

الجامعة السعودية الإلكترونية
Saudi Electronic University



College of Health Sciences
Department of Public Health

INTERNSHIP GUIDE 2020

1. DEFINITION OF TERMS AND EXPRESSIONS:

- a. **The Internship:** Refers to a practical training (Field Experience) period after finalizing all the required study units in the public health program successfully.
- b. **The College:** The College of Health Sciences, Saudi Electronic University.
- c. **The Internship Unit:** Refers to the structure defined by the College to be responsible for overseeing the internship affairs and the implementation of the internship plan.
- d. **Internship Supervisor:** Refers to the faculty member at the College who is made responsible by the internship unit for supervising the students throughout the training.
- e. **The Trainee:** Refers to the student (male or female) of the College upon completion of the defined pre-requisite academic curriculum as specified in this guide thereby eligible to undergo training.
- f. **The Internship Organization:** Refers to any public health related organization recognized by the College as suitable internship place.
- g. **The Student Supervisor at the Internship Organization:** Refers to the representative assigned by the internship organization to be in charge of the student supervision during the internship period.

2. THE INTERNSHIP PROGRAM:

2.1 Core Objectives

- a. Familiarization with practical application of learned concepts.
- b. Comprehensive understanding of concepts, theories and protocols in the domain of public health.
- c. Creating awareness about professional ethics that need to be practiced in practical life such as punctuality, innovation, application, honesty etc.
- d. Enabling students to learn and handle the work-related stress and pressure.
- e. Better and more efficient communication skills to deal with all three levels of professional work i.e. clients, peers and superiors.
- f. Expose students to future employment opportunities.
- g. Prepare graduates to exercise the administrative, leadership and specialized skills in different fields of work within the discipline of public health.
- h. Articulate ways in which public health interventions and programs are generated, organized and used to solve epidemiological and population health problems, across diverse settings and at all levels (individual, community, local, regional, national and global).
- i. Apply theories, methods, and processes for the design, planning, facilitation and implementation of public health programs and interventions.
- j. Apply, adapt, and validate existing public health concepts and approaches as they relate to specific challenges.
- k. Apply concepts and techniques from the social, behavioral, communications, organizational sciences and from ethics, law, and social and economic policy.

2.2 Academic Requirements:

To register for the internship, the student must fulfill the following requirements:

- a. The student must have successfully passed all the required courses of their academic program prior to internship.
- b. The student applying for practical training must be an active registered student of the degree program.
- c. The student must be approved for internship, and the student is not permitted to register any courses along with the internship program.

2.3 Internship Program Structure:

The program aims to give the students a unique opportunity to experience first-hand how the efforts to facilitate the improvement of public health in real life settings and to understand the interaction between health policy and implementation of public health programs and interventions. This specially designed learning and development program will enable graduates to gain insights on tackling real issues and challenges; learn from experienced public health leaders through dialogue and networking sessions and embark on learning journeys to see how things run behind the scenes. Students will be rotated between various departments in the internship organizations in order to learn of the processes and protocols required to design, plan, facilitate and implement public health programs and interventions for health promotion, education and research.

Finally, at the end of the internship period the student will be required to write a report about their experience and challenges at each department. In addition, the student will also provide a research report focusing on solving one of the challenges encountered during their internship program.

3. MINIMUM REQUIREMENTS FOR THE INTERNSHIP ORGANIZATIONS:

- a. The Internship organization must have public health functions.
- b. Public Health department and/or public health disciplines.

4. STUDENT COMMITMENTS DURING THE INTERNSHIP PROGRAM

- a. Once a student has joined a training organization, the student will ensure completion of internship time (a total of 420 contact hours training as 7 hours' work per days, five days per week for 12 weeks.), and not transfer to any other organization. In the case of non-compliance with the minimum hours of training, the student trainee will not succeed in the internship.
- b. The student will follow the working hours of the internship place to which he/she is assigned, except that he / she should not have night duties. Their vacations are as the governmental employees' vacations.

- c. The student is responsible for abiding by and complying with all the rules and regulations of internship organization.
- d. During the internship period, it is the responsibility of students to promptly notify any change to the training unit as well as supervisor, refill all the needed information and regularly track that change has been properly documented. All such changes should also be properly documented in the student files.
- e. The training organization should send the trainee assessment in a maximum period of 10 days after the end of the training period both by the student trainee as well as via e-mail to the training unit. The student should ensure receipt of this assessment to supervisor.
- f. The student trainee should comply with the training commitments stated in the training instructions, otherwise; the student grade will be affected.
- g. Documenting and collecting information required to write the final practical training report.
- h. The student must complete his/her internship program in the same city of the university branch he/she enrolled in.

5. STUDENT COMMITMENTS AFTER THE PRACTICAL TRAINING:

The Student shall be required to compile a final report in English language in accordance with the report template provided. The report must include an overview of the training organization, the training procedures, which things that the student has learnt in theory or has encountered in practice. Also, the report must include a part discussing the scientific information that the students made use of it in their training. The report should clearly outline the responsibilities assigned to students, concepts and projects they worked on and a summary of experience gained. In addition, the student is required to submit a research report focusing on solving one of the challenges encountered during their internship program. The report should be sent to the training supervisor according to schedule defined by the College. Failure to submit the report in due time may entail student failure in the course.

The student will be required to do a presentation concerning final assessment. The student must demonstrate confidence in the learning and experience gained in the internship. Failure to appear for the presentation may entail student failure in the internship.

6. INTERNSHIP ORGANIZATION COMMITMENTS:

- a. Make sure that the student performs responsibilities assigned to him/her on the evaluation document strictly in accordance with the discipline of public health. The organization should take care to see that student is not assigned such tasks which don't play any role in their knowledge domain.
- b. Return the training registration form provided by the college at the beginning of practical training.
- c. Provide the college with an Assessment report on the student's performance according to the training evaluation form provided by college. The report must reflect the student 's performance throughout the training.
- d. Internship organization should ensure communication between the College and the student trainee and facilitate visits by the internship supervisor or internship unit members.
- e. To ensure personnel responsible for conducting an internal assessment on student's learning, and provide qualitative assessment based on these internal findings to be communicated to the College to support grading.

7. PRACTICAL TRAINING EVALUATION:

At the end of training, the student trainee will be subjected to evaluation by the training supervisor. The evaluation will be based on assessment provided by training organization, final reports and final interview.





The Student will be considered successful in the training graded: "NP (No Grade– Pass) " if all of the following are fulfilled:

a. Student Attendance:

Refers to the student's attendance at the training organization throughout the specified training period. To fulfill these requirements, the student must attend the minimum number of hours required at least 70% of (a total of 420 contact hours) at the training organization.

b. The Internship Organization Evaluation:

Refers to the evaluation report compiled by the Internship organization, which must measure the following:

-  Skills acquired during the training.
-  Self-reliance.
-  Mastering job requirements assigned to the Trainee.
-  Professionalism, work ethics and work attitude.

The student is considered successful if he/she achieves 70% of the maximum points possible in the evaluation.

c. The Internship Final Reports:

The Internship supervisor evaluates the final reports delivered by students at the end of training. This evaluation is based on specific criteria that measures the student's achievements throughout the training period. The student is considered successful if he/she scores a minimum of 60% of the possible marks.

d. The Internship Final Presentation:

The student on completion of his/her training will have to appear for final presentation before the committee appointed for this task. The committee will determine the overall performance of the student and recommend for No Grade-Pass or No Grade-Fail grade.

If the student fails to fulfill any one of the requirement mentioned above, he/she will fail the course and will be graded (NF: No-grade – Fail). The student may fail in one of the following categories:



If the student does not fulfill the attendance rate required, he/she should repeat the training course.



If the student does not score the minimum score in organization evaluation, he/she should repeat the training course.



If the student does not score the minimum score in the final report, he/she should resubmit another report within a time line not exceeding two working weeks from the announcement of results for the practical training course.



If the student fails to appear for the final interview or is unable to pass the presentation, he/she will be allowed to attend another presentation if only He/She has a strong reason for his/her fail to appear for the final interview, otherwise he/she must repeat the training course in the coming semester.

8. SPECIAL CASES THE STUDENT TRAINEE MIGHT FACE:

a. In case of Excuse (for not) Training:

The student should fill in and submit an excuse form to the College Training Unit no later than three days before informing the Training Organization of his/her excuse to attend. The submission of the Excuse application should fall within the university calendar dates for excuses. Failure to comply with the deadlines may cause the student to fail the training course.

b. In case of discontinuation of the training after commencement:

The student should not discontinue or pause the training program after commencement with or without valid excuse more than 2 weeks. The discontinuation of the training more than 2 weeks for any reason will automatically cause the student to fail the training course and he/she must repeat the internship. Thus, if the student is aware that he/she may pause or discontinue the training for more than 2 weeks he/she is required to withdraw and notify the College and the Supervisor at the Internship Organization.

c. Transferring from One Training Organization to Another:

Students are eligible to transfer from the training organization no later than one week from the starting date of training. The student should fill and submit a transfer form to the training unit no later than three days before leaving. The transfer form is subject to approval conditioned by the provision of alternative training organization by the student himself, willing to train him during the semester he/she has applied. The student will be held responsible for any negligence, which will entail failure in the course. The student must spend the full 12 weeks in the new organization; time spent in the previous organization will not be considered.

d. Training City:

The student must commence training in the city of the branch he/she is registered in. The college reserves the right to reject any requests for internship at any training site in a city that does not have a branch for the College of Health Sciences, due to restrictions in the ability to provide a college supervisor for the trainee.

e. Maximum Period to Conclude the Training:

The student is required to conclude the training program successfully within 1 year after completing program coursework. Failure to finalize training may cause the student to be dismissed from the university and denied graduation.