



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY  
كلية الصحة العامة College of Public Health

# Internship Manual for EH Students

Imam Abdulrahman Bin Faisal University

College of Public Health

Environmental Health Department

2020



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY  
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## Preface

The purpose of this manual is to describe the internship program as part of the Environmental Health (EH) program. The EH department is part of the College of Public Health (CPH) at Imam Abdulrahman Bin Faisal University (IAU). The CPH was established in 2016 in Dammam Campus, Saudi Arabia. The college has three departments: EH department, Public Health department and Health Information Technology and Management department, which were established in order to meet the demands of the labor market. The EH department prepares highly qualified people who study and evaluate environmental problems and the health effects on humans. The College participates in health education for the general public through campaigns and local and national information media.

This manual includes requirements, rules and regulations, and evaluation forms specific to the EH internship program. This manual is a reference that should be used by interns as a guide throughout the internship program. The manual is reviewed and updated on a regular basis to ensure that the content remains appropriate and applicable and new evidence-based practices can be considered.



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## Overview

In accordance with the Saudi Commission for Health Specialties, the Environmental Health (EH) department mandates the completion of the internship program following a four-year curriculum of study prior to the award of a Bachelor of Science degree in EH. The internship program period consists of one continuous year. During the internship period, students are required to rotate in three main sectors (health sector (hospitals), industrial settings, and governmental agencies and authorities) which provide the required training skills and knowledge as it is determined by the EH department. Interns are required to spend about four months (16 weeks) in each of the above-mentioned sectors. During the training period students are required to demonstrate specific environmental and occupational health skills. Students are expected to attend relevant workshops, lectures and symposiums arranged by the university during the internship year. This manual is a reference that should be used by interns as a guide throughout the internship program.



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## Environmental Health (EH) Program Description

### Introduction

The Environmental Health (EH) department is part of the College of Public Health (CPH) at Imam Abdulrahman Bin Faisal University (IAU). The EH program was established in order to meet the demands of the labor market. The Program is engaged in the preparation of qualified professionals and specialists in different environment health disciplines. Special attention is given to improve competencies in different sectors such as community health, industrial safety and urban and rural environment with the following knowledge and skills:

1. Holistic oriented with all environmental health disciplines.
2. Able to practice local and international environmental issues related to health and wellbeing.
3. Possess the problem-solving capability for various integral components of environment.
4. Follow different environmental laws and ethics at the workplace.

The mission, vision, and values of the CPH are given in the insert below followed by the vision, mission and goals of the EH program.

### **Vision, Mission & Values of the College of Public Health**

#### **VISION:**

A leading college in public health education, research and community services, locally, regionally and internationally.

#### **MISSION:**

Providing a high-quality professional experience focusing on education, research and community service in public health.

#### **VALUES:**

Respect, Diversity, Teamwork and collaboration, Innovation, Professionalism and social responsibility.



## Vision, Mission, & Goals of the EH Program

### VISION:

A leading department in teaching, research and community services in the EH disciplines.

### MISSION:

Providing qualified specialists and consultancy in education, research and community services in the EH disciplines.

### PROGRAM GOALS:

1. To provide a quality education.
2. To continuously improve the learning standards.
3. To achieve national and international accreditations.
4. To promote scientific researches.
5. To develop postgraduate programs.
6. To provide community service

### AIMS

1. To provide quality education and training that meets the present and future needs.
2. To regularly improve the standards of learning, teaching skills and assessment methods to meet the needs of the job market.
3. To achieve accreditation of the EH program through national and international agencies.
4. To promote intradepartmental research activities.
5. To provide guidance to undergraduate and postgraduate students in their research projects.
6. To provide competitive post-graduate programs for EH graduates and related disciplines.
7. To serve the community by raising awareness about major environmental and occupational health issues.



## EH Internship Program Description

The EH internship program is a structured and supervised practical experience which provides a training opportunity for the academically qualified student to apply their knowledge of EH and utilize the skills acquired during the didactic aspects of the program to an actual work setting. A primary objective of EH program is to prevent death and illness from environmentally related diseases and injuries. The ability to anticipate, recognize, and respond to EH threats is necessary to achieve this objective.

### Internship Learning Outcomes

By the end of the internship program, interns should be able to:

1. Identify EH problems and the different types of hazards at a workplace or the surrounding environment.
2. Plan strategies and preventive measures for the control of the selected EH problems and environmental risks.
3. Develop environmental prevention and control programs.
4. Execute basic functions of the EH specialist.
5. Evaluate and analyze effectiveness of environmental and occupational health programs.
6. Conduct inspections to ensure compliance of existing EH regulations.
7. Follow and enforce the EH and safety procedures.
8. Investigate complaints on air and water pollution, toxic contamination, and food poisoning.
9. Conduct lab work for environmental analysis and research.



## **EH Internship Rules & Regulations**

### **1. INTERNSHIP PROGRAM ADMINISTRATIVE SUPERVISION**

Administrative supervision of the internship program is maintained through the Vice Deanship of Training and Internship at the College. The Internship program is directed and supervised by the Vice Dean of Training and Internship and the EH internship coordinator; an EH faculty responsible for the internship affairs and assigned by the EH chairman.

### **2. ADMISSION REQUIREMENTS**

- 2.1. To be admitted to the internship program, the intern must be a graduate of the CPH at IAU and has successfully completed all of the EH program's required coursework, satisfied all the graduation requirements, and their graduation has been approved by the CPH College Council.
- 2.2. All interns must pass the medical examination and take required vaccinations as required by the department and training sites.
- 2.3. Fulfil any additional requirements by the training site.

### **3. INTERNSHIP PROGRAM DURATION**

- 3.1. The duration of the internship program is one continuous year – 12 months (48 – 52 weeks), that is divided into three rotations. Each rotation is four-months long.
- 3.2. Interns are required to work eight hours a day, five days a week, or follow the affiliate training site's working hours.
- 3.3. The internship program commences after the final examinations on a date approved by the Dean of the CPH.

### **4. INTERNSHIP TRAINING SITES**

- 4.1. Interns rotate into three rotations as follows:
  - Health sector (hospitals)
  - Industrial settings
  - Governmental agencies and authorities
- 4.2. Internship training is conducted at high-quality recognized government or private hospitals and training sites.
- 4.3. Training sites are determined by the EH department based on criteria ensuring high standards given that:
  - The training site includes an academic affairs and training department.



- Hospitals should be accredited by CBAHI, or JCI or any international accrediting agency.
- The training site fulfills the internship program's goals and learning outcomes.
- The training site provides a supportive learning environment and appropriate training workspace and facilities
- The training site provides training workshops for the purpose of promoting professional self-development.
- The training site provides a work environment that is safe and clear of any hazards.
- The training site is located within reasonable convenience to the student.
- The training site enables students to demonstrate effective teamwork and communication skills.
- The training site develops responsibility skills of the interns within their scope of training.
- The training site for interns of special needs should be equipped with facilities to incorporate and accommodate those needs.

4.4. The list of training sites is updated regularly.

## **5. INTERNSHIP APPLICATION PROCESS**

The internship program application process starts at the second semester. The process of the internship placements to the different training sites is as follows:

- 5.1. Eligible students attend the induction (orientation) program conducted by the EH internship coordinator.
- 5.2. Eligible students fill in the application form stating their choices of training sites for the different rotations of the internship year. Students are encouraged to apply to more than one training site to have a more versatile experience.
- 5.3. Students will fill, sign and send the internship required documents along with official documents to the EH internship coordinator:
- 5.4. The internship coordinator then distributes the students to training sites according to:
  - Student's choices
  - Student's GPA
  - Training site capacity and requirements
- 5.5. Official letters are sent to the respective training sites.



- 5.6. Student must select three locations for each rotation period (the 1<sup>st</sup> location will be considered as 1<sup>st</sup> priority. In case this was not available then 2<sup>nd</sup> or 3<sup>rd</sup> choice will be selected).
- 5.7. If the training site cannot accommodate the intern for the specific date and period, the internship coordinator moves on to the student's second and third choices, respectively.
- 5.8. If it was not possible to secure placement according to the student's choices, the EH internship coordinator then places the student in an appropriate training site according to available vacancies.

## **6. ATTENDANCE/LEAVES/VACATIONS**

- 6.1. Interns are entitled to official vacation days (Eid AlFitr, Eid AlAdha, and the Saudi National Day) as determined by the affiliate training sites.
- 6.2. Interns are given 10 days maternity leave and five days for interns getting married. Any additional days should be compensated.
- 6.3. Sick and maternity leaves can be exceptionally granted, provided that a legitimate medical report is submitted.
- 6.4. Sick leaves of more than two days during one particular rotation must be compensated.
- 6.5. All leaves of less than 25% of any rotation period must be compensated at the end of the internship program.
- 6.6. All leaves of 25% or more (whether it was excused or unexcused) of any rotation period will result in repeating the entire period of the rotation.
- 6.7. All unexcused absent days must be compensated.
- 6.8. Interns must sign-in and sign-out an attendance sheet.
- 6.9. Frequent tardiness or unprofessional conduct may result in the followings disciplinary actions: 1) written warning letter, 2) repeating part of the rotation, 3) repeating the entire rotation.
- 6.10. Interns may attend conferences/workshops related to EH, and time is counted towards the internship period provided that:
  - Attendance does not affect the continuity of training.
  - Approval from the training site.
  - Approval from CPH after reviewing scientific program of the event.
  - Submission of an attendance certificate.
  - Interns must grant official approval on attending **prior** to attending.



## 7. CHANGES AND EXTENUATING CIRCUMSTANCES

- 7.1. Interns must strictly follow the rotation schedule (including start and end dates, training sites and rotations) approved by the EH internship coordinator.
- 7.2. Requests for changing rotations will not be considered. In cases of extenuating circumstances, interns can apply for changes in their schedule, or an extended leave.
- 7.3. Extenuating circumstances are defined as problems or events beyond the intern's control or ability. Such as issues related to personal health and family bereavement
- 7.4. Interns are required to fill an emergency leave form and submit it to the EH internship coordinator along with related evidence.
- 7.5. Changing requests are discussed and approved by the internship committee and the Vice Dean of Training and Internship.
- 7.6. Decisions are officially sent to the intern via email. Verbal agreements are not considered eligible to act upon.
- 7.7. It is the intern's responsibility to grant the training site supervisor's approval of the request.
- 7.8. Changes without official approval by the EH department will not be considered and the rotation will be cancelled and must be repeated.
- 7.9. Postponing the internship after starting the training can be permitted under valid excuses and after the approval of the EH Department Council and the College Council and based on the IAU's bylaws regulating the internship programs at health colleges.

## 8. EVALUATION AND CERTIFICATION

- 8.1. The EH internship program aims to establish a comprehensive performance assessment of interns. For each rotation, interns' performance is assessed based on the following:
  - **Intern's attendance**
  - **End of rotation evaluation:** using the internship evaluation form, the training site supervisor will evaluate interns' performance during the rotation. The supervisor will assess the interns' demonstration of specific competencies and progress during the internship program. Evaluation rubrics are set to ensure that interns meet the minimum requirements for successful completion of the internship program. **Satisfactory performance is defined as grade GOOD or higher. Unsatisfactory performance in any particular rotation requires repeating that rotation.**



- **End of rotation report:** interns are required to submit an internship report upon the completion of each rotation. Please refer to the report guidelines and template to be used for the report. Submitted reports will be evaluated based on the report evaluation rubric. **Submitted reports of low-quality must be extensively revised and re-submitted.**
- 8.2. For interns to be cleared after each rotation, the following documents must be sent to the EH internship coordinator through email ([smdahlawi@iau.edu.sa](mailto:smdahlawi@iau.edu.sa)) the training site supervisor **no later than a week after the end of the rotation:**
- Attendance sheets
  - Internship evaluation form – with a GOOD evaluation or higher
  - End of rotation report
- 8.3. Interns who satisfactorily complete the Internship program, submit required documents and are cleared for all rotations will be granted a certificate of completion.

## **TRAINING SITE ROLES & RESPONSIBILITIES BEFORE THE START OF THE INTERNSHIP PROGRAM**

- Inform the internship coordinator of the training site's capacities to accept interns
- Inform the internship coordinator of available training slots to accommodate interns given the different rotation dates set by CPH.
- Official confirmation of interns' acceptance.
- Inform the EH internship coordinator with any required documents for processing the application request or to start the internship.
- It is of the utmost importance to reply to internship applications within two working weeks of receiving the request. Prompt responses from training sites will allow the internship coordinator to either confirm the intern's placement or to secure another possible internship opportunity to the intern while avoiding any delays that might affect the interns.

## **AT THE END OF THE TRAINING PERIOD**

- Evaluate the intern at the end of the rotation given the Internship Evaluation Form and based on the rubric (Appendix).
- Email the evaluation form, attendance sheet and report to the EH internship coordinator at ([smdahlawi@iau.edu.sa](mailto:smdahlawi@iau.edu.sa))



- Share overall experience in training the EH interns by responding to a training site satisfaction survey (*the survey will be shared with the respective training sites through email*)

## Interns' Roles and Responsibilities

### BEFORE STARTING THE INTERNSHIP PROGRAM

- Students are responsible for fulfilling academic and administrative requirements to join the internship program.
- Submit internship administrative forms on time and according to the EH internship coordinator's instructions.
- Sign a confidentiality statement form to protect the rights of the patient from unlawful disclosure of any information from their medical record and prohibiting the disclosure of related information.
- Interns are held accountable for the accuracy of personal information reported in the filled forms as well as updating information as needed.
- Disclosure of anticipated events that might interrupt the program.
- Attend all internship preliminary meetings with the EH internship coordinator.
- Attend the EH department's internship induction (orientation) program.

### DURING THE INTERNSHIP PROGRAM

- Abide by the internship program rules and regulations of IAU and CPH.
- Abide by rules and regulations set by the affiliate training sites governing the internship as well as requirements of occupational safety, patient safety, privacy, rights, and infection and quality control.
- Abide by the internship rotations schedules submitted to the EH internship coordinator by following starting and end dates of rotations.
- Maintain perfect attendance and punctuality during the internship given the official working hours of the training sites.
- Update the EH internship coordinator of their application status and any relevant matters.
- Interns are required to perform duties as assigned to them by supervisors and staff at the training sites.
- Interns take responsibility for their own performance and professionalism and should seek their supervisor's feedback.



- Train in a respectful, supportive and professional working environment with qualified supervisors and trainers.
- Attend relevant training or educational events or services provided by the training site as governed by the respective rules and regulations
- Interns are responsible for being within reach of the staff and reply to inquiries and requests in a timely manner. Official communication during the internship period is achieved via official university (IAU) e-mails.
- Contact the EH internship coordinator for any issues or concerns during the internship program.
- Maintain an intern experience log to document tasks, skills and competencies developed during each rotation along with any courses attended or certificates received. The experience log will help interns to develop an internship portfolio at the end of the internship program.
- Maintain and demonstrate professional and ethical conduct during the internship and in all aspects including behaviors, communications, dealing with others, etc.
- Interns are entitled to a stipend as regulated by the IAU bylaws and regulations.

## **AT THE END OF THE INTERNSHIP PROGRAM**

- Ensure the delivery of the end of rotation required forms to the EH internship coordinator from the training site supervisor, according to the guidelines.
- Compensate missed days during the internship program as approved by the EH internship coordinator.
- Share interns overall experience during the internship program through responding to a training satisfaction survey (*will be shared with interns towards the end of their training through email*).

## **Internship Supervision**

### **TRAINING SITE SUPERVISION**

The training site supervisor is a person assigned by training sites in order to follow up with the interns during the rotation period. The training site supervisor should have enough experience in the field of EH and safety and appropriate competencies, skills, knowledge, authority, time and resources to



participate in direct supervision of interns. Training site supervisors should assist interns in meeting program objectives through demonstration and observation. At the end of the rotation, the training site supervisor submits the internship evaluation forms and other required documents to the internship coordinator.

## **EH FACULTY SUPERVISION**

- The EH program executes and internship supervision plan through periodic assessment of the interns conducted by EH faculty members to monitor intern's progress and to ensure a quality training.
- Each intern is assigned an EH supervisory faculty to regularly visit, monitor and support the intern for the duration of the internship. the faculty also evaluates the intern's end of rotation report.
- EH supervisory faculty visits to training sites are scheduled and arranged by the EH internship coordinator at different times during each rotation to monitor interns' progress, support them and to make sure that training is conducted as planned. Through visits, the EH faculty supervisor ensures that training requirements are fulfilled by the intern and a sufficient supervision is provided by the training site supervisors. Any noticeable changes are reported to the internship coordinator immediately.

## **Internship Feedback**

The VDTI has an open-door policy of contact for interns and training sites supervisors. It also regularly seeks the feedback of interns and training sites by sending a survey of the EH internship program. Internship program surveys are key to identifying improvement opportunities as well as monitor intern and training sites supervisor satisfaction. They provide an opportunity to improve the program, address any issues that might have been encountered, and reinforce the points of strength of the department's internship program. The results of the survey are to be considered for subsequent planning and continuous improvement. There are two surveys:

### **Internship Program Survey**

An overall assessment of the intern's experience in the facility and with the internship coordinator.



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### **Training Site Supervisor Satisfaction Survey**

An assessment of the location supervisor experience during the internship program.

*The internship coordinator will distribute the surveys and share them with interns and training sites supervisors towards the end of their training through email*



## Internship Training Plan

**Intern specialization:** Environmental health

**Training rotation/department:** Environmental health

**Training duration:** four months in each area

### General training objectives:

- To learn how to collect and analyze environmental samples (air, water, food, etc.) from hospitals and healthcare organizations and write a detailed report.
- To learn how to apply occupational health and safety standards as well as industrial hygiene regulations at the workplace to ensure compliance with local and international requirements.
- To learn how the regulatory authorities perform environmental inspections and enforce the governmental regulations in different industrial sectors and how they issue environmental violations.

### Training tasks

#### Area 1: Healthcare sector

**Task 1:** Conducts scheduled and surprise inspections of assigned facilities and settings, (e.g. restaurants, laundries, swimming pools, drinking water outlets, patient rooms, etc., with applicable environmental health requirements.

**Task 2:** Enforces applicable health, safety, and environmental regulations including food handling regulations, sanitation



regulations, and regulations controlling the proper handling of biological waste, harmful pollutants, and other contaminants.
<b>Task 3:</b> Monitor air and water quality.
<b>Area 2: Industrial sector</b>
<b>Task 1:</b> Monitoring for the presence of hazardous pollutants that may pose a threat to the workers and/or the environments.
<b>Task 2:</b> Proposing and leading implementation of programs to protect employee health, and implementing ergonomics
<b>Task3:</b> Monitor and assess employees' exposure to health risks, and to measure effectiveness of occupational health programs, policies and procedures.
<b>Task4:</b> Ensuring employee awareness of occupational health and safety concerns, programs and regulations by conducting training and presentations.
<b>Area 3: Regulatory authorities</b>
<b>Task 1:</b> Drafts inspection reports to document inspection findings.
<b>Task 2:</b> Implements environmental protection regulations and health standards for business, public, and residential areas.
<b>Task 3:</b> Investigating complaints – e.g. food poisoning, pesticide leakage, etc.

*Interns are expected to perform and participate in assigned tasks under the supervision of the respective supervisor at the training site*



### إقرار طالب امتياز

اسم الطالب/ة: .....

الرقم الجامعي: .....

رقم بطاقة الهوية الوطنية/الأحوال: .....

التخصص: .....

#### اتعهد انا الطالب/ة الموضح أعلاه بـ:

1. أن أحافظ على سرية وخصوصية المعلومات المتعلقة بالمرضى المتواجدين في المستشفى أو أي منشأة أتلقى التدريب فيها, كما أتعهد بالحفاظ على سرية وخصوصية أية معلومة تتعلق بمكان التدريب.
2. أن أقوم بأداء عملي بكل أمانة وإخلاص حسب ما تتطلبه القواعد والأخلاق المهنية بما يتوافق مع أنظمة وقوانين المكان الذي أتلقى التدريب فيه.
3. أن اتقيد بأخلاقيات المهنة في جميع تعاملاتي مع المرضى وذويهم وزملائي ورؤساء الأقسام ومشرفي التدريب في جميع المؤسسات التي أتدرب بها.
4. ألا أطلب بتغيير أماكن تدريبي بعد تحديدها في نسختها النهائية في جدول الامتياز.
5. الالتزام التام بأنظمة وتعليمات الامتياز كما وردت في كتيب الامتياز وما يتعلق بها من نماذج وإجراءات إدارية.
6. كما أعلم تماما بأنني مسؤول عن قراءة وفهم والالتزام بأنظمة وتعليمات الامتياز كما ورد في كتيب التدريب وما يتعلق بها من نماذج وإجراءات إدارية.

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التاريخ

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التوقيع



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**APPLICATION FOR EMERGENCY LEAVE**

Date Submitted: \_\_\_\_\_

Name of Intern: \_\_\_\_\_ ID#: \_\_\_\_\_

Specific Reason: \_\_\_\_\_

Date - From: \_\_\_\_\_ To: \_\_\_\_\_

Hospital/training site Name: \_\_\_\_\_

Name & Signature of Person in Charge at training site: \_\_\_\_\_

*Please email this form to the internship coordinator*

**For university official use ONLY**

**Intern to compensate leave: YES: \_\_\_\_\_ NO: \_\_\_\_\_**

**Revised**

**Approved**

\_\_\_\_\_  
**Internship Coordinator**

\_\_\_\_\_  
**Vice Dean of Training & Internship**

*Imam Abdulrahman bin Faisal University*





**INTERNSHIP EVALUATION FORM**

<b>Intern Name:</b>					
<b>Training site &amp; Department:</b>					
<b>Training Date:</b>					
<b>Supervisor Name:</b>					
<b>WORK PERFORMANCE</b>					
Items	Poor	Fair	Good	Very Good	Excellent
Knowledge					
Technical ability					
Quality of work (accuracy & thoroughness)					
Safety & prevention consciousness, confidential information handling					
Attitude in working environment (Initiation & enthusiasm)					
Dependability/reliability					
Accepts directions & guidance of supervisor					
Attendance & punctuality					
<b>SKILLS</b>					
Interpersonal skills (relationship with others, teamwork & cooperation)					
Communication skills					
Professionalism (conduct, communication...)					
<b>Overall Evaluation</b>					
<b>Supervisor Comments:</b>					
<b>Number of Days Absent:</b>			<b>Number of Days compensated:</b>		
<b>Supervisor Name:</b>			<b>Supervisor Signature:</b>		
<b>Date:</b>			<b>Official Seal:</b>		

*Please refer to the evaluation rubric*



**INTERNSHIP EVALUATION RUBRIC**

Items	Poor	Fair	Good	Very Good	Excellent
<b>Knowledge</b>	Lack of knowledge of the field	Fair knowledge of the field	Good knowledge of the field	Plentiful knowledge of the field	Extensive knowledge of the field
<b>Technical Ability</b>	Lack of competency in essential technical skills	Fair competency in essential technical skills	Good competency in essential technical skills	Competent in technical skills	Exceptional competency in technical skills
<b>Quality of work (accuracy &amp; thoroughness)</b>	Performed tasks are never accurate, complete, or perfect	Performed tasks are rarely accurate, complete, or perfect	Performed tasks are sometimes accurate, complete, or perfect	Performed tasks are usually accurate, complete, or perfect	Performed tasks are always accurate, complete, or perfect
<b>Safety &amp; prevention consciousness, confidential information handling</b>	Never aware of safety, prevention and confidentiality	Rarely aware of safety, prevention and confidentiality	Sometimes aware of safety, prevention and confidentiality	Usually aware of safety, prevention and confidentiality	Always extremely aware about prevention and confidentiality
<b>Attitude in working environment (Initiation &amp; enthusiasm)</b>	Never initiative or motivated in the working environment	Rarely initiative and motivated in the working environment	Sometimes initiative and motivated in the working environment	Usually initiative and motivated in the working environment	Always initiative and highly motivated in the working environment
<b>Dependability/ reliability</b>	Never reliable in performing assigned tasks	Rarely reliable in performing assigned tasks	Sometimes reliable in performing assigned tasks	Very reliable in performing assigned tasks	Exceptional reliability in performing assigned tasks
<b>Accepts directions &amp; guidance of supervisor</b>	Fails to accept and respond to supervisor's guidance	Rarely accept and respond to supervisor's guidance	Sometimes accept and respond to supervisor's guidance	Usually accept and respond to supervisor's guidance	Always accept and respond to supervisor's guidance
<b>Attendance &amp; punctuality</b>	Never on time, frequent tardiness and/or is absent	Rarely on time, some evidence of tardiness and/or is absent (without	Sometimes on time, a few evidence of tardiness and/or	Usually on time and/or is absent (without excuse)	Always on time and exhibits perfect attendance



	(without excuse) for more than three days	excuse) no more than three days	is absent (without excuse) no more than two days	no more than once	during the internship
<b>Interpersonal skills (relationship with others, teamwork &amp; cooperation)</b>	Never engage with others and cooperate with them	Rarely engage with others and cooperate with them	Sometimes engage with others and cooperate with them	Usually engage with others and cooperate with them	Always engage with others and cooperate with them
<b>Communication skills</b>	Fails to demonstrate effective communication skills through different means	Demonstrates effective communication skills through different means rarely	Demonstrates effective communication skills through different means sometimes	Demonstrates effective communication skills through different means most of the time	Demonstrates excellent and effective communication skills through different means always
<b>Professionalism (conduct, communication...)</b>	Fails to conduct self in a professional manner in interactions, communications, behaviours and appearance	Rarely conducts self in a professional manner in interactions, communications, behaviours and appearance	Sometimes conducts self in a professional manner in interactions, communications, behaviours and appearance	Usually conducts self in a professional manner in interactions, communications, behaviours and appearance	Always conducts self in a professional manner in all interactions, communications, behaviours and appearance

*Evaluations should be filled by the training site staff in contact with the intern during the rotation with unbiased objective observation of the intern's performance*



## Internship End of Rotation Report

Interns are required to submit an internship report upon completion of each rotation. The purpose of this report is for interns to reflect on their overall experience. It is an opportunity for interns to present the nature of the work they were involved in, specific skills and knowledge attained, as well as highlight their contributions while working in a professional environment. It is also an opportunity to shed light on the main limitations and areas of improvement in the training sites for the purpose of enhancing the training experience for the interns.

### **THE INTERNSHIP REPORT FOR EACH ROTATION SHOULD INCLUDE:**

1. An overview of the department where the rotation is being conducted
2. Tasks that have been completed in this rotation
3. Any limitations that the intern have faced during the rotation
4. Any future recommendations for the specific department.

### **REPORT GUIDELINES:**

1. The report should be written in scientific English language
2. The report should be between 800-1200 words
3. Clearly divided into subheadings or numbered sections.
4. Should be typed, double-spaced and in a size 12 font preferably Times New Roman or Arial.
5. The report should be checked and signed by the direct supervisor of the intern at the training site.
6. The report should be sent to the Internship affairs in the EH department, with the intern's evaluation and attendance report, through the direct supervisor in the training site on a date specified by the internship advisor, not later than a week after the end of the rotation.
7. The report evaluation rubric will be used to evaluate submitted reports by the EH faculty supervisors.



8. *Any images/screenshots/files belonging to company property must have prior approval before being included in the report.*

## **REPORT STRUCTURE:**

The report should include the followings:

### **COVER PAGE**

- Intern name and ID
- Beginning and ending dates of the report period.
- Organization name, name of supervisor.

### **DISCLOSURE**

The disclosure page contains a statement indicating the report was read by the location supervisor. It also states that tests and procedures mentioned in the report were performed by the intern, the information disclosed is accurate and contains no confidential information.

**OVERVIEW OF THE TRAINING DEPARTMENT: [NO MORE THAN 300 WORDS]** Write one to two paragraphs about the training department, explaining what it is and what it does. In case of rotating between departments, identify each department and the period of training within it.

### **LEARNING EXPERIENCE & TASKS COMPLETED: [NO MORE THAN 700 WORDS]**

The experiences and knowledge gained by the intern. State the tasks that you have completed in this rotation. Provide a technical description of the assigned task(s) along with any tool/software/sampling or analysis equipment or device employed during training. Discuss the relation of tasks to any academic studies.

### **LIMITATIONS IN THIS ROTATION: [NO MORE THAN 200 WORDS]**

Mention any limitations that you have faced in this rotation



**RECOMMENDATIONS: [NO MORE THAN 200 WORDS]**

Mention any future recommendations for this rotation or training department. *This can include feedback on the work environment, level of team cooperation, and the responsibilities held by the trainee.*

**APPENDIX: INTERN'S EXPERIENCE LOG:** Fill the table below and attach any documents relevant to the experience log – Any corporate seminars/workshops or outside training course provided by the company (if applicable).

INTERN'S EXPERIENCE LOG		
Duration	Skills & competencies developed	Intern's reflection
<i>Example entry</i> From 1– 18/1/2021	<i>Completed training on software XXX</i>	<i>Learned how to analyze data...</i>
1		
2		
3		
4		
5		
...		
<b>COURSES ATTENDED:</b>		
<b>CERTIFICATES:</b>		
<b>OUTSTANDING ACHIEVEMENT:</b>		



**FACULTY SUPERVISION VISIT FORM**

Intern Name: .....	Training site: .....
ID. No: .....	Department/unit: .....
Training Period From: / /	Training site supervisor: .....
To: / /	Visit Date: / /

Items	Evaluation	
	Yes	No
The training provided is in the field of specialization		
There is a training plan for the intern		
The training plan fits the training period		
The intern maintains a professional behaviour		
The intern shows initiative		
The intern maintains regular attendance and punctuality		
The intern properly performs assigned tasks		
The training site supervisor is reachable		
The training site supervisor properly mentors the intern		
The work environment is safe and clear of any hazards		
The work environment supports learning with appropriate workspace and facilities		
So far, the training site supervisor is satisfied with the intern's performance		
So far, the intern is satisfied with the training in this site		

***Please note any intern's achievement, awards, participation in or attendance of professional development events***

**Training site supervisor's comments/feedback:**

.....  
.....  
.....

**Intern's comments/feedback:**

.....  
.....  
.....

**Faculty Member Name:**

**Signature & Date:**



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