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 ISTANBUL MEDIPOL UNIVERSITY

 SCHOOL OF HEALTH SCIENCES

 DEPARTMENT OF NUTRITION AND DIETETICS

 VOCATIONAL PRACTICE INSTRUCTION

FIRST SECTION

Aim, Scope, Base and Definitions

Aim

**ARTICLE 1 -** (1) To determine the procedures and principles regarding the studies that the students of Istanbul Medipol University School of Health Sciences, Nutrition and Dietetics Department 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 School 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

# This instruction has been prepared based on Istanbul Medipol University Associate and Undergraduate Education Regulations.

# ARTICLE 3- (1)

# Definitions –The definitions in this instruction refer to;

1. University: Istanbul Medipol University,
2. School: School of Health Sciences,
3. Dean: Dean of Istanbul Medipol University School of Health Sciences,
4. Head of Department: Head of the Department of Nutrition and Dietetics, School of Health Sciences,

pPractice responsible: Responsible teaching of the course implemented in the relevant academic year element or elements of it,

1. 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,
2. Field of practice: Public and private institutions or organizations where the application is made,
3. Practice period: The duration specified in the curriculum,
4. Practice evaluation form: Filled by the application coordinator
5. Practice notebook: It refers to the notebook filled by the student.

# SECOND SECTION

**Framework of Applications**

**ARTICLE 5 - (**1) Students can make their applications in institutions and organizations recommended by the Department Chair and approved by the school dean.

* 1. 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

|  |  |
| --- | --- |
| Prerequisite Course | Course |
| Maternal and Child Nutrition in PediatricsNutrition and Feeding | Clinical Nutrition Child Practice |
| Diet Therapy in DiseasesI-II | Clinical Nutrition Adult Practice |
| Catering SystemsII | 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 "Application 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 profession.
5. To fulfil 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 application area.
8. Participate in the application under the supervision of the application coordinator.
9. Not changing the application domain without the permission of the application principal.
10. Not leaving the application area without the permission of the application player.
11. To prepare and fill in the "Application Book" and submit it to the application supervisor.

**ARTICLE 8 -** (1) The duties and responsibilities of the implementation 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 practitioner.
3. Counselling the practitioner 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 implementation at the end-of-term evaluation meetings.
7. At the end of the application, to examine the "Student Evaluation Form" and the "Application Notebook" and to give the midterm and general exam grades as described in the Third Part of this İnstruction 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 implementation executive are listed below.

1. To adapt the student to the application 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. All processes from the student's participation in visits, case presentations, trainings in the application area, from the purchase of food to the removal of leftovers.

Observing people, planning sample menus for different groups and special situations, and arranging diets.

1. Filling the Student Evaluation Form and forwarding it to the application manager.

# THIRD SECTION

Evaluation of the Practice

**ARTICLE 10 -** (1) Evaluation of the application 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 assigned by evaluating the "Student Evaluation Form" and the required additional exams together. If the department board deems it necessary, a midterm exam can be held instead of the application grade.
	4. The student may object to material errors within five working days after the duly announcement of the exam results.

# FOURTH SECTION

Application Period and Requirements

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

1. The provisions of the Istanbul Medipol University Undergraduate Education Regulations and the decisions of the university senate are valid for the attendance requirement.
2. 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 10 -** (1) This Instruction is applicable from the 2017-2018 academic year.

**Execution**

**ARTICLE 14 -** (1) The provisions of this instruction are executed by the Dean of Istanbul Medipol University, School of Health Sciences.

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

\*Accepted by the University Senate's decision dated 16.01.2018 and numbered 2018/03-02.