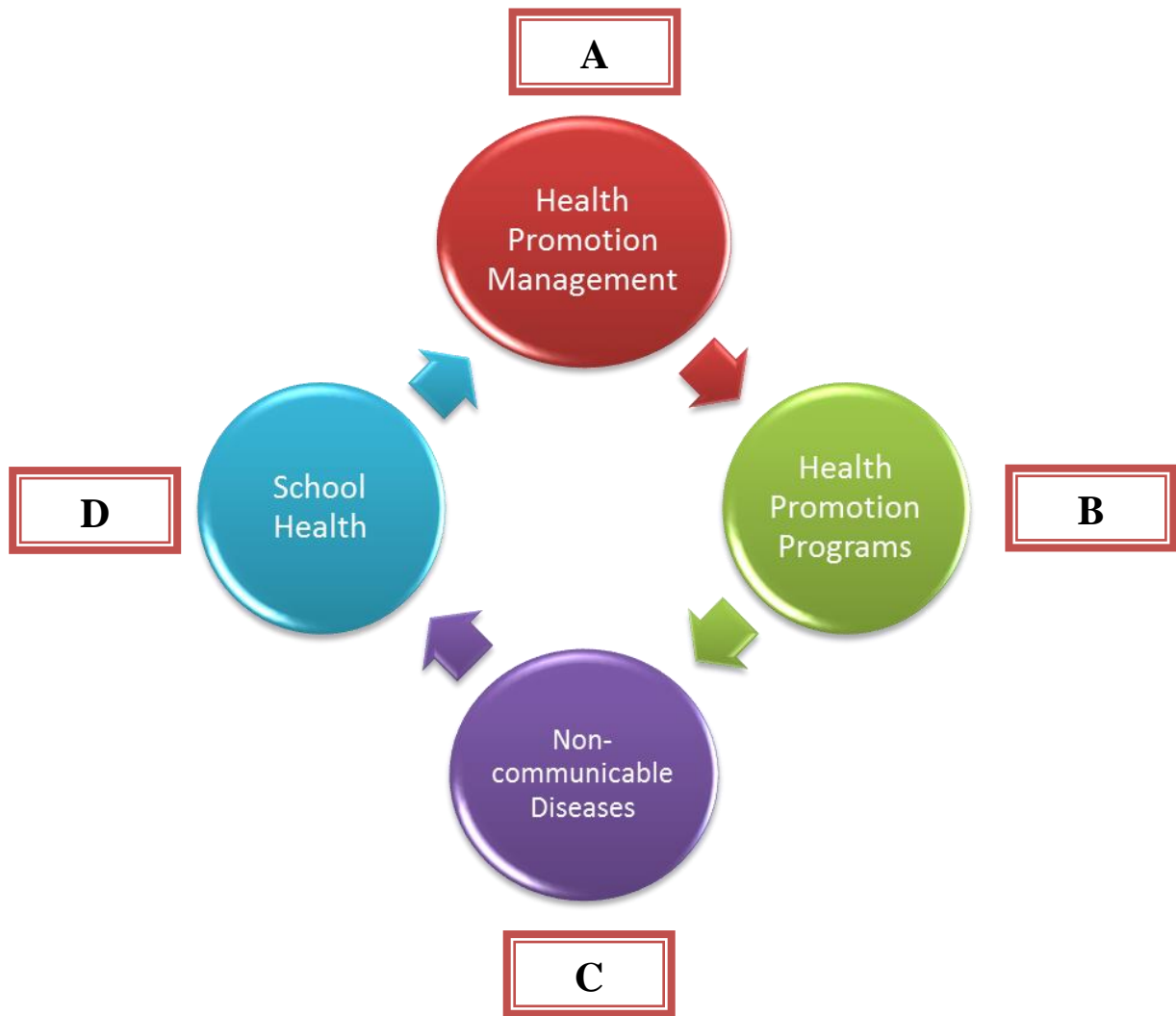
# **Internship Guidelines for Health Education and Promotion Training Stages**

## **Health Education and Promotion Internship Program**

### **Internship stages (48 weeks)**

The following table revealed the training stages.

<b>Internship stage</b>	<b>Duration</b>
Introduction and preparation workshop.	1 week
Health education and promotion management, plan and strategies.	7 weeks
Health education and promotion programs in different settings.	16 weeks
Communicable and Non-communicable diseases programs.	12 weeks
School Health.	12 weeks
<b>Total</b>	<b>48 weeks</b>



Group A:  
 1-  
 2-  
 3-  
 4-

Group B:  
 1-  
 2-  
 3-  
 4-

Group C:  
 1-  
 2-  
 3-  
 4-

Group D:  
 1-  
 2-  
 3-  
 4-

## Health Education and Promotion Management, Plan and Strategies

**Name of training facility:**

Makka Health Affairs - Health Education & Promotion Directorate

**Rotation Period (from/to):**

N	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Recognize characteristics of different health promotion programs management.	✓		
2	Participate in developing health promotion program plans.		✓	
3	Participate in implementing of health promotion program planning.		✓	
4	Participate in evaluation of health promotion program plan implementation		✓	
5	Study and evaluate health promotion human and monetary resources.	✓		
6	Understand real world health promotion program budgeting and budget constraints.	✓		
7	Formulate strategies and plan of action.		✓	
8	Apply process of program implementation and evaluation in different stages and forms.		✓	
9	Recognize leadership and leadership applications.	✓		
10	Understand work place communication and communication methods.		✓	
11	Understand decision making process and participatory decision making in the different departments.	✓		
12	Recognize the contributions of theory, evidence, and values in health promotion practice in real world.	✓		



## Health Education and Promotion Programs in Different Settings

**Name of training facility:**

Makkah Health Affairs - Health Education & Promotion Directorate

**Rotation Period (from/to):**

N	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Able to understand different wings/sections of the hospital & their roles.	✓		
2	Develop deep understanding on different departments & their functions.	✓		
3	Acquaint him/her with the work load of the hospital particularly in areas like vaccinations/types of vaccinations/ storage facility/cold chain.	✓		
4	Understand and participate in the health awareness activities undertaken by the hospital particularly on maternal health (issues of pregnancy, labor, and puerperium).	✓		
5	Participate in campaigns conducted by the hospital on subjects like exclusive breast feeding, healthy weaning practices; recognize early delay developmental in children.	✓		
6	Take part in awareness, prevention and rehabilitation activities by the hospitals and NGOs on mental health issues like intellectual disability, Autism, Attention Deficit Hyperactivity Disorder (ADHD).	✓		
7	Work with the schools to promote oral health & hygiene amongst school students.	✓		
8	Work with the rehab agencies (govt. and non-government) involved in generating awareness, conducting substance abuse prevention programs	✓		

	and running rehab programs for the victims of substance abuse and their families.			
9	Work with agencies engaging in anti-nicotine addiction (smoking cessation) campaigns.	✓		
10	Working with institutions involved in care and treatment of diabetics and understand various risk factors, signs and symptoms of the disease, case management, and counseling the patients and their families.	✓		
11	Working within a hospital in a Nephrology wing with a view to gain insight on various processes of dialysis, dietary habits of the renal patients, case management, counseling of patients and their families.	✓		

# Communicable and None Communicable Diseases (NCDs)

**Name of training facility:** Makkah Health Affairs - Health Education & Promotion Directorate

**Rotation Period (from/to):**

**Goal:** To expose the participants to key theoretical and empirical knowledge in NCD research and practice from a range of disciplines, including epidemiology, public health, economics and health systems highlighting the commonalities and differences in approaches.

Tasks: The intern will observe and/or perform the following procedures. If any task is not applicable, please mark "N/A".

N	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Critically evaluate the measures of NCD burden and their application from monitoring to policy evaluation.	✓		
2	Assess the value of different approaches to understand disease burden and risk factors for NCDs.	✓		
3	Evaluate health system requirements and capacity for combating global NCDs including the management of conditions.	✓		
4	Explain how health economics can be used to inform the policy process from modeling of risk factors to evaluating prevention strategies.	✓		
5	Analyze the policy process and the effectiveness of policy opportunities at different levels from system-wide changes to disease management.	✓		

## School Health

**Name of training facility:** School Health Directorate, Makkah.

**Section:** Male and Female

**Rotation Period (from/to):**

**Goal:** To be able to perform school health activities.

**Tasks:** The intern will observe and/or perform the following procedures.  
If any task is not applicable, please mark "N/A".

N	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Understand the roles of School health	✓		
2	Understand school health programs	✓		
3	Assist in the implementation of school health preventive programs	✓		
4	Implementation ,Evaluation of health promotion activities in schools	✓		
5	Ability to respond to urgent issues	✓		
6	Ability to solve problems	✓		
7	Ability to take right decision	✓		
8	Ability to ensure compliance with rules and regulations of school health	✓		
9	Ability to prepare Technical forms correctly	✓		

# **Internship Forms**

# Student's Information Form

**(Training Form No. 2)**

**(To be filled by the student)**

<b>Name</b>	<b>(Arabic)</b>
	<b>(English)</b>
<b>University ID</b>	
<b>National ID</b>	
<b>Tel. No.</b>	
<b>In case of emergency</b>	<b>Mobile No.</b>
	<b>Relation</b>
<b>E-mail</b>	
<b>Address</b>	

# Agreement Letter

**(Training Form No. 6)**

**Dear Intern,**

Please read carefully Rules, Regulations and Guidelines stated for internship period. Sign the statement below to ensure that you understood all contents of internship and agree to adhere to the Rules, Regulations and Guidelines.

---

**I have read, understood, and agree to adhere to the Rules, Regulations and Guidelines stated in Faculty of Public Health and Health Informatics.**

<b>Student Name</b>	
<b>University ID No.</b>	
<b>Date</b>	
<b>Signature</b>	

# Student Incident Report Form

**(Training Form No. 5)**

**(To be filled by the training coordinator)**

<b>Student's Name</b>	
<b>Training facility Name</b>	

**After meeting with the training coordinator in the department , we noticed the following:**

- Absent (without reason)
- Permission (more than usual)
- Late attendance
- Bad behavior and attitude
- Obtained less than 60% of the evaluation in the training stage (.....).
- Others: .....

**Based on the above mentioned reason (s) we decided to:**

- Give verbal warning to you to comply with the training rules and regulations in the training facility.
- Repeat training in the stage (.....).
- Move your training to other training facility.
- Terminate your training program.
- Other:  
.....

<b>Name of the Training Coordinator</b>	
<b>Signature of Training Coordinator</b>	
<b>Name of Head of the Department</b>	
<b>Signature of Head of the Department</b>	

**Date**

**Vice Dean for Hospitals Affairs**



# Intern Annual, Educational & Emergency Leave Request

## (Training Form No. 8)

*(The student has two weeks annual leave + one Week for emergency leave, 14 days for Educational leave to participate/ attend faculty/university scientific conferences, seminars, workshops and their research activities)*

<b>Student's Name</b>		<b>University ID No.</b>	
<b>Name of the department</b>			
<b>Phone No.</b>		<b>Leave Balance</b>	

Type of the Leave requested	Annual	Educational	Emergency

Purpose of Educational leave					
<b>To attend</b>	Conference		Seminar	Workshop	
<b>To participate/ present in</b>	Conference		Seminar	Workshop	
<b>To participate in</b>	Research meeting				
<b>Name of the Educational facility</b>					
<b>Name of the Educational event</b>					

<b>Leave request</b>	<b>from</b>		<b>To</b>	
<b>Joining date after leave</b>				
<b>Name of the current training facility</b>				
<b>Signature of the student</b>				

<b>Name of the field training coordinator</b>	
<b>Signature of the field training coordinator</b>	

<b>Name of the department Coordinator</b>	
<b>Signature of the department Coordinator</b>	

<b>Name of the Head of the Department</b>	
<b>Signature of Head of the Department</b>	

**Date**

**Vice Dean for Hospitals Affairs**

## End of the Training Stage Report

**(Training Form No. 9)**  
**(To be filled by the student)**

<b>Student's name</b>				
<b>Department</b>				
<b>Training Facility</b>				
<b>Training stage</b>				
<b>Training period</b>	<b>from</b>		<b>To</b>	

**Introduction:**

**Knowledge gained:**

**Exquisite skills:**

**Is the training objectives have been achieved?**

**Yes**

**No**

**If the training objectives does not achieve, what are the reasons:**

**I suggest the following to improve training:**

**Trainee Name Signature**

**Guidelines for writing the report:**

Use words which are clear and simple terms.

Try to be as brief as possible, with the writing of the points that have to do with training only.

Go directly to the main points and avoid lengthy reports.

Start with an introduction on the objectives of the training stage.

Highlight the training that you have received, acquired knowledge and skills and whether the training objectives have been achieved or not, and if not met, what are the reasons.

At the end of your report please put suggestions for improving the training program.

Complete the form by computer or by hand writing.

Submit the report within two days after the end of the training stage.

The report can be submitted by hand or send it via e-mail or fax to the training supervisor in the department.

# Student's Evaluation Form

**(Training Form No. 10)**

(To be filled by the Field training coordinator & Training Coordinator in the Department)

<b>Intern Name</b>			
<b>University Number</b>			
<b>Department</b>			
<b>Training Facility Name</b>			
<b>Stage of Internship</b>			
<b>Date of the beginning of the training stage</b>		<b>Date of the end</b>	

### Evaluation of The Student By the Supervisor at Training Facility

Punctuality and Attendance	Has a good relation with others	Skills and general performance	Total
15	15	50	80%

**Other comments about the student:**

.....

.....

.....

.....

	Name	Signature	Date
<b>Field Training Supervisor</b>			

### Evaluation of The Student By the Training Coordinator in the Department

Punctuality and Attendance	Has a good relation with others	Skills and general performance	Total
5	5	10	20%

**Other comments about the student:**

.....

.....

.....

.....

	Name	Signature	Date
<b>Training coordinator in the department</b>			

# Final Evaluation of the Student's Internship

**(Training Form No. 12)**

**(To be filled by training coordinator in the department)**

<b>Student's name</b>	
<b>University ID</b>	
<b>Department Name</b>	

No.	Training Stage	Evaluation of the field training coordinator	Evaluation of the training coordinator in the department	Degree	Overall Rating (success / failure)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
The final evaluation					

<b>Name of the training coordinator in the department</b>	
<b>Signature</b>	

<b>Name of the Head of Department</b>	
<b>Signature</b>	

**Date**

**Vice Dean for Hospitals Affairs**

# Evaluation of the Internship by the Field Training Coordinator

## (Training Form No. 14)

<b>Name of the Training Facility</b>	
--------------------------------------	--

Items	Below average	Average	Good	Very Good	Excellent
	<60	60-69	70 - 79	80 - 89	90 -100
<b>Student performance during the training</b>					
<b>Follow the rules and regulations at the training facility</b>					
<b>Punctuality and initiative to work</b>					
<b>Have positive attitudes</b>					
<b>They have good relationships with others</b>					

Problems with the students, (if any):

.....

.....

.....

.....

Any recommendations to improve the quality of the training:

.....

.....

.....

.....

<b>Name of the Field Training Coordinator</b>	
<b>Signature</b>	

**Date**

**Vice Dean for Hospitals Affairs**

# Student's Training Site Transfer Form

**(Training form no. 15)**

**Student's Name:** ..... **UQU ID** .....

**Training facility:** .....

**Training starting date:** ..... **Ending date:** .....

Rotations completed:

1.....Duration (weeks): .....

2.....Duration (weeks): .....

3.....Duration (weeks): .....

4.....Duration (weeks): .....

Evaluation reports for completed rotations attached: Yes  No

Field Training Coordinator agrees to transfer: Yes  No

Name of Training Coordinator:.....

Signature of Training Coordinator: ..... Date: .....

New training facility: ..... Expected starting date: .....

Rotations to be completed:

1..... Duration (weeks): .....

2..... Duration (weeks): .....

3..... Duration (weeks): .....

Training Coordinator in the department agrees to accept intern: Yes  No

**Name of Training Coordinator:** .....

**Signature of Training Coordinator:** .....

**Date**

**Vice Dean for Hospitals Affairs**

# Student's Internship Evaluation Form

**(Training Form No. 17)**  
**(To be filled by the student)**

<b>General Information</b>	
Name	
ID	
Mobile #	
E-mail	
Signature	
<b>SUPERVISION</b>	
Field Training Coordinator	
Training Coordinator in the department	

**Please use a check mark (√) to indicate your response**

Item	Poor	Fair	Good	Very good	Excellent
<b>Training Coordinator in the department</b>					
Encourage the interns to ask questions and represent themselves					
The academic supervisor was accessible to me and concerned about my progress					
The preparation and presentation of material was clear					
The presentation of material was consistent with the internship goals					
The supervisor's respectable attitude and behavior toward intern					
The supervisor motivates and enhance the intern to get updates in his profession					
The supervisor frequent attend the training place and follow up interns					
<b>Field Training coordinator</b>					
Encourage the interns to ask questions and represent themselves					
The Field Supervisor was accessible and concerned about the progress of intern					
The application process (procedures and forms) was clear and accessible					
The Field Supervisor's respectable attitude and behavior toward intern					
The Field Supervisor discus the internship options with interns					



## Student's Internship Evaluation Form (continue):

**Please answer the following and give comments:**

1- In what ways do you feel your previous academic education has been helpful in preparing you for your internship?

2- What do you feel was lacking in your previous academic education that would have been helpful for you at your internship?

3- Have you met your initial expectations for the internship training? Why or why not?

4- Do you feel that your internship experience will be helpful for you in pursuing professional?

5-What is the internship training strength?

6-What are the internship training weaknesses, or area needs to improve?

7-What did you learn thought this internship that you particularly value?  
How did you learn that?

## For Queries Please Contact:

**1. Head of the Department of Health Education and Promotion:**

**Dr. Mohamed Osama Nour**

E-mail: [monour@uqu.edu.sa](mailto:monour@uqu.edu.sa)

Mobile: 00966534325626

**2. Health Education and Promotion Internship Coordinator:**

**a) For Male Students:**

**Dr. Ahmed Abdullah Osman**

E-mail: [aaosman@uqu.edu.sa](mailto:aaosman@uqu.edu.sa)

Mobile: 00966544941248

**b) For Female Students:**

**Dr. Naazik Hassan**

E-mail: [nmmohammed@uqu.edu.sa](mailto:nmmohammed@uqu.edu.sa)

Mobile: 00966530204404

---