

The mandatory steps of passing the field training period

Master of Health Care Administration

- 1- The student must submit an order to the Training committee; during the first month of the last semester, to direct a letter to the desired Training institution in order to get the opportunity to be trained there.
- 2- The student will be provided a letter directed to the concerned party and Code of Professional and Ethical Conduct for Student Interns during 2 weeks of submission.
- 3- The student will hand the letter to training authority.
- 4- The student must submit to the Training committee at their department a proof of enrollment or acceptance at the training authority stating: the name of the training authority, the department, the name of the training supervisor At the training authority and contact information of the supervisor (official email and phone) Along with Code of Professional and Ethical Conduct for Student Interns.
- 5- All the requirements must be fulfilled by the training committee's department which includes:
 - a. Academic record and ensure that the student is in the last academic semester of the program.
 - b. Validity of acceptance proof at the training authority.
 - c. Departments and units to be trained in.
 - d. To ensure that the supervisor of the student to be trained at the training authority holds an administrative position at the departmental level.
Upper or middle school health facility
 - e. Code of Professional and Ethical Conduct for Student Interns form.
- 6- The HCM599 training course is manually registered from the college after ensuring that all requirements are met and an academic supervisor must be appointed.
- 7- The student will start a training period of 8 weeks.

8- The academic supervisor will train the student by inspecting field visits to follow up the conditions of the trainee / mentoring.

9- After completing the field training phase:

- a. The student must submit a slide-show by PowerPoint OR Prezi via the blackboard in which the student will present his/her experience during the field training period.
- b. The supervisor of the Trainee in the training authority must submit the evaluation form (signed and stamped with an official seal) via the official email to the email of the department's training committee, knowing that no evaluation form will be accepted directly from the student, either manually or through Student email.

10- After reviewing a passing or failing assessment will be monitored by the training committee.

Attention

- Failure to comply with the procedures received above will cause the student to repeat the field training period.
- The student will be instructed to repeat the field training period if the student starts training without the approval of the training committee.
- The student will be referred to investigation and disciplinary committees in case of any fraud is proven.