



جامعة حائل  
University of Ha'il

## Public Health and Health Informatics

### Manual for Occupational Health and Safety Internship Program

Student Name	:
Academic Number	:
Mobile Number	:

# **Academic Requirements and Procedures for Undergraduate Internships**

**Academic Year 2025- 2026**

Welcome to the Internship Manual for Students in Occupational Health and Safety! As you embark on this vital journey into the world of workplace health and safety, you are stepping into a field that plays a crucial role in safeguarding the well-being of employees, enhancing productivity, and fostering a culture of safety across various industries. This manual is designed to serve as a comprehensive guide to help you navigate your internship experience, equipping you with the knowledge, skills, and practical insights necessary to excel in this rewarding profession.

This document contains the guidelines for students conducting their internship in the Occupational Health and Safety program in the Department of Public Health at University of Hail, Saudi Arabia. Internship students, preceptors (responsible for supervising the student on site), and faculty advisors should refer to these guidelines for information relative to the types and scope of tasks/activities in which the student should be engaged in order to demonstrate competence and the ability to apply academic knowledge in an operational environment.

In addition, the guidelines provide program requirements, internship purpose, and objectives, in addition to other pertinent information relative to the internship experience.

Student interns and preceptors having questions concerning the internship program or desiring additional information, guidance, or clarification regarding any items contained within this guide should contact their concerned coordinator.

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## **I. PURPOSE**

- This manual serves as a comprehensive guide for students pursuing internships in the field of Occupational Health and Safety (OHS). It outlines expectations, responsibilities, and resources to ensure a successful and enriching internship experience.
- The purpose of the internship experience is to provide the student with a wide range of learning opportunities to develop professional skills through first-hand experiences in an operational environment. Internships provide practical experience, allowing students to apply theoretical knowledge in real-world settings. They are crucial for skill development, networking, and enhancing employability in the competitive OHS job market. Following are the broad goals expected to be accomplished by students during their placement in different types of internship settings that include hospitals, Municipality/industrial and regulatory sectors:

### **1. Learning Outcomes**

- a) Understand the principles of OHS and their application in workplace settings.
- b) Gain hands-on experience in risk assessment and hazard control.
- c) Develop communication and teamwork skills essential for OHS professionals.

### **2. Skills Development**

- a) Analytical skills for identifying and addressing workplace hazards.
- b) Technical skills related to safety equipment and compliance regulations.
- c) Interpersonal skills for effective collaboration with diverse teams.

### **3. Professional Networking**

- a) Build relationships with industry professionals and mentors.
- b) Attend conferences and workshops to expand your professional network.
- c) Engage with alumni and peers in the OHS field.

## **II. INTERNSHIP PROGRAM OUTCOMES**

At the end of the internship, students will be able to:

1. Linked academic theory to practice in their discipline.
2. Applied their knowledge, skills, and experience to a work environment.
3. Acquired new learning through challenging and meaningful activities.
4. Reflected on the content and process of the learning experience.
5. Advocated for their own learning in alignment with internship goals.
6. Demonstrated professional skills in the workplace.
7. Demonstrated awareness of community and/or organizational issues.
8. Built and maintained positive professional relationships
9. Identified, clarified or confirmed professional direction as it relates to their studies.

### III. INTRODUCTION

Occupational health and safety (OHS) is a constantly evolving field that integrates elements of science, policy, and human behavior to foster safer work environments. As an intern, you will have a unique opportunity to apply the theoretical knowledge gained in the classroom to real-world situations, gaining invaluable hands-on experience for your future career. This manual outlines the expectations, responsibilities, and resources available to you during your internship, ensuring you maximize this transformative experience.

In the following sections, you will find information on key topics such as workplace safety regulations, risk assessment methodologies, incident investigation techniques, and the significance of effective communication in promoting a safety culture. We will also provide guidance on professional conduct, mentorship opportunities, and strategies for reflecting on your learning and growth throughout the internship.

The internship program is designed to expose students to three different types of work settings: hospitals, municipalities/industries, and regulatory sectors. Students will rotate through each internship setting and are expected to achieve specific learning goals outlined in the course specifications for PHOS 412, PHOS 422, and PHOS 432. Internships will take place during the summer and during the first and second semesters of the academic year, following the established rotation process. Interns will be eligible for placement at the internship site after successfully completing all requirements from the previous years of the program.

We encourage you to approach this internship with curiosity, enthusiasm, and a commitment to learning. Your contributions will enhance your professional development and play a vital role in advancing the mission of promoting health and safety in the workplace. Together, let us work towards creating environments where every worker can thrive, free from hazards and risks.

## **IV. VISION, MISSION, AND GOALS OF THE PROGRAM**

### **a) Vision**

To render the kingdom of Saudi Arabia in general, and greater Ha'il community in particular free from preventable diseases and ill health as well as enjoying positive lifestyle and quality prosperous life.

### **b) Mission**

Preparing specialized occupational health and safety professionals on the national quality standard needs for the labor market. Providing distinguished health research to prevent occupational disease and enhance the health and well-being of society of the KSA.

### **c) Goals**

1. Meet the labor market's need for occupational health and safety professionals.
2. Empowering the student with the knowledge that qualifies him to carry out risk analysis and occupational health and safety work.
3. Investigate the occupational health hazards in the working place and community.
4. Conduct applied research in the field of occupational health and safety

#### **d) OBJECTIVES:**

Upon completion of three internship programs, the professional intern will be able to:

- i. Recognize the fundamental concepts and approaches of occupational health and safety.
- ii. Explain the intersectionality of risk factors influencing safety, human health, and the working environment.
- iii. Describe the opportunities for promoting and protecting health across the occupations and working environment.
- iv. Assess the impact of chemical, biological, social, psychological, environmental, behavioral, and socio-economic factors on occupational health and safety status.
- v. Occupational disease, accident investigations, and addressing the major health-related needs and concerns of safety issues.
- vi. Illustrate the capability to collaborate with stakeholders and leadership in addressing health disparities and influencing health programs and interventions.
- vii. Apply risk management principles to anticipate, identify, evaluate and control physical, chemical, biological, and psychosocial hazards.
- viii. Apply the principles of project implementation, including planning, assessment, and evaluation, in organizational and institutional settings.
- ix. Adhere to the ethical, professional, and legal responsibilities in occupational health domains and research.
- x. Demonstrate teamwork and leadership skills when working with groups on OHS issues.

#### **E) VALUES OF OCCUPATIONAL HEALTH AND SAFETY EXCELLENCE**

- To establish high standards in academic and research sector.
  1. **Integrity and accountability**
- In all our relationships (Internal and External).
  2. **Professionalism**
- In all our Endeavour and approaches towards students and the faculty members, we stand professionally committed.
  3. **Continuous Improvement**
- In teaching process, Research productivity and community services.

#### **E) PROPOSED OUTCOMES**

- At the end of internship program, students will be able to acquire the following skills:
  1. Understanding of Occupational Health Principles

2. Communication Skills
3. Strong Work Ethic
4. Teamwork Skills (work well with others)
5. Regulatory Compliance
6. Initiative
7. Interpersonal Skills (relates well to others)
8. Problem-solving Skills
9. Analytical Skills
10. Flexibility / Adaptability
11. Computer Skills
12. Technical Skills
13. Risk Assessment and Management:
14. Organizational Skills
15. Leadership Skills
16. Self-confidence
17. Friendly/Outgoing Personality
18. Development of Safety Programs
19. Creativity
20. Strategic Emergency Response Preparedness

## F) ASSIGNMENT AND INTERNSHIP DURATION OF TRAINING:

No	Section	Duration Regular students ( 48 Weeks)	Duration bridging students ( 24 Weeks)
1	Infection control	4	2
2	Health education	4	2
3	Emergency preparedness	4	2
4	Safety protocols	4	2
5	Inspections, enforcement of safety laws, and policy development	4	2
6	Workplace safety	4	2
7	Environmental health regulations	4	2
8	Risk assessment	4	2
9	Safety Audits and Inspections	4	2
10	Workplace Ergonomics	4	2
11	Incident Investigation	4	2
12	Risk management	4	2
	<b>Total</b>	<b>48 weeks</b>	<b>24 weeks</b>

## G) FACULTY SITE VISITS

- The faculty supervisor will make one or more site visits during each internship period to confer with the student and preceptor jointly or with each on a private basis. The conferences will address areas relative to student's overall performances, attendance, and evaluation thereof, student's abilities and capabilities, student's personal educational strengths and weaknesses, evaluation of internship experience, suggestions for student improvement, suggestions for program improvement, etc. The faculty supervisor will provide, in advance, each preceptor and student, with a schedule indicating the time and date of site visits. Other faculty visits may occur at unscheduled times as surprise visits.

## H) OUTLINE OF PROGRAM

Students will complete three internship training programs. The Internship program I (PHOS 412), a four-credit-hour course, focuses on placing students in hospitals. The internship program II (PHOS 422), with Six credit hours, focuses on placing students in

the industry sector. The internship program III (PHOS 432) with Six credit hours, focuses on internships in regulatory sectors. The department committee and training coordinator will identify suitable field experience locations based on the learning outcomes and available opportunities. They will then seek approval from the department council. The training coordinator, along with the academic supervisor, will create a rotation plan that includes the selected field experience locations, which the department head must approve.

The instructor will share the CS of these three training programs with students, instructors and field supervisors to make everyone aware of the outline of learning outcomes, training activities, assessment methods and weightage for each of the assessment activities. The specifications mentioned in the CS will provide a clear structure for all stakeholders, making it easier to implement the training activities and their assessment.

## **D) SPECIFIC OBJECTIVES FOR PUBLIC HEALTH INTERN STUDENTS**

### **a) Hospitals Setting Objectives**

1. Conduct Health Assessments: Assist in performing health assessments and screenings for hospital staff to identify occupational health risks and promote overall well-being.
2. Infection Control Practices: Learn about and implement infection control practices to ensure a safe working environment for healthcare workers.
3. Emergency Response Participation: Participate in emergency response drills and understand protocols related to occupational health in a hospital setting.
4. Increase the awareness of its staff and students regarding the provisions and requirements of Occupational Health and Safety procedures in various organizations.
5. Develop and maintain regular workplace inspections and reporting procedures.
6. Assess and control risks as they are identified,
7. Encourage staff and students to take an active role in developing safe working practices.
8. Implement appropriate drills for the evacuation of the workplace in the event of a dangerous situation.
9. Continue the consultative process between staff, students, and management.
10. Train appropriate staff to assist in the implementation of occupational health and safety policies of the hospital/organization,
11. Keep the hospital informed of hazardous situations which may be associated with their work,
12. Develop and promote health and safety attitudes within the hospital community, which will be taken into the wider community.

### **b) Industry Setting Objectives:**

1. Risk Assessment: Conduct risk assessments in various industrial environments to identify potential hazards and recommend mitigation strategies.
2. Ergonomic Evaluations: Perform ergonomic evaluations of workstations and processes to enhance worker comfort and productivity.
3. Safety Training: Assist in developing and delivering safety training programs to promote employee awareness of occupational health issues.
4. Evaluate work practices and engineering control techniques for the prevention of occupational disease.
5. Recognize health hazards in occupational settings.
6. Select control measures specific to exposures.
7. Determine the physiological and toxicological effects of exposures to workplace hazards.
8. Understand the physical and chemical behavior of aerosols and gas mixtures.
9. Analyze industrial exhaust ventilation systems.
10. Identify methods to measure and control noise stress in the workplace.
11. Understand the effects of ionizing and non-ionizing radiation.
12. Analyze and control risk factors associated with musculoskeletal disorders and design effective workplace ergonomics programs.

### **c) Regulatory Sector Objectives:**

13. Understanding Regulatory Frameworks of national and international occupational health regulations and standards (e.g., OSHA, NIOSH, ISO 45001).
14. Conducting Risk Assessments in workplace to identify potential hazards and evaluate risk levels.
15. Policy Analysis: Analyze existing occupational health policies and regulations to understand their impact on workplace safety and health.
16. Training and Education for employees on occupational health and safety .
17. Inspections and Compliance: Participate in inspections and compliance checks of workplaces to ensure adherence to occupational health standards.
18. Data Analysis: Collect and analyze data related to workplace injuries and illnesses to identify trends and inform policy recommendations.
19. Compliance Monitoring to ensure adherence to occupational health regulations and internal policies.

### **d) Municipalities Sector Objectives**

1. Assessment of Sanitation Practices: Evaluate the current sanitation practices in the municipality by conducting field observations and surveys to identify areas for improvement.

2. Data Collection and Analysis: Gather data on waste management, sewage disposal, and vector control measures. Analyze this data to prepare a report on the effectiveness of current sanitation programs.
3. Review existing environmental sanitation policies and recommend updates or new policies based on best practices and current research.
4. Risk Assessment: Participate in workplace safety inspections and risk assessments across various municipal departments. Identify potential hazards and suggest control measures.
5. Safety Training: Assist in designing and delivering safety training programs for municipal employees to ensure compliance with occupational safety standards.
- 6.
7. Incident Reporting and Analysis: Manage and analyze incident reports to identify trends and develop strategies for accident prevention within the municipality.
8. Emergency Preparedness: Contribute to the development of emergency response plans and participate in drills to enhance the municipality's preparedness for various emergencies.
9. Sampling and Testing: Gain hands-on experience in collecting and analyzing samples of food and water for microbial and chemical contaminants, following established protocols.

## **J) CRITERIA FOR INTERNSHIP SITE AFFILIATION**

- The following criteria have been established for approval as an internship site for the Department of Public Health.
- **The organization must be prepared to perform the following:**
  1. When appropriate, the organization must be:
    - a. Licensed by the governing body dully authorized by the Saudi government
    - b. Accredited
    - c. Certified for participation in Medicare or Medic aid
  2. Be committed to contributing to the educational preparation of health care administration students.

3. Provide the operational environment necessary for the student to demonstrate application of acquired knowledge, competence, and opportunity to acquire and refine managerial skills.
4. Assign an appropriate individual who is both educationally and experientially qualified to function as a preceptor for the student.
5. Evaluate the student using the educational objectives and performance criteria as described in the Internship Guidelines.
6. Review and approve student assignments prior to the submission of assignments to the faculty supervisor.
7. Assist University faculty in planning and evaluating operational learning experiences of the student.
8. Review student progress and confirm an outcome of the student's learning process.
9. Participate in preceptor or adjunct faculty meetings relative to the internship program.
10. Conform to the University statement of compliance in that no discrimination shall take place on the basis of age, race, color, religion, sex, national origin, or disability.

#### **Students Assessment Activities (Regular):**

<b>No</b>	<b>Assessment Activities *</b>	<b>Assessment timing (in week no)</b>	<b>Percentage of Total Assessment Score</b>
1.	Attendance & Participation	Throughout the rotation	20%(with minimum achievement of 12%)
2.	Follow up/ (Monthly Evaluation report (Internship site)	At the end of each month	30%(with minimum achievement of 18%)
3.	Presentation/ project (Rubric)	Throughout the semester	20%(with minimum achievement of 12%)
4.	Discussion and questioning	Throughout the semester	20%(with minimum achievement of 12%)
5.	Logbook record	Throughout the semester	20%(with minimum achievement of 12%)
Total			100%(with minimum achievement of 60%)



## Appendix “B”: Internship Activity Log

Name: \_\_\_\_\_  
 Inclusive Date: \_\_\_\_\_

Day of Week	Activities or assignments	Time spent in each activity
<b>Sunday</b>		
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Other</b>		

**COMMENTS:**

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## Appendix “C”: Project Agreement Form

Student Name: \_\_\_\_\_ Internship Site: \_\_\_\_\_

Preceptor: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Project:

Description and Purpose of Project:

Objectives (Expected results, use measurable indicators or quantify if possible):

Methods (Describe how you intend to accomplish/complete project):

Preceptor Approval: \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

## Appendix “D”: Project Completion Form

Student Name: \_\_\_\_\_ Internship Site: \_\_\_\_\_

Preceptor: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Project:

Description and Purpose of Project:

Objectives Achieved:

Acquired Benefit (i.e., what did you learn?):

Preceptor Approval: \_\_\_\_\_

## Appendix “E”: Intern Evaluation Form (By Preceptor)

Student Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Preceptor: \_\_\_\_\_

Dates of Internship: \_\_\_\_\_

The following evaluation is based on a five point scale. Please circle the number you believe most accurately portrays the student’s performance or behavior. Space for additional observations or comments is provided at the end of the evaluation.

The student arrives to the site when expected.

Almost Never					Almost Always
1	2	3	4	5	

When changes in the student’s schedule occur, the student informs all affected by the change.

Almost Never					Almost Always
1	2	3	4	5	

The student can be expected to conduct his or her activities without constant supervision.

Almost Never					Almost Always
1	2	3	4	5	

The student fosters comfortable and communicative atmosphere with others.

Almost Never					Almost Always
1	2	3	4	5	

Student prepares required reports and written assignments that are focused and free from errors.

Almost Never					Almost Always
1	2	3	4	5	

Student prepares required reports and written assignments on time.

Almost Never					Almost Always
1	2	3	4	5	

The student conforms to the organization dress code as appropriate for the activities of the day.

Almost Never					Almost Always
1	2	3	4	5	

**Intern Evaluation Form Cont’d .....**

The student preserves the confidentiality and shows proper respect for personal privacy of others.					
Almost					Almost
Never					Always
1	2	3	4		5
When dealing with others, the student is polite and considerate in speech and manner.					
Almost					Almost
Never					Always
1	2	3	4		5
The student maintains a clean and orderly work area.					
Almost					Almost
Never					Always
1	2	3	4		5
The student reads directions thoroughly or listens to directions carefully.					
Almost					Almost
Never					Always
1	2	3	4		5
The student concentrates on work assignments until their completion and disregards outside distractions.					
Almost					Almost
Never					Always
1	2	3	4		5
Student utilizes available time with independent study.					
Almost					Almost
Never					Always
1	2	3	4		5
Student asks questions which indicate an interest in deeper or broader aspects of administration.					
Almost					Almost
Never					Always
1	2	3	4		5
When confronted with a complex problem (or project), the student is able to coordinate several activities, ideas, and thoughts.					
Almost					Almost
Never					Always
1	2	3	4		5
The student shows the ability to organize assignments effectively and efficiently.					
Almost					Almost
Never					Always
1	2	3	4		5
The student gives thought to and makes inquiries about the feasibility of a new or different course of action.					
Almost					Almost
Never					Always
1	2	3	4		5

**Intern Evaluation Form Cont'd .....**

The student tries, despite difficulties, to accomplish assignments or planned activities. For example: willingness to stay beyond normal hours to complete work.

Almost Never				Almost Always
1	2	3	4	5

In interacting with employees, visitors, customers, etc., the student demonstrates an awareness of the organizational or departmental procedures.

Almost Never				Almost Always
1	2	3	4	5

Overall, how would you rate the student's performance on the internship project required of them during the internship experience?

Ineffective				Very Effective
1	2	3	4	5

Do you believe the project was a valuable learning experience for the student?

Strongly Disagree				Strongly Agree
1	2	3	4	5

How valuable do you think the project was to your organization?

No Value				Very Valuable
1	2	3	4	5

Would you hire this person to work in your organization if you had the opportunity?

Yes \_\_\_ No \_\_\_ If your answer is no, please state your reasons.

Remarks: (additional comments about the student's performance during the internship period)

**Academic Preparation.**

In your opinion, and in the opinion of others with whom the student has interacted, how would you rate the academic preparation and knowledge base of this student?

Inadequate \_\_\_\_\_ Adequate \_\_\_\_\_ Good \_\_\_\_\_ Excellent \_\_\_\_\_

**Academic Suggestions.** In what areas do you think our students need more knowledge or preparation?

**1<sup>st</sup> Month(hospital)**

<b>Name of Intern</b>		<b>Academic ID#</b>	
<b>Hospital /unit</b>	Infection Control	<b>Monthly Grade</b>	
<b>Date</b>	From                      to		

*Put Tick Mark  on the options from Excellent to Very Poor*

<b>Parameters</b>		<b>Excellent 20</b>	<b>Good 15</b>	<b>Fair 10</b>	<b>Poor 5</b>	<b>Very Poor 0</b>
1	<b>Demonstrates understanding of infection control protocols and guidelines.</b>					
2	<b>Communicates effectively with staff, patients, and team members regarding infection control measures.</b>					
3	<b>Works well within a team and collaborates effectively with other departments.</b>					
4	<b>Identifies infection control issues and proposes practical solutions.</b>					
5	<b>Adheres to hospital policies, ethical standards, and professional conduct.</b>					

**Head of the Department:** \_\_\_\_\_

**Signature with Date:** \_\_\_\_\_

**Internship Supervisor:** \_\_\_\_\_

**Signature with Date:** \_\_\_\_\_

**Name/Seal of the Hospital:** \_\_\_\_\_

**2<sup>nd</sup> Month(hospital)**

<b>Name of Intern</b>		<b>Academic ID#</b>	
<b>Hospital /unit</b>	<b>Safety Department</b>		
<b>Date</b>	<b>From to</b>	<b>Monthly Grade</b>	

*Put Tick Mark  on the options from Excellent to Very Poor*

<b>Parameters</b>		<b>Excellent 20</b>	<b>Good 15</b>	<b>Fair 10</b>	<b>Poor 5</b>	<b>Very Poor 0</b>
1	<b>Demonstrates understanding of safety protocols and emergency response procedures.</b>					
2	<b>Identifies safety hazards and risks effectively.</b>					
3	<b>Effectively applies safety procedures during workplace inspections and reporting. Rating</b>					
4	<b>Conducts thorough and effective workplace inspections, identifying potential hazards</b>					
5	<b>Exhibits a positive attitude towards safety and health practices; demonstrates professionalism.</b>					

*Head of the Department:* \_\_\_\_\_

*Signature with Date:* \_\_\_\_\_

*Internship Supervisor:* \_\_\_\_\_

*Signature with Date:* \_\_\_\_\_

*Name/Seal of the Hospital:* \_\_\_\_\_

**3<sup>th</sup> Month (hospital)**

<b>Name of Intern</b>		<b>Academic ID#</b>	
<b>Hospital /unit</b>			
<b>Date</b>	<b>From</b> <b>to</b>	<b>Monthly Grade</b>	

*Put Tick Mark  on the options from Excellent to Very Poor*

<b>Parameters</b>		<b>Excellent 20</b>	<b>Good 15</b>	<b>Fair 10</b>	<b>Poor 5</b>	<b>Very Poor 0</b>
1	<b>Communicates clearly and effectively, both verbally and in writing, regarding health and safety issues.</b>					
2	<b>Ability to Educate and Inform Patients and Staff</b>					
3	<b>Actively engages with staff and patients to promote awareness of occupational health and safety practices.</b>					
4	<b>Effectively applies health education techniques in communicating with staff and patients.</b>					
5	<b>Takes initiative in identifying and addressing health and safety concerns; demonstrates problem-solving skills.</b>					

*Head of the Department:* \_\_\_\_\_

*Signature with Date:* \_\_\_\_\_

*Internship Supervisor:* \_\_\_\_\_

*Signature with Date:* \_\_\_\_\_

*Name/Seal of the Hospital:* \_\_\_\_\_

**4<sup>th</sup> Month (hospital)**

<b>Name of Intern</b>		<b>Academic ID#</b>	
<b>Hospital /unit</b>			
<b>Date</b>	<b>From</b> <b>to</b>	<b>Monthly Grade</b>	

*Put Tick Mark  on the options from Excellent to Very Poor*

<b>Parameters</b>		<b>Excellent 20</b>	<b>Good 15</b>	<b>Fair 10</b>	<b>Poor 5</b>	<b>Very Poor 0</b>
1	<b>Planning, developing, implementing, monitoring and evaluating projects to promote health improvement.</b>					
2	<b>Demonstrates ability to conduct safety assessments and identify potential hazards in the hospital environment.</b>					
3	<b>Exhibits professionalism, including punctuality, appearance, and behavior in the workplace.</b>					
4	<b>Takes initiative in identifying and addressing health and safety concerns; demonstrates problem-solving skills.</b>					
	<b>Demonstrates understanding of workplace ergonomics</b>					

*Head of the Department:* \_\_\_\_\_

*Signature with Date:* \_\_\_\_\_

*Internship Supervisor:* \_\_\_\_\_

*Signature with Date:* \_\_\_\_\_

*Name/Seal of the Hospital:* \_\_\_\_\_

**5<sup>th</sup> Month(hospital)**

<b>Name of Intern</b>		<b>Academic ID#</b>	
<b>Hospital /unit</b>			
<b>Date</b>	<b>From</b> <b>to</b>	<b>Monthly Grade</b>	

*Put Tick Mark  on the options from Excellent to Very Poor*

<b>Parameters</b>		<b>Excellent 5</b>	<b>Good 4</b>	<b>Fair 3</b>	<b>Poor 2</b>	<b>Very Poor 1</b>
1	Understanding of the roles of the various phases of disaster management and issues concerning planning and policies in those phases.					
2	Understanding of comprehensive emergency management from a planning and policy perspective.					
3	Understanding of the role of federal, state, and local governments in disaster planning and policies.					
4	Knowledge of record keeping and data analysis ,presentation and results interpretation					

**Head of the Department:** \_\_\_\_\_

**Signature with Date:** \_\_\_\_\_

**Internship Supervisor:** \_\_\_\_\_

**Signature with Date:** \_\_\_\_\_

**Name/Seal of the Hospital:** \_\_\_\_\_

**6<sup>th</sup> Month**

<b>Name of Intern</b>		<b>Academic ID#</b>	
<b>Hospital /unit</b>			
<b>Date</b>	<b>From</b> <b>to</b>	<b>Monthly Grade</b>	

*Put Tick Mark  on the options from Excellent to Very Poor*

<b>Parameters</b>		<b>Excellent 5</b>	<b>Good 4</b>	<b>Fair 3</b>	<b>Poor 2</b>	<b>Very Poor 1</b>
1	Determine the physiological and toxicological effects of exposures to workplace hazards					
2	Understand the physical and chemical behavior of aerosols and gas mixtures					
3	Application of surveillance system					
4	Consult with clinicians, the healthy nutrition and its effect on health					

**Head of the Department:** \_\_\_\_\_

**Signature with Date:** \_\_\_\_\_

**Internship Supervisor:** \_\_\_\_\_

**Signature with Date:** \_\_\_\_\_

**Name/Seal of the Site:** \_\_\_\_\_

**Name/Seal of the Hospital:** \_\_\_\_\_

**7<sup>h</sup> Month(Industrial/regulatory setting)**

<b>Name of Intern</b>		<b>Academic ID#</b>	
<b>Hospital /unit</b>			
<b>Date</b>	<b>From</b>	<b>to</b>	<b>Monthly Grade</b>

*Put Tick Mark  on the options from Excellent to Very Poor*

<b>Parameters</b>		<b>Excellent 5</b>	<b>Good 4</b>	<b>Fair 3</b>	<b>Poor 2</b>	<b>Very Poor 1</b>
1	Assess the interns' understanding of safety regulations, standards, and best practices.					
2	Evaluate their ability to identify hazards and implement control measures in real-world settings.					
3	Determine their proficiency in conducting risk assessments and safety audits.					
4	Measure their effectiveness in communicating safety protocols and engaging with employees.					
5	Determine interns personal and professional development regards critical thinking and problem-solving skills.					

**Head of the Department:** \_\_\_\_\_

**Signature with Date:** \_\_\_\_\_

**Internship Supervisor:** \_\_\_\_\_

**Signature with Date:** \_\_\_\_\_

**Name/Seal of the Site:** \_\_\_\_\_

**7<sup>h</sup> Month(Industrial/regulatory setting)**

<b>Name of Intern</b>		<b>Academic ID#</b>	
<b>Hospital /unit</b>			
<b>Date</b>	<b>From</b> <b>to</b>	<b>Monthly Grade</b>	

*Put Tick Mark  on the options from Excellent to Very Poor*

<b>Parameters</b>		<b>Excellent 5</b>	<b>Good 4</b>	<b>Fair 3</b>	<b>Poor 2</b>	<b>Very Poor 1</b>
1	Assess the interns' understanding of relevant laws, safety regulations, standards, and best practices.					
2	Assess the intern's ability to identify compliance requirements for different industries.					
3	Understanding how to conduct risk assessments and identify hazards.					
4	Familiarity with personal protective equipment (PPE) and safety tools.					
5	Understanding of emergency response procedures and protocols.					

**Head of the Department:** \_\_\_\_\_

**Signature with Date:** \_\_\_\_\_

**Internship Supervisor:** \_\_\_\_\_

**Signature with Date:** \_\_\_\_\_

**Name/Seal of the sitel:** \_\_\_\_\_

## Internship evaluation sheet (Municipalities)

<b>Name of Intern</b>		<b>Academic ID:</b>	
<b>Department</b>	<b>Waste management</b>	<b>Monthly Grade</b>	
<b>Supervisor Name:</b>			
<b>Supervisor's title:</b>			
<b>Date</b>	<b>From            to</b>		

*Put Tick Mark ✓ on the options from Excellent to Very Poor*

<b>Parameters</b>		<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Very poor</b>
<b>Score</b>		<b>16.6</b>	<b>14</b>	<b>10</b>	<b>5</b>	<b>0</b>
1	Determine the quantities, types, sources, and characteristics of waste.					
2	Knowledge of tiring ways to sort, collect, transport, and dispose of waste.					
3	Understand the processes taking place at landfills.					
4	Identifying ways to reduce, reuse, and recycle waste					
5	Knowledge of waste treatment techniques.					
6	Participate in planning and analysis of waste disposal management.					
<b>Total score</b>						

*Head of the Department:* \_\_\_\_\_

*Signature with Date:* \_\_\_\_\_

*Internship Supervisor:* \_\_\_\_\_

*Signature with Date:* \_\_\_\_\_

### Internship evaluation sheet (Municipalities)

<b>Name of Intern</b>		<b>Academic ID:</b>	
<b>Department</b>	<b>Health inspection</b>	<b>Monthly Grade</b>	
<b>Supervisor Name:</b>			
<b>Supervisor's title:</b>			
<b>Date</b>	<b>From            to</b>		

*Put Tick Mark ✓ on the options from Excellent to Very Poor*

	Parameters	Excellent	Good	Fair	Poor	Very poor
Score		20	15	10	5	0
1	Understanding the health requirements of restaurants, buffets, bakeries and various food factories.					
2	Participate in investigation and health surveys to ensure adherence with health requirements.					
3	Understanding and analyzing risks related to food quality and safety					
4	Access to legislation related to food Control.					
5	Identify the methods of monitoring, conducting surveys to find out the causes of health problems related to food health and safety, and propose the best possible solutions.					
<b>Total score</b>						

*Head of the Department:* \_\_\_\_\_

*Signature with Date:* \_\_\_\_\_

*Internship Supervisor:* \_\_\_\_\_

*Signature with Date:* \_\_\_\_\_

## Internship evaluation sheet (Municipalities)

<b>Name of Intern</b>		<b>Academic ID:</b>	
<b>Department</b>	<b>Environmental Sanitation</b>	<b>Monthly Grade</b>	
<b>Supervisor Name:</b>			
<b>Supervisor's title:</b>			
<b>Date</b>	<b>From            to</b>		

*Put Tick Mark ✓ on the options from Excellent to Very Poor*

<b>Parameters</b>		<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Very poor</b>
<b>Score</b>		<b>20</b>	<b>15</b>	<b>10</b>	<b>5</b>	<b>0</b>
1	Knowledge of environmental sanitation					
2	Professional/technical competence ability to raise environmental sanitation standards					
3	Quality of work (accuracy & thoroughness)					
4	Environmental safety & prevention consciousness, confidential information handling					
5	Accepts directions & guidance of supervisor Attendance & punctuality					
<b>Total score</b>						

*Head of the Department:* \_\_\_\_\_

*Signature with Date:* \_\_\_\_\_

*Internship Supervisor:* \_\_\_\_\_

*Signature with Date:* \_\_\_\_\_

## Internship evaluation sheet (Municipalities)

<b>Name of Intern</b>		<b>Academic ID:</b>	
<b>Department</b>	<b>Health education</b>	<b>Monthly Grade</b>	
<b>Supervisor Name:</b>			
<b>Supervisor's title:</b>			
<b>Date</b>	<b>From            to</b>		

*Put Tick Mark ✓ on the options from Excellent to Very Poor*

<b>Parameters</b>		<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Very poor</b>
<b>Score</b>		<b>20</b>	<b>15</b>	<b>10</b>	<b>5</b>	<b>0</b>
1	Communications skills (ability to communicate clearly, concisely and effectively)					
2	Work relationships (effectiveness in working harmoniously with persons both within and outside the department)					
3	Professionally convey health education messages to others.					
4	Behaved in a mature and professional manner.					
5	Developing the health awareness of individuals, groups and organizations and empowering them to make healthy choices					
<b>Total score</b>						

*Head of the Department:* \_\_\_\_\_

*Signature with Date:* \_\_\_\_\_

*Internship Supervisor:* \_\_\_\_\_

*Signature with Date:* \_\_\_\_\_

## Internship evaluation sheet (Municipalities)

<b>Name of Intern</b>		<b>Academic ID:</b>	
<b>Department</b>	<b>Laboratory</b>	<b>Monthly Grade</b>	
<b>Supervisor Name:</b>			
<b>Supervisor's title:</b>			
<b>Date</b>	<b>From            to</b>		

*Put Tick Mark ✓ on the options from Excellent to Very Poor*

Parameters Score		Excellent 20	Good 15	Fair 10	Poor 5	Very poor 0
1	Interacted well with others at the laboratory/ internship site.					
2	Brought appropriate knowledge and skills to perform the laboratory test(s).					
3	Accepted constructive comments and supervision in a professionally.					
4	Worked independently and with others well, as applicable to the task(s) and project(s).					
5	To perform routine water/food samples testing and interpretation of results					
Total score						

**Head of the Department:** \_\_\_\_\_

**Signature with Date:** \_\_\_\_\_

**Internship Supervisor:** \_\_\_\_\_

**Signature with Date:** \_\_\_\_\_



Kingdom of Saudi Arabia  
Ministry of Education  
Hail University  
Health Training Administration



المملكة العربية السعودية  
وزارة التعليم  
جامعة حائل  
وكالة التدريب

**College of Public Health and Health Informatics  
Public Health  
Internship Student Monthly Evaluation Form**

NAME OF INTERN		Academic ID #	
NAME OF AFFILIATING HOSP./ AGENCY /UNIT		MONTHLY GRADE	
INCLUSIVE DATES	From _____ To _____		

*Put Tick Mark ✓ on the options from Excellent to Very Poor*

PARAMETERS OF EVALUATION	EXCELLENT (5)	GOOD (4)	FAIR (3)	POOR (2)	VERY POOR (1)
<b>1. Understanding of Hospital/PHC/Health Care Centre Basics by the Students (20) Marks</b>					
1.1. Vision/ Mission/ Objective					
1.2. Cognitive & Communication Skill					
1.3. Strong Work Ethic skill					
1.4. Teamwork Skills (work well with others)					
<b>2. Problem Identification at Hospital/PHC/Health Care Centre (20) Marks</b>					
2.1. Ability to identify problems skill					
2.2. Interpersonal Skills (relates well to others)					

2.3. Problem-solving Skills					
2.4. Analytical Skills					
<b>3. Record Writing / Submission (10) Marks</b>					
3.1. Computer Skills					
3.2. Detail-oriented skill					
<b>4. Interpersonal relationship / Team Work (10) Marks</b>					
4.1. Leadership Skills, Tactfulness					
4.2. Friendly/Outgoing Personality					
<b>5. Observance Hospital Decorum and Discipline (10) Marks</b>					
5.1. Strategic Planning Skills					
5.2. Entrepreneurial Skills / Risk-Take					

<b>6. Knowledge acquired from the Hospital/Organization/PHC/Health Care Centre (30) Marks</b>					
6.1. Policies procedures of the hospital					
6.2. Ability to analyze information					
6.3. Understanding the organizational structure					
6.4. Analytical description of the work/activities done					
6.5. Regularity and Punctuality					
6.6. Observance of rules and regulation					
<b>TOTAL MARKS (100)</b>					

**Head of the Department:** \_\_\_\_\_

**Signature with Date:** \_\_\_\_\_

**Internship Supervisor:** \_\_\_\_\_

**Signature with Date:** \_\_\_\_\_

**Name/Seal of the Hospital:**

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