



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

— كلية الصحة العامة —
College of Public Health

Department Internship Coordinator Manual

Vice Deanship of Training & Internship



العلم نور

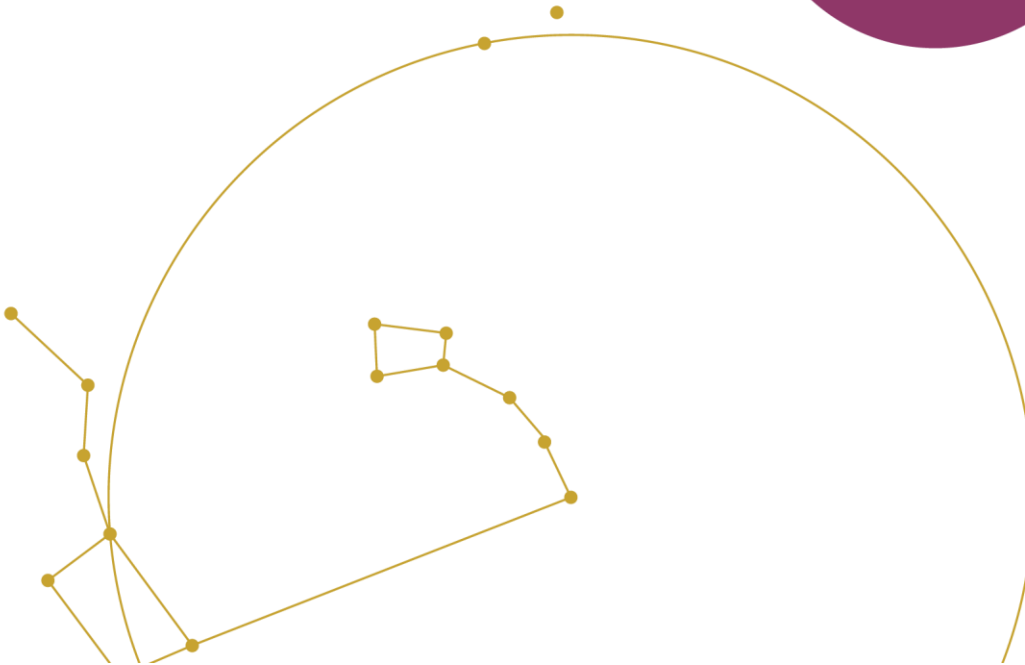
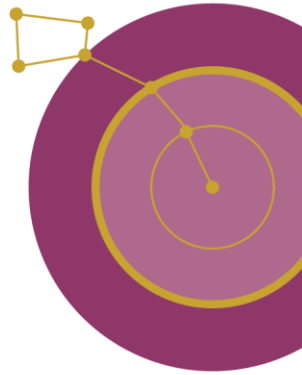


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INTERNSHIP COORDINATOR MANUAL

The internship coordinator is a faculty member from each department at the College of Public Health, appointed by the chairman of the respective department. The internship coordinator is the link between the Vice Deanship of Training and Internship and the respective department.

– Tasks of department internship coordinator

1. Communicate with the chairman to develop an internship plan.
2. Contacts different training sites prior to the internship induction program to inquire about:
 - a. The training site's capacity to accept interns
 - b. Available training establishments for the duration of the program
 - c. The timeline the training site will be capable to accommodate interns
3. Identify available training opportunities in various training agencies.
4. Prepare the internship plan given the number of students and available training opportunities.
5. Receive response letters from training sites and take the necessary measures towards them (acceptance or rejection responses).
6. Conduct the internship program orientation covering all required elements (**Internship Program Orientation**).
7. Prepare the schedules of supervisory visits for interns by faculty members in the department - signed by the coordinator and the department chairman and the vice dean - and follow up the faculty supervision process.
8. Gather interns' feedback and their satisfaction on the training process through interns and training agencies satisfaction surveys (link provided for each program).
9. At the end of each rotation, the internship coordinator prepares reports identifying positive aspects and areas for improvement after reviewing faculty feedback on the supervisory visits (**Supervisory visits Summary Report**) and interns' evaluation (**Intern's Evaluation Summary Report**). Reports are sent to the Vice Dean of Training and Internship together with the Visit log, after the approval of the department chairman.

10. Feedback from faculty visits after each rotation is collected, analyzed and discussed with the Vice Deanship of Training and Internship to come up with action plans and make any adjustments to the training sites to ensure the interns gain the most out of their training experience.
11. Attend and participate in internship meetings. Part of the monitoring process at the Vice Deanship of Training and Internship is to explore new training opportunities. Therefore, periodic meetings with training sites are conducted regularly to seek their feedback on the interns and communicate the interns' feedback in order to provide them with a better training experience
12. Prepare a database for the interns and their placement along with their respective documents to be kept in a folder, so that it contains the files of all students.
13. Participate in developing the internship program with new ideas and proposals.
14. Any additional assigned work related to internship affairs.

FACULTY SUPERVISION - INTERNSHIP COORDINATOR RESPONSIBILITIES

1. Coordinate with department heads on assigning supervisory faculty to interns.
2. Coordinate with training places in arranging visits – contacting academic affairs or departments directly.
3. Coordinate with faculty supervising different interns at the same training site to arrange the visits.
4. Overlook the supervisory visits in the respective departments
5. End of rotation report of visits to be shared with departments (during departmental meetings) and VDTI meetings
 - a. Overall internship status
 - b. Acknowledgement of good performance/achievements
 - c. Issues (resolved or need action)
 - d. Recommendations

– Recommended tasks for monitoring internship supervision

1. Create a shared folder for each intern and for each rotation and share it with supervisory faculty (please use the OneDrive of the **internship's account**). Each intern folder would include:

- a. Intern's profile:
 - i. Intern's name and contact info (email, mobile no.)
 - ii. Intern's placement plan (previous, current, and future)
 - iii. Hospital/supervisor contact info (if available, if not then the supervisor can get it from the intern)
 - iv. Intern's end of rotation documents uploaded by internship coordinator
 - b. Visit forms uploaded by supervisory faculty
2. Create a visits log for each month for faculty to insert their visits –for easy follow up by internship coordinators.
 3. Conduct a session for supervisory faculty to explain the supervision plan – it can be as part of department meeting.
 4. Inform supervisory faculty with their assigned interns and share required documents (visit form, internship manual, contact info, training plan ...).
 5. Inform interns that they are assigned faculty supervisors and the importance of prompt response and effective communication.

INTERNSHIP PROGRAM ORIENTATION

- **Aim:** The aim of the orientation is to introduce fourth year students that are expected to start their internship to the internship program.

- **Before orientation:**
 - The orientation to be conducted by internship coordinators for each respective program.
 - Coordinators are to confirm the names of fourth year students that are expected to start their internship, as provided by the Vice Deanship of Training and Internship.
 - Attendance is mandatory for all students.
 - Orientation to be conducted **before midterms**.

- **Items to cover during orientation:**
 - VDTI input – short remarks from the Vice Dean
 - Department head input
 - Internship dates for each rotation as approved by the College
 - Internship application process
 - Rotation types
 - Training vacancies
 - Explanation of internship policies and regulations
 - Expectations – stress professionalism and seriousness during the entire internship period
 - Training plan for each rotation
 - Requirements after each rotation (attendance, evaluation, report)
 - Assessment (by supervisory visits, end of rotation evaluation)
 - Faculty supervision plan
 - Internship portfolio
 - Forms to be filled by interns and documents to be sent
 - Communication method – internship email (or CC-ed) and intern's university email (official emails)
 - Invite alumni and current interns to share their experiences with students (make sure to have different levels of students to share their experience, not only the "excellent" ones – so all students can relate)
 - Any additional items relevant to each respective department

SUPERVISORY VISITS SUMMARY REPORT

Internship coordinators are to fill this report after each rotation and after reviewing faculty supervisory visits' forms

Rotation start date: --/--/----

Rotation end date: --/--/----

Areas for improvement based on faculty supervisors' comments:

1. _____
2. _____
3. _____

Areas for improvement based on interns' comments:

1. _____
2. _____
3. _____

Recommendations/actions to address the issues:

1. _____
2. _____
3. _____

Training sites adjustments – *Please list any training sites to be added/eliminated/ would benefit from more interns, etc*

	Training site	Adjustment to be taken	Note for adjustment
1			
2			
3			
...			

Internship coordinator name:

Date:

Department:

Signature:

Please send a copy to the respective department head and a copy to VDTI

INTERNS' EVALUATION SUMMARY REPORT

Internship coordinators are to fill this report after each rotation and after reviewing interns' end of rotation evaluation forms

Rotation start date: --/--/----

Rotation end date: --/--/----

Number of interns who completed the rotation: -----

Number of interns with overall evaluation score of Good or higher: -----

Comments requiring attention:

1. _____
2. _____
3. _____

Fair or Poor grade in any of the evaluation areas - Please list interns' names with **Fair or Poor** evaluation in any of the items of the evaluation form. Please attach the intern's evaluation form along when sending this report.

	Intern's name	Evaluation area with Fair or Poor grade
1		
2		
3		
...		

Outstanding interns - Please list interns' names with any outstanding achievements or performance

	Intern's name	Outstanding achievement/performance
1		
2		
3		
...		

Internship coordinator name:

Department:

Date:

Signature:

Please send a copy to the respective department head and a copy to VDTI



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