T.C.

ISTANBUL MEDIPOL UNIVERSITY

COLLEGE OF HEALTH SCIENCES

DEPARTMENT OF NUTRITION AND DIETETICS

VOCATIONAL PRACTICE INSTRUCTION\*

FIRST SECTION

Aim, Scope, Base, and Definitions

Aim

**ARTICLE 1 -** (1)The aim of this intruction is to determine the procedures and principles regarding the studies that the students of Istanbul Medipol University College of Health Sciences, Department of Nutrition and Dietetics will do so that they can apply the theoretical knowledge they have acquired from the courses related to the dietitian profession, in various institutions and organizations.

Scope

**ARTICLE 2 -** (1) This instruction covers the fields in which the students of the Department of Nutrition and Dietetics of the College of Health Sciences of Istanbul Medipol University and the teaching staff will practice, their duties and responsibilities there, and the procedures and principles in the evaluation of their practices.

Base

**ARTICLE 3 -** (1)This Instruction has been prepared on the basis of the Istanbul Medipol University Associate and Undergraduate Education Regulations.’’

**Definitions**

**ARTICLE 4 -** (1) The definitions in this instruction refer to;

1. University: Istanbul Medipol University,
2. College: Istanbul Medipol University College of Health Sciences,
3. Director: Director of Istanbul Medipol University College of Health Sciences,
4. Head of Department: Head of Department of Nutrition and Dietetics at Istanbul Medipol University College of Health Sciences,
5. Practice Responsible: Responsible teaching of the course practiced in the relevant academic year,
6. Practice Coordinator: The dietitian of the institution where the application is made, the individual assigned by the practice responsible where the dietitian is not present,
7. Field of practice: Public and private institutions or organizations where the application is made,
8. Practice period: The duration specified in the curriculum,

i) Practice Evaluation form: Filled by the practice coordinator

1. Practice Notebook: refers to the notebook filled by the student.

SECOND SECTION

Framework of Application

**ARTICLE 5 - (**1)Students can do their applications in institutions and organizations recommended by the Head of the Department and approved by the School of Dean.

1. In order for students to take the practical courses, they must have fulfilled the attendance requirement of the prerequisite courses shown in the table below.

Table 1: Prerequisite Courses

|  |  |
| --- | --- |
| Pre-requisite Course | Courses |
| Mother and Child Nutrition |  |
| Nutrition in Pediatric Diseases | Clinical Nutrition Child Practice |

Diet Therapy in Diseases I-II

Clinical Nutrition Adult Practice

Catering Systems

Collective Nutrition Systems Application

**ARTICLE 6**- (1)The duties and responsibilities of the Head of Department are listed below;

1. Notifying the Dean of the institutions and organizations that are planned to be implemented.
2. To ensure that protocols are drawn up with the application areas approved by the Dean's Office.
3. To designate and assign the implementers among the lecturers of the Department of Nutrition and Dietetics.
4. To ensure the complete execution of the application in line with the information to be given by the application responsible.
5. To carry out official correspondence regarding the application.

**Article 7 -** (1) The student's duties and responsibilities are listed below.

1. Getting the "Practice Book" to prepare throughout the application at the beginning of the application.
2. To comply with the working and safety rules, order and discipline of the institution where the application is made.
3. To comply with the working hours of the unit where the application is made and to sign the "Student Attendance Form".
4. To comply with the dress code required by the profession.
5. To fulfill the duties and responsibilities requested from them in the field of application.
6. To be in good and positive relations in the field of practice.
7. Taking care to use all kinds of tools and equipment carefully in the practice area.
8. Participate in the practice under the supervision of the practice coordinator.
9. Not changing the practice domain without the permission of the practice responsible.
10. Not leaving the practice area without the permission of the practice executive.
11. To prepare and fill the "Practice Book" and submit it to the practice supervisor.

**ARTICLE 8 -** (1) The duties and responsibilities of the practice supervisor are listed below;

1. To organize planning and programs that will facilitate student adaptation.
2. To be in constant communication with the student and the executive.
3. Counseling the executive for student guidance.
4. To examine the end-of-application evaluations of the application director and the student.
5. Evaluating the application forms and reports and giving feedback to the student.
6. To give feedback on the practice at the end-of-term evaluation meetings.
7. At the end of the application, to examine the "Student Evaluation Form" and the "Practice Book'' as described in the Third Part of this instruction as a result of the oral, written exams, homework, project assignments and similar evaluations deemed necessary.
8. To make compensation programs for students whose excuses for absenteeism are accepted.

**ARTICLE 9 –**(1) The duties and responsibilities of the practice executive are listed below.

1. To adapt the student to the practice area.
2. Helping the student develop attainable goals.
3. To provide learning opportunities to the student.
4. Being a role model in practice, guiding, observing and supervising.
5. Giving feedback on the student's performance in the field of practice.
6. To enable the student to attend visits, case presentations, training in the practice area, to observe all processes from purchasing food to removing waste, to plan sample menus for different groups and special situations, and to organize diets.
7. Filling the Student Evaluation Form and forwarding it to the practice responsible.

THIRD SECTION

Evaluation of the Practice

**ARTICLE 10 -** (1) Evaluation of the practice is done as follows.

1. Students are supervised and evaluated by the practitioner in terms of theoretical knowledge, practical skills, responsibility, working discipline, performance, communication and continuity in their practice studies. The result is recorded in the "student evaluation form" and delivered to the application manager in a sealed envelope.
2. Students prepare the "Practice Notebook" regarding the application they have made and submit it to the application supervisor.
3. The "Practice Notebook" is evaluated and a midterm exam grade is given. The general exam grade is given by evaluating the "Student Evaluation Form" and the required additional exams together. In cases where the department board deems it necessary, a midterm exam can be held instead of the practice grade.
4. The student may object to material errors within five working days after the duly announcement of the exam results.

FOURTH SECTION

Practice period and conditions

**ARTICLE 11 –** (1)Practice periods are announced at the beginning of the academic year.

1. The provisions of the Istanbul Medipol University Associate and Undergraduate Education Regulations and the decisions of the university senate are valid for the attendance requirement.

1. The repetition of the professional practice courses that the student fails by fulfilling the attendance requirements depends on the decision of the department board.

Final Provisions

**ARTICLE 12 -** (1) For matters not covered in this Instruction the provisions of the Istanbul Medipol University Associate and Undergraduate Education Regulations are valid.

**ARTICLE 13 -** (1) This Instruction is applicable from the 2017-2018 academic year.

**Executed**

**ARTICLE 14 -** (1) The provisions of this instruction Istanbul Medipol University, is executed by the director of College of Health Sciences.

* \* Article 5 (2) is valid for students who are registered in 2018 and after.

\*Accepted by the University Senate's decision dated 16.01.2018 and numbered 2018/03-01.