



جامعة حائل
University of Ha'il

College of Public Health and Health Informatics

Manual for Public Health Internship Program

Student Name	:	
Academic Number	:	
Mobile Number	:	

Academic Requirements and Procedures for Undergraduate Internships

Academic Year 2025- 2026

This document contains the guidelines for students conducting their internship in the public health 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.

No.	Table of Contents	Page
I.	Purpose	5
II.	Program outcomes	5
	Introduction	6
	Vision, Mission and Goals of the Department	
	a) Vision	6
	b) Mission	
	c) Goal	
V.	Objectives	7
VI.	Values of public health department	8
	Proposed outcomes	9
	Specific objectives for public health intern students	10
IX.	Clinical Assignment and Internship Duration of Training	11
X.	Faculty site visits	12
	Outline of program	13
	Specific objectives for Public Health Intern Students	
	a) Hospital	
	b) Primary health care centers	
	c) Occupational health	14
	d) Industries	
	e) Schools	
	f) Waste water treatment	
	g) Disaster management	
XIII.	Criteria for internship site affiliation	15
XIV.	Appendices'	
	A -Internship Weekly report	
	B - Internship Activity Log	
	C - Project Agreement Form	
	D - Project Completion Form	16-22
	E - Internship Evaluation Form	

I. PURPOSE

- 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. Following are the broad goals expected to be accomplished by students during their placement in different types of internship settings that include hospitals, Municipality/Ministry and Public Health Departments:
 1. Acquire and demonstrate competencies expected in a professional managerial environment within an organization.
 2. Integrate and apply the academic theory and knowledge acquired in the classroom to the actual practice of concerned organization.
 3. Acquaint the student with various consumer, customer or client populations, organizational activities, scope of services, and required personnel within the internship organization.
 4. Develop objective methods for evaluating responsibilities, decisions, and operations relative to effective and efficient management of an organization.
 5. Acquaint the student with the interrelationships and interdependencies of the various components of various internship organizations.
 6. Observe and study the interrelationships and interdependencies within the branches of municipalities.
 7. Allow students to assess the suitability of his/her qualifications for and commitment to the profession of environmental and public health care and municipalities.

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

The internship program is structured in a way that will allow students to gain exposure of working in three different types of internship settings (Hospitals, Municipality/Ministry and Public Health Departments). The students will be allocated to each internship setting through rotation process and will be required to achieve specific learning goals in accordance with the course specification PHHS 412,

PHHS 422 and PHHS 432. Students will complete internship during Summer, First and Second Semester of the academic year by following the process of rotation. Interns are eligible for placement at internship site after successful completion of all requirements of the previous years of the program.

This Appendix of this internship manual includes the course specification of three internship programs (PHHS 412, PHHS 422 and PHHS 432) developed for the student interns, preceptors (responsible for supervising the student on site), and faculty advisors to help and enable them to measure the progress of their training practice during each of the internship program. It also informs supervisors about training practice which the students still have to learn and review to be competent personally for practicing. These internship programs are intended to provide hands-on experiences in the field of public health in diverse settings while blending both practical experiences with academic learning.

The Internship aims to provide students with opportunities to apply and test public health concepts and theories in practical settings and improve your learning related to the program's public health competencies. At the same time ethical and professional conduct is essential.

IV. VISION, MISSION AND GOALS OF THE DEPARTMENT

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

To provide effective leadership and quality public health services that are equitable, responsive, accessible and accountable to Saudi nationals and residents.

c) Goals

The primary goal of this endeavor is student learning. The specific objectives are to enable students to learn more about public health management; inform the health care community of student abilities and career preparation; give students the opportunity to develop a sense of responsibility for their

continued learning by working independently and collaboratively within the parameters of an internship experience; familiarize students with the experiences related to the process of seeking employment.

V. OBJECTIVES:

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

1. Identify and monitor health problems in the community.
2. Outline laws and regulations that protect health and ensure safety.
3. Diagnose and investigate health problems and hazards in the community.
4. Inform, educate, and empower people about health issues.
5. Evaluate the effectiveness, accessibility, and quality of personal and population-based health services.
6. Develop policies and plans that support individual and community health efforts.
7. Identify and monitor patient health indicators and outcomes and population served by the hospital.
8. Outline and gain comprehensive knowledge of hospital infection control policies and procedures.
9. Diagnose and investigate health problems and hazards in hospital.
10. Adhere to public health's professional, ethical, and legal responsibilities.
11. Follow teamwork, cooperation, accountability, and responsibility at work.
12. Research for new insights and innovative solutions to health problems.

VI. VALUES OF PUBLIC DEPARTMENT

1. **Excellence**
 - To establish high standards in academic and research sector.
2. **Integrity and accountability**
 - In all our relationships (Internal and External).

3. Professionalism

- In all our Endeavour and approaches towards students and the faculty members, we stand professionally committed.

4. Continuous Improvement

- In teaching process, Research productivity and community services.

VII. PROPOSED OUTCOMES

- At the end of internship program, students will be able to acquire the following skills:
 1. Communication Skills
 2. Strong Work Ethic
 3. Teamwork Skills (work well with others)
 4. Initiative
 5. Interpersonal Skills (relates well to others)
 6. Problem-solving Skills
 7. Analytical Skills
 8. Conducting scientific research
 9. Flexibility / Adaptability
 10. Computer Skills
 11. Technical Skills
 12. Infection control skills
 13. Organizational Skills
 14. Leadership Skills
 15. Self-confidence
 16. Friendly/Outgoing Personality
 17. Tactfulness
 18. Creativity
 19. Strategic Planning Skills
 20. Entrepreneurial Skills / Risk-Taker

VIII. SPECIFIC OBJECTIVES FOR PUBLIC HEALTH INTERN STUDENTS

- The public health internship is designed to provide the student a hands-on experience in a health service organization. It will provide a firsthand look at day-to-day operations of a facility and provide the student an opportunity to observe and assist employees in various settings and departments.

IX. ASSIGNMENT AND INTERNSHIP DURATION OF TRAINING:

No	Section	Duration Regular students (48 Weeks)	Duration bridging students (24 Weeks)
1	Food safety	4	2
2	Health education	2	2
3	Sanitation	4	2
4	Water & Food laboratory	4	2
5	Infection control	6	3
6	Public Health department in hospital	8	2
7	Nutrition department	4	2
8	Vector control	4	2
9	Immunization unit	2	1
10	Infectious disease control	2	2
11	Patients experience	4	2
12	Environmental health	2	2
13	School health program	2	
	Total	48 weeks	24 weeks

X. 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.

XI. OUTLINE OF PROGRAM

- Students will complete three internship training programs. The Internship program I (PHHS 412) with four credit hours focuses upon placement of students either in the Municipality, Ministry of Environment, Water and Agriculture and/or Ministry of Health. The internship program II (PHHS 422) with four credit hours focuses upon placement of students in either Health cluster, Health Affair and Public health authority. The internship program III (PHHS 432) focuses upon internship at Public/private hospitals. 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 must be approved by the head of the department.
- The CS of these three training programs will be shared with students, instructor and field supervisor 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 to the all stakeholders and make it easy to implement the training activities and their assessment.

XII. SPECIFIC OBJECTIVES FOR PUBLIC HEALTH INTERN STUDENTS

a) Hospitals

- The specific objectives of the internship program in hospitals are:
 1. To provide its students with a foundation of knowledge in public health, health policy, and health management.
 2. To understand the concepts, principles, and scientific skills necessary for health services policy development and evaluation and health management.
 3. Oversee public health programs, including statistical analysis, health care planning, surveillance systems, and public health improvement.
 4. Investigate diseases or parasites to determine cause and risk factors, progress, life cycle, or mode of transmission.
 5. Plan and direct studies to investigate human or animal disease, preventive methods, and treatments for disease.
 6. Plan, administer and evaluate health safety standards and programs to improve public health, conferring with health department, industry personnel, physicians and others.
 7. Provide expertise in the design, management and evaluation of study protocols and health status questionnaires, sample selection and analysis.

8. Conduct research to develop methodologies, instrumentation and procedures for medical application, analyzing data and presenting findings.
9. Consult with and advise physicians, educators, researchers, government health officials and others regarding medical applications of sciences, such as physics, biology, and chemistry.
10. Supervise professional, technical and clerical personnel.
11. Identify and analyze public health issues related to Foodborne parasitic diseases and their impact on public policies or scientific studies or surveys.
12. Effectively communicate the results of research and evaluation efforts to the variety of stakeholders in the healthcare system (e.g. different types of healthcare professionals, researchers, policy makers, insurers, and the public);
13. Consult with clinicians, administrators, and policy makers about the implementation of population-based programs designed to improve the delivery of healthcare services;
14. Understand the benefits and risks of medication use, including drug safety and risk management;
15. Design and conduct an epidemiological study related to the impact of healthcare, together with biological, social, behavioural, and/or environmental factors on the health outcomes of populations.
16. Increase the awareness of its staff and students of the provisions and requirements of the Occupational Health and Safety procedures in different organizations,
17. Develop and maintain regular workplace inspections and reporting procedures,
18. Assess and control risks as they are identified,
19. Encourage staff and students to take an active role in the development of safe working practices,
20. Implement appropriate drills for evacuation of the workplace in the event of a dangerous situation,
21. Continue the consultative process between staff, students and management,
22. Train appropriate staff to assist in the implementation of occupational health and safety policies of the hospital/ organization,
23. Keep the hospital/ organization informed of hazardous situations which may be associated with their work,

24. Develop and promote health and safety attitudes within the hospital/ organization community which will be taken into the wider community.

b) Primary Health Care Centers

The internship program will help the students in understanding the key role of primary health care centers and its working along with coordination with the health care system of Saudi Arabia in general.

1. Collect, compile, analyze, and evaluate data to assess the health status of the general population and specific demographic groups.
2. Develop and recommend strategies to improve the health of PHCC target group and prevent or manage disease.
3. Ensuring that work is underpinned by sound, up-to-date knowledge of public health intervention and making sure that projects are based on evidence of effectiveness.
4. Developing policies and strategies for promoting health at PHCC level.
5. Planning, developing, implementing, monitoring and evaluating projects to promote health improvement.
6. Developing the health awareness of individuals, groups and organizations and empowering them to make healthy choices;
7. Strengthen public health fundamentals at PHCC level, including communicable and non-communicable disease surveillance and epidemiologic investigation.
8. Enhance communicable disease surveillance, prevention and control programs at PHCC level on a foundation of quality science to reduce illness and death associated with infectious diseases.
9. Build intensive internal (at the PHCC) and external (e.g. SCH, HMC ...etc.) coordination and collaboration for communicable and non-communicable diseases prevention and control.
10. Enhance the Emergency preparedness guidelines for PHCC.
11. Identify Health priorities at PHCC level and prevent health care associated infection.
12. Writing Reports and producing leaflets, posters, videos and brochures to aid health promotion in different environments

c) Industries

1. Evaluate work practices and engineering control techniques for the prevention of occupational disease
2. Recognize health hazards in occupational settings
3. Select control measures specific to exposures

4. Determine the physiological and toxicological effects of exposures to workplace hazards
5. Understand the physical and chemical behavior of aerosols and gas mixtures
6. Analyze industrial exhaust ventilation systems
7. Identify methods to measure and control noise stress in the workplace
8. Understand the effects of ionizing and non-ionizing radiation
9. Analyze and control risk factors for musculoskeletal disorders and design workplace ergonomics programs

d) Disaster Management

- This internship program will benefit the undergraduate students in the following:
 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 mitigation planning and policy strategies.
 5. Understanding of comprehensive emergency management and related plans.
 6. Understanding of factors affecting short and long-term recovery and rebuilding and the role of planners and policy-makers.
 7. Understanding of the factors that give rise to disaster vulnerabilities (e.g. natural, physical, social, economic, policies, and governance).
 8. Understanding of the factors that give rise to differential vulnerabilities and levels of community resilience.
 9. Knowledge and capabilities to assess and manage these vulnerabilities through disaster planning and policy-making.
 10. Data, methods, tools, and geospatial techniques (including GIS) that can enhance vulnerability assessments and knowledge building.
 11. Competencies to utilize mapping in mitigation planning and response operations.

e) Waste water treatment

The internship program will help the students in evaluating the effectiveness of various types of management practices related to treatment of drinking water and treatment and disposal of related waste water

1. To demonstrate the link between wastewater treatment and health and show the profound influence of water supply and quality on public health.

2. To describe how improvements in water supplies will lead to improvements in health and a reduction in morbidity and mortality rates.

f) Infection control unit

1. Formulation of disinfectants
2. Application of disinfection procedures
3. Precautions
4. Machineries used in infection control

g) Municipalities

1. Restaurants inspection
2. Slaughterhouses hygiene
3. Routine water samples collection and testing

XIII. CRITERIA FOR INTERNSHIP SITE AFFILIATION

- The following criteria have been established for approval as an internship site for the Department of Environmental health and Public Health, UOH.
- **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):

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
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: _____ Student ID _____

Date: From _____ to _____

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

COMMENTS:

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					
1	2	3	4	5	Almost Always

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

Almost Never					
1	2	3	4	5	Almost Always

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

Almost Never					
1	2	3	4	5	Almost Always

The student fosters comfortable and communicative atmosphere with others.

Almost Never					
1	2	3	4	5	Almost Always

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

Almost Never					
1	2	3	4	5	Almost Always

Student prepares required reports and written assignments on time.

Almost Never					
1	2	3	4	5	Almost Always

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

Almost Never					
1	2	3	4	5	Almost Always

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?

Appendix “F”: Monthly Evaluation Form (By supervisor in tankship site)

Hospital / Ministry of Environment, Water and Agriculture

(Please choose the appropriate form for each department)

1st Month

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

Put Tick Mark on the options from Excellent to Very Poor

Parameters		Excellent 5	Good 4	Fair 3	Poor 2	Very Poor 1
1	Basic foundation of knowledge in public health, health policy, and health management					
2	To understand the concepts, principles, and scientific skills necessary for health services policy					
3	Oversee public health programs, including statistical analysis, health care planning, surveillance systems, and public health improvement.					
4	Oversee public health programs, including statistical analysis, health care planning, surveillance systems, and public health improvement.					

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Internship site: _____

2nd Month

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

Put Tick Mark on the options from Excellent to Very Poor

Parameters		Excellent 5	Good 4	Fair 3	Poor 2	Very Poor 1
1	Investigate diseases or parasites to determine cause and risk factors, progress, life cycle, or mode of transmission.					
2	Plan and direct studies to investigate human or animal disease, preventive methods, and treatments for disease.					
3	Plan, administer and evaluate health safety standards and programs to improve public health, conferring with health department, industry personnel, physicians and others					
4	Provide expertise in the design, management and evaluation of study protocols and health status questionnaires, sample selection and analysis					

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Internship site: _____

3rd Month

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

Put Tick Mark on the options from Excellent to Very Poor

Parameters		Excellent 5	Good 4	Fair 3	Poor 2	Very Poor 1
1	Conduct research to develop methodologies, instrumentation and procedures for medical application, analyzing data and presenting findings.					
2	Consult with and advise physicians, educators, researchers, government health officials and others regarding medical applications of sciences, such as physics, biology, and chemistry.					
3	Supervise professional, technical and clerical personnel.					
4	Identify and analyze public health issues related to Food borne parasitic diseases and their impact on public policies or scientific studies or surveys					

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Internship site: _____

4th Month

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

Put Tick Mark on the options from Excellent to Very Poor

Parameters		Excellent 5	Good 4	Fair 3	Poor 2	Very Poor 1
1	Collect, compile, analyze, and evaluate data to assess the health status of the general population and specific demographic groups.					
2	Develop and recommend strategies to improve the health of PHCC target group and prevent or manage disease.					
3	Ensuring that public health ethics and laws are implemented(Medical ethics-Health laws)					
4	Developing policies and strategies for promoting health at PHCC level					

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Internship site: _____

5th Month

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

Put Tick Mark on the options from Excellent to Very Poor

Parameters		Excellent 5	Good 4	Fair 3	Poor 2	Very Poor 1
1	Planning, developing, implementing, monitoring and evaluating projects to promote health improvement.					
2	Developing the health awareness of individuals, groups and organizations and empowering them to make healthy choices;					
3	Strengthen public health fundamentals at PHCC level, including communicable and non-communicable disease surveillance and epidemiologic investigation.					
4	Enhance communicable disease surveillance, prevention and control programs at PHCC level on a foundation of quality science to reduce illness and death associated with infectious diseases					

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Internship site: _____

6th Month

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

Put Tick Mark on the options from Excellent to Very Poor

Parameters		Excellent 5	Good 4	Fair 3	Poor 2	Very Poor 1
1	Build intensive internal (at the PHCC) and external (e.g. SCH, HMC ...etc.) coordination and collaboration for communicable and non-communicable diseases prevention and control.					
2	Enhance the Emergency preparedness guidelines for PHCC.					
3	Identify Health priorities at PHCC level and prevent health care associated infection.					
4	Writing Reports and producing leaflets, posters, videos and brochures to aid health promotion in different environments					

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Internship site: _____

7th Month

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

Put Tick Mark on the options from Excellent to Very Poor

Parameters		Excellent 5	Good 4	Fair 3	Poor 2	Very Poor 1
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 Internship site: _____

8th Month

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

Put Tick Mark on the options from Excellent to Very Poor

Parameters		Excellent 5	Good 4	Fair 3	Poor 2	Very Poor 1
1	Understanding of comprehensive emergency management and related plans.					
2	Understanding of factors affecting short and long-term recovery and rebuilding and the role of planners and policy-makers.					
3	Understanding of the factors that give rise to disaster vulnerabilities (e.g. natural, physical, social, economic, policies, and governance).					
4	Understanding the management of crowds during Hajj season					

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Internship site: _____

Ninth Month

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

Put Tick Mark on the options from Excellent to Very Poor

Parameters		Excellent 5	Good 4	Fair 3	Poor 2	Very Poor 1
1	To perform routine water samples testing and interpretation of results					
2	To describe how improvements in water supplies will lead to improvements in health and a reduction in morbidity and mortality rates.					
3	Evaluate work practices and engineering control techniques for the prevention of occupational disease					
4	Recognize health hazards in occupational settings					

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Internship site: _____

10th Month

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

Put Tick Mark on the options from Excellent to Very Poor

Parameters		Excellent 5	Good 4	Fair 3	Poor 2	Very Poor 1
1	Knowledge of Formulation of disinfectants					
2	ation of disinfection procedures					
3	Precautions regarding the use of chemical materials in disinfection					
4	Know how to use the Machineries used in infection control					

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Internship site: _____

11th Month

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

Put Tick Mark on the options from Excellent to Very Poor

Parameters		Excellent 5	Good 4	Fair 3	Poor 2	Very Poor 1
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 Internship site: _____

12th Month

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

Put Tick Mark on the options from Excellent to Very Poor

Parameters		Excellent 5	Good 4	Fair 3	Poor 2	Very Poor 1
1	Understand the benefits and risks of medication use, including drug safety and risk management;					
2	Design and conduct an epidemiological study related to the impact of healthcare, together with biological, social, behavioral, and/or environmental factors on the health outcomes of populations					
3	To understand the principles of immunization programs adopted by the health authorities					
4	Management of the medical waste disposal					

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Internship site l: _____

Vector control

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

Put Tick Mark on the options from Excellent to Very Poor

Parameters		Excellent 5	Good 4	Fair 3	Poor 2	Very Poor 1
1	Investigate insect that transmitted disease and their life cycle in the community					
2	Review the current vector control policies					
3	Develop a sound, efficient, effective and ecologically sound vector control measures					
4	Problem-solving Skills					
	Regularity and Punctuality					

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Internship site: _____



College of Public Health and Health Informatics
Department of Public Health
Internship *evaluation* sheet

Training location	Public health department in Health Affair or Health Cluster		
Name of Intern		Academic ID#	
Domain/unit	Infection control	Monthly Grade	
Date	From to		

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

NO	Parameters	Excellent	Good	Fair	Poor	Very Poor
	Points	20	15	10	5	0
1	Demonstrates understanding of infection control protocols and principles.					
2	Demonstrates ability to identify and address infection control issues effectively.					
3	Works well within a team and collaborates with others to promote infection control initiatives.					
4	Effectively applies infection control practices in clinical settings.					
5	Communicates effectively with staff, patients, and visitors regarding infection control measures.					
Total score						

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Public Health department: _____



College of Public Health and Health Informatics
Department of Public Health
Internship *evaluation* sheet

Training location	Public health department in health Affair or health Cluster		
Name of Intern		Academic ID#	
Domain/unit	Communicable disease control	Monthly Grade	
Date	From to		

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

NO	Parameters	Excellent	Good	Fair	Poor	Very Poor
	Points	20	15	10	5	0
1	1- Conduct rapid health assessment: <ul style="list-style-type: none"> - Identifying main disease threats; Including Potential epidemic diseases - Obtain data on the host country, on the country of origin of displaced persons and on the areas through which they may have passed. - Identifying priority public health interventions. - Identifying the lead health agency - Establish health coordination mechanisms. 					
2	Prevent communicable diseases: <ul style="list-style-type: none"> - Ensure adequate water and sanitation facilities. - Ensure availability of food - Vectors Control - Implement vaccination campaigns (e.g., Seasonal influenza) - Provide essential clinical services. - Provide basic laboratory facilities. 					
3	Set up surveillance / early warning system. <ul style="list-style-type: none"> - Detect outbreaks early. - Notify diseases of epidemic potential immediately 					



College of Public Health and Health Informatics
Department of Public Health
Internship *evaluation* sheet

	- Monitor disease trends.					
4	Control outbreak: <ul style="list-style-type: none">- Preparation (outbreak response team, stockpiles, laboratory support and Standard treatment Protocols)- Detection Surveillance / early warning system).- Confirmation – laboratory tests- Response- investigation, control measures- Evaluation					
5	Investigate disease to determine cause and risk factors, progress, life cycle, o mode of transmission.					
Total score						

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Public Health department: _____



College of Public Health and Health Informatics
Department of Public Health
Internship *evaluation* sheet

Training location	Public health department in health Affair or health Cluster		
Name of Intern		Academic ID#	
Domain/unit	Vectors Control	Monthly Grade	
Date	From to		

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

NO	Parameters	Excellent	Good	Fair	Poor	Very Poor
	Points	20	15	10	5	0
1	Identify vector-borne diseases					
2	Identification of different species of common vectors					
3	Medical importance and biology of vector-borne diseases (mosquitoes, flies, cockroaches, fleas, and rodents)					
4	Safe use of Insecticides					
5	Identify strategies to control vector-borne diseases					
Total score						

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Public Health department: _____



**College of Public Health and Health Informatics
Department of Public Health
Internship *evaluation sheet***

Training location	Public health department in health Affair or health Cluster		
Name of Intern		Academic ID#	
Domain/unit	School health	Monthly Grade	
Date	From to		

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

NO	Parameters	Excellent	Good	Fair	Poor	Very Poor
	Points	12.5	10	8	6.25	0
1	Booster and seasonal vaccinations and when entering schools.					
2	Health awareness activities and programs					
3	Initial Physical / Medical examination of new students.					
4	Familiarity with the most prominent health problems and diseases					
5	Identifying the mechanism of monitoring the school environment.					
6	Identifying the school environment: location, school buildings, furniture and equipment, sanitation – vectors and disease control					
7	Identifying the mechanism of food control within the school.					
8	Familiarity with food poisoning prevention methods.					
Total score						

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Public Health department: _____



College of Public Health and Health Informatics
Department of Public Health
Internship *evaluation sheet*

Training location	Public health department in health Affair or health Cluster		
Name of Intern		Academic ID#	
Domain/unit	Environmental and occupational health	Monthly Grade	
Date	From	to	

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

NO	Parameters	Excellent	Good	Fair	Poor	Very Poor
	Points	12.5	10	8	6.25	0
1	Identifying physical, chemical & biological hazards in work environment.					
2	Safety Precautions in the workplace.					
3	Application of environmental measurements devices.					
4	National and international regulation regarding occupational illness and injuries					
5	Describe how improvements in water supplies will lead to improvements in health and a reduction in morbidity and mortality rates.					
6	Insurance and compensations					
7	Personal protection and protective equipment.					
8	Review medical records for occupational diseases & injuries in workplace.					
Total score						

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Public Health department: _____



College of Public Health and Health Informatics
Department of Public Health
Internship *evaluation* sheet

Training location	Public health department in health Affair or health Cluster		
Name of Intern		Academic ID#	
Domain/unit	Health and treatment Programs	Monthly Grade	
Date	From to		

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

NO	Parameters	Excellent	Good	Fair	Poor	Very Poor
	Points	20	15	10	5	0
1	Participate in the Planning of health and therapeutic programs					
2	Participate in supervising health programs and writing reports					
3	Understand the strategy of monitoring the implementation of health and treatment programs					
4	Access to evidence and regulations governing the work of health programs					
5	Any other skills to public health.					
Total score						

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Public Health department: _____



**College of Public Health and Health Informatics
Department of Public Health
Internship *evaluation sheet***

Training location	Public health department in health Affair or health Cluster		
Name of Intern		Academic ID#	
Domain/unit	Health education		Monthly Grade
Date	From	to	

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

NO	Parameters	Excellent	Good	Fair	Poor	Very Poor
	Points	20	15	10	5	0
1	Demonstrates an understanding of basic health education concepts.					
2	Effectively communicates information to diverse audiences using appropriate language and terminology for target groups.					
3	Works well with colleagues and supervisors. - Participates actively in team discussions and activities and shows respect for diverse perspectives and contributions.					
4	Demonstrates the ability to design and implement health education programs and evaluates the effectiveness of health education interventions.					
5	Adjusts to changing situations and challenges. - Identifies problems and proposes practical solutions. - Demonstrates critical thinking and decision-making skills.					
Total score						

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Public Health department: _____



College of Public Health and Health Informatics
Department of Public Health
Internship *evaluation* sheet

Training location	Public health department in health Affair or health Cluster		
Name of Intern		Academic ID#	
Domain/unit	Health promotion	Monthly Grade	
Date	From to		

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

NO	Parameters	Excellent	Good	Fair	Poor	Very Poor
	Points	20	15	10	5	0
1	Appraisal of health promotion needs and priorities.					
2	Identifying and evaluate health promotion strategies and polices.					
3	Review and analyses the constraints of health promotion practice.					
4	Evidence based health promotion.					
5	Any other related					
Total score						

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Public Health department: _____



College of Public Health and Health Informatics
Department of Public Health
Internship *evaluation* sheet

Training location	Public health department in health Affair or health Cluster		
Name of Intern		Academic ID#	
Domain/unit	General form	Monthly Grade	
Date	From to		

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

NO	Parameters	Excellent	Good	Fair	Poor	Very Poor
	Points	20	15	10	5	0
1	Demonstrates understanding of tasks and responsibilities. And completes assignments in a timely manner.					
2	Works well with others and contributes to team objectives. - Shows respect for diverse perspectives and ideas. - Ability to resolve conflicts amicably.					
3	Problem Identification					
4	Application of theoretical knowledge in practical situations, and ability to troubleshoot and solve problems effectively.					
5	Works well with others and contributes to team objectives.					
Total score						

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Name/Seal of the Public Health department: _____

Internship evaluation sheet (Municipalities)

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

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

Parameters		Excellent	Good	Fair	Poor	Very poor
Score		16.6	14	10	5	0
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.					
Total score						

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Internship evaluation sheet (Municipalities)

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

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.					
Total score						

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Internship evaluation sheet (Municipalities)

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

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	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					
Total score						

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Internship evaluation sheet (Municipalities)

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

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	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					
Total score						

Head of the Department: _____

Signature with Date: _____

Internship Supervisor: _____

Signature with Date: _____

Internship evaluation sheet (Municipalities)

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

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: _____

