



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**



**FINAL INTERNATIONAL
UNIVERSITY**

**FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM**

PROFESSIONAL PRACTICES LOG

Student

Name-Surname :	
Student ID Number :	



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
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NTDT400/NTDT401/NTDT402/NTDT403/NTDT404

Placement/Internship Log Instruction

1. The student must complete all fields on the general information page, including attaching a photograph. Additionally, they must provide comprehensive details regarding the date, institution, unit, and number of patients for the internship/placement.
2. Each page of the placement log will be initialled by the responsible dietitian using a non-erasable pen.
3. Photocopied pages are not permissible additions to the internship/placement log.
4. Information about the patients observed during the placement period must be thoroughly completed in the designated section on the page and signed by the responsible dietitian(s).
5. Records must be kept for a minimum of 20 patients followed during the placement period, with detailed data provided for 7 patients each for NTDT401 and NTDT403.
6. For NTDT400, NTDT402, and NTDT404, students must complete the forms within the placement log throughout the professional practice period.
7. For NTDT400, the internship log must be submitted to the IFU Faculty of Health Sciences secretariat after completing the internship but before the start of classes in the relevant semester. Failure to submit the internship log will render the student's internship invalid.
8. For NTDT401, NTDT402, NTDT403, and NTDT404, the placement log must be submitted to the IFU Faculty of Health Sciences secretariat between the date they complete the placement and the date when the final exams of the relevant semester begin. Failure to submit the placement log will render the student's placement invalid.
9. Unsigned, unapproved, and pages without an official seal will not be considered for evaluation in the internship/placement log.
10. In addition to the internship/placement log, students are obligated to submit the forms requested by the IFU Faculty of Health Sciences to the Faculty Secretariat before starting the internship/placement.



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

SUMMER PLACEMENT / PROFESSIONAL PRACTICE DIRECTIVE

Section I

PURPOSE, SCOPE, BASIS, AND DEFINITIONS

Purpose

Article 1 –

- (1) The purpose of this directive is to regulate the basic principles, methods, and procedures related to the planning, execution, and evaluation of the compulsory summer internships and professional practices to be carried out by students enrolled in the Nutrition and Dietetics Program at the Faculty of Health Sciences, Final International University, within the scope of NTDT 400 Summer Internship (0-5) and the compulsory senior-year professional practices: NTDT401 Clinical Nutrition Placement in Adults (6-7), NTDT403 Clinical Nutrition Placement in Childhood (6-7), NTDT402 Food Service Placement (6-7), and NTDT404 Community Nutrition Placement (6-7).

Scope

Article 2 –

- (1) This directive outlines the principles, procedures, and evaluation methods for compulsory summer internships and professional practices undertaken by students of the Nutrition and Dietetics Program at the Faculty of Health Sciences, Final International University. These internships and practices are conducted in public and private institutions within the designated periods. The directive applies to all students enrolled in the Nutrition and Dietetics Program.

Basis

Article 3 –

- (1) This directive has been prepared based on the Final International University Regulation on Teaching, Examinations, and Success, and the Final International University Student Internship Regulations, in accordance with Article 44 of the Higher Education Law No. 2547, and the provisions of the Final International University Statute of Organization and Operation.

Objective of the Internship

Article 4 –

- (1) The main objective of the compulsory internships and professional practices is to enable students to:
- Apply theoretical knowledge and skills acquired in the field of nutrition and dietetics in real-life settings
 - Gain professional experience and develop professional skills
 - Perform case formulation
 - Identify areas for improvement
 - Acquire alternative perspectives related to the profession
 - Recognize situations that may cause personal discomfort
 - Evaluate treatment plans
 - Gain experience in professional ethics
 - Explore areas of interest
 - Clarify career goals

Definitions



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

Article 5 –

(1) The following terms used in this directive shall be understood as:

1. **University:** Final International University
2. **Faculty:** Faculty of Health Sciences, Final International University
3. **Program:** Nutrition and Dietetics Program, Faculty of Health Sciences, Final International University
4. **Internship and Professional Practice Committee:** The committee established by the Dean's Office to evaluate students' objections and requests regarding internships and professional practices
5. **Internship and Professional Practice Coordinator:** Faculty members and research assistants appointed by the Dean's Office to manage the internship and professional practice processes
6. **Internship and Professional Practice Advisor:** Faculty members and research assistants appointed by the Dean's Office to be directly responsible for monitoring whether the student attends the internship/professional practice place
7. **Internship and Professional Practice Site:** Public or private institutions and organizations approved by the Internship Committee as valid, which operate in areas covered by the curriculum of the relevant program
8. **Compulsory Summer Internship:** The internship that is part of the curriculum of the Nutrition and Dietetics Program under the course NTDT 400 Summer Internship (0-5), which students must successfully complete to graduate, and for which the university pays insurance premiums
9. **Professional Practice:** The professional practices required to be completed as part of the courses NTDT401 Clinical Nutrition Placement in Adults (6-7), NTDT403 Clinical Nutrition Placement in Childhood (6-7), NTDT402 Food Service Placement (6-7), and NTDT404 Community Nutrition Placement (6-7) in the curriculum of the Nutrition and Dietetics Program, which students must successfully complete to graduate
10. **Internship / Professional Practice Supervisor:** The person employed at the institution where the student is completing the internship/professional practice, who coordinates the student's process, observes the student during the internship/professional practice, and submits the student's evaluation to the program at the end of the process

SECTION II

DUTIES AND RESPONSIBILITIES

Summer Internship and Professional Practice Commission

Article 6 –

- (1) The Summer Internship and Professional Practice Commission consists of two academic staff members from the program. The commission is appointed by the Dean's Office.
- (2) The duties of the Summer Internship and Professional Practice Commission are as follows:
 1. To take necessary measures to ensure that the tasks and procedures specified in the Summer Internship and Professional Practice calendar are completed within the designated timeframes.



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

2. To evaluate and decide on students' objections and requests regarding the summer internship/professional practice.

Summer Internship and Professional Practice Coordinator

Article 7 –

- (1) The duties of the Summer Internship and Professional Practice Coordinator is as follows:
 1. To monitor the execution of summer internship/professional practice processes and ensuring the necessary coordination.
 2. To evaluate the student's summer internship as successful or unsuccessful.
 3. To holistically evaluate the student's professional practices through activities conducted during weekly class hours, application notebooks or reports, observations made during field practice, feedback from the training institution, project or case presentations, as well as written and oral exams at the end of the term.

Internship / Professional Practice Supervisor

Article 8 –

- (1) The duties of the Internship / Professional Practice Supervisor is as follows:
 1. Providing orientation, assigning tasks aligned with the student's academic goals, and coordinating their activities throughout the internship.
 2. To observe and guide the student's performance, provide regular feedback, and support their professional development by offering learning opportunities and addressing any issues that arise.
 3. To complete the student's performance evaluation and communicate with the academic program to ensure the internship objectives are fulfilled.

Duties and Responsibilities of the Student

Article 9 –

- (1) Throughout the summer internship/professional practice, students are expected to participate in patient admission, nutrition screening, nutrition assessment, diet planning, and patient education processes in relevant hospitals and units, and to conduct case observations in inpatient wards, outpatient clinics, and specialized units.
- (2) Students are expected to take on observational and assisting roles in anthropometric measurements, evaluation of laboratory results, implementation of the nutrition care process, and patient follow-up activities applied to patients or clients.
- (3) Students are expected to regularly attend nutrition education sessions, case meetings, clinical trainings, and professional development seminars conducted in the hospital.
- (4) Students interning in food serving institutions are expected to observe menu planning, food production and distribution processes, evaluate hygiene and sanitation practices, participate in food sampling, support food safety practices, and take part in kitchen inspections.
- (5) Students are expected to attend nutrition committee meetings and staff training sessions held in food serving institutions, examine on-site production and transportation systems, and develop improvement suggestions.
- (6) The student must complete the summer internship/professional practice application documents within the designated application period and submit them to the relevant person or institution on time.
- (7) The student must timely submit the acceptance letter, which includes the start and end dates of the internship/professional practice received from the institution where the



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

internship/professional practice is conducted, to the Summer Internship and Professional Practice Coordinator.

- (8) At the end of the summer internship/professional practice, the student must record the daily tasks performed in the Summer Internship/Professional Practice Report and submit the report, approved by the institution, to the Summer Internship and Professional Practice Coordinator on time.

Duties Expected from the Internship/Professional Practice Institutions

Article 10 –

- (1) During the summer internship/professional practice, there must be an institutional supervisor responsible for the student. This supervisor manages the general coordination of the students, completes, and approves the Institution Internship/Professional Practice Evaluation Form for the students.

SECTION III

GENERAL PROVISIONS AND CONDUCT OF SUMMER INTERNSHIP/PROFESSIONAL PRACTICES

Article 11–

- (1) Summer Internship and Professional Practices are organized and coordinated by the Summer Internship and Professional Practice Coordinators assigned by the Dean's Office.

Summer Internship/Professional Practice Specifications

NTDT400 SUMMER INTERNSHIP (0-0-0)

Article 12 –

- (1) This internships aims to enable students to apply the knowledge and skills gained in theoretical and laboratory courses to real working environments, acquire the ability to work with healthcare personnel such as doctors, nurses, administrators, chefs, and waiters involved in patient care and treatment, and to learn the profession of dietetics (duties, responsibilities, work areas, work techniques, etc.), as well as to gain knowledge and skills in the difficulties and observations encountered by professionals and their solutions.
- (2) After the completion of the 6th semester, students of the Nutrition and Dietetics Program undertake a summer internship for a period not less than 175 hours, on a date determined by the Nutrition and Dietetics Program following the conclusion of the "end of semester exams" during the summer break.

NTDT401 CLINICAL NUTRITION PLACEMENT IN ADULTS (0-12-6)

Article 13–

- (1) This placement aims to enable students to apply the knowledge and skills gained in theoretical and laboratory courses to real working environments, acquire the ability to work with healthcare personnel such as doctors, nurses, administrators, chefs, and



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

waiters involved in patient care and treatment, and to learn the profession of dietetics (duties, responsibilities, work areas, work techniques, etc.), as well as to gain knowledge and skills in the difficulties and observations encountered by professionals and their solutions. This practice takes place at hospitals or health institutions approved by the Program.

- (2) The professional practice is carried out under the supervision of professional practice coordinator and responsible dietitians.
- (3) This professional practice covers a period of one semester (fall or spring), not less than 175 hours.

NTDT403 CLINICAL NUTRITION PLACEMENT IN CHILDHOOD (0-12-6)

Article 14 –

- (1) This professional practice aims to enable students to apply the knowledge and skills gained in theoretical and laboratory courses to real working environments, acquire the ability to work with healthcare personnel such as doctors, nurses, administrators, chefs, and waiters involved in patient care and treatment, and to learn the profession of dietetics (duties, responsibilities, work areas, work techniques, etc.), as well as to gain knowledge and skills in the difficulties and observations encountered by professionals and their solutions. This practice takes place at hospitals or health institutions approved by the Program.
- (2) The professional practice is carried out under the supervision of professional practice coordinator and responsible dietitians.
- (3) This professional practice covers a period of one semester (fall or spring), not less than 175 hours.

NTDT402 FOODSERVICE PLACEMENT (0-12-6)

Article 15–

- (1) This professional practice aims to enable students to apply the knowledge and skills gained in theoretical and laboratory courses to real working environments, learn scientific methods in mass feeding systems, and acquire knowledge and skills in all processes from purchasing foods to waste management, as well as to gain knowledge and skills in the difficulties and observations encountered by professionals. This practice takes place at the institutions and organizations determined by the Program.
- (2) The professional practice is carried out under the supervision of professional practice coordinator and responsible dietitians.
- (3) This professional practice covers a period of one semester (fall or spring), not less than 175 hours.

NTDT404 COMMUNITY NUTRITION PLACEMENT (0-12-6)

Article 16 –

- (1) This professional practice enables students to learn community health/public health dietitian (duties, responsibilities, working areas, and working techniques, etc.) by practice and provides them with the necessary knowledge and skills. This practice should cover the following applications: Determination of nutritional status and eating



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

habits, providing nutrition education, Development of nutrition education programs/materials for special groups.

- (2) The professional practice is carried out under the control and supervision of professional practice coordinator.
- (3) This professional practice covers a period of one semester (fall or spring), not less than 175 hours.

Institutions for Summer Internship/Professional Practice

Article 17–

- (1) Students will complete their internships/professional practices in institutions such as public and private hospitals, community health centers/primary care centers, public health institutions, food service organizations, long-term care facilities, research institutes and laboratories, and food industry companies.

Internship/Professional Practice Locations, Application, and Start Conditions

Article 18 –

- (1) Summer internship/professional practice locations will be the institutions designated by the Nutrition and Dietetics Program Summer Internship and Professional Practice Commission. It is the student's responsibility to find appropriate summer internship/professional practice locations. The suitability of the institution found and proposed by the student will be decided by the Summer Internship and Professional Practice Coordinator.
- (2) Students must obtain approval from the Summer Internship and Professional Practice Coordinator before starting their summer internship/professional practice. Internships/professional practices started without the approval of the Coordinator will not be accepted.
- (3) Students whose internship/professional practice locations have been approved by the Summer Internship and Professional Practice Coordinator must start their internship/professional practice at the approved institution. Work conducted at institutions not approved by the Coordinator will not be recognized or evaluated as an internship/professional practice.

Summer Internship/Professional Practice Application Process and Related Documents

Article 19 –

- (1) Students must independently research and find the institutions where they will conduct their summer internship/professional practice.
- (2) Students who will complete their internships/professional practices at public institutions in the Republic of Turkey must follow important deadlines and apply through the official website of the Presidential Human Resources Office of the Republic of Turkey: <https://kariyerkapisi.cbiko.gov.tr/>
- (3) Students who plan to complete their internships/professional practices at institutions other than public institutions must obtain approval from the Internship and Professional Practice Coordinator for the selected institution.
- (4) Once the summer internship/professional practice locations are determined, the internship/professional practice application form (Annex 1) must be completed and submitted to the Faculty Secretariat no later than one month before the start date of the internship/professional practice. The compulsory summer internship/professional practice application form is required for insurance procedures and is available on the official website of Final International University, Faculty of Health Sciences page (www.final.edu.tr).



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

- (5) If the institution where the internship/professional practice will take place requests additional documents, it is the student's responsibility to submit them.
- (6) The Internship/Professional Practice file must include the following documents:
1. Compulsory Internship/Professional Practice Application Form (ANNEX-1) (3 copies)
 2. Internship/Professional Practice Attendance Form (ANNEX-2)
 3. Institution's Student Evaluation Form (ANNEX-3)
 4. Student's Internship/Professional Practice Site Evaluation Form (ANNEX-4)
 5. Internship Approval Form (ANNEX-6)
 6. Internship/Professional Practice Report (ANNEX-7)
- (7) Students must submit the Compulsory Summer Internship/Professional Practice Application Form (3 copies) to the Faculty Secretariat on the announced date. Applications submitted after the announced date will not be accepted.

Social Security Institution (SGK) Procedures

Article 20 –

- (1) SGK procedures for the student will be handled by Final International University. Students are responsible for providing the required documents for SGK premium payments to the relevant university office on time.

Internship/Professional Practice Report Format, Content, and Submission

Article 21 –

- (1) Upon completion of the summer internship/professional practice, students must prepare an internship/professional practice report. The report must include the following sections:
- Introduction and functioning of the institution where the internship/professional practice was conducted
 - Duties and responsibilities undertaken
 - Experiences gained during the summer internship/professional practice
- (2) Report formats for summer internships and professional practices are different. Students must use the formats provided in the internship/professional practice file available on the official website of Final International University, Faculty of Health Sciences page (www.final.edu.tr).

Internship Application Process Steps:

The internship application process varies depending on the type of institution where the internship will be conducted. Managing and following up on the process is the responsibility of the students. The table under this section serves as a summary from Article 17 to the Article 21.

STUDENTS WHO WILL UNDERTAKE THEIR INTERNSHIP/PROFESSIONAL PRACTICE AT TRNC STATE HOSPITALS:



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

At least 4 weeks before the start of the internship/professional practice, the student notifies the Internship/Professional Practice Coordinator of their request to do the internship in TRNC.



At least 3 weeks before the internship/professional practice date, the student obtains the hospital referral form required for the health report from the Faculty Secretariat, upon guidance from the Internship/Professional Practice Coordinator.



Apply for the health report at the state hospital using the referral letter.



During the internship/professional practice period, the health report and Internship Fee determined by the TRNC Ministry of Health must be deposited into the TRNC Health Fund account via the Cyprus Turkish Cooperative Central Bank ("10-304-0000083358").



The receipt of the health report payment is submitted to the hospital personnel responsible for processing the health report.



After the health report procedures are completed, students submit the health report along with the receipt of the Internship Fee to the Internship/Professional Practice Coordinator.



To avoid any issues with internship dates, all documents must be submitted to the Internship/Professional Practice Coordinator at least 15 days before the internship/professional practice start date.



The Internship/Professional Practice Coordinator organizes the submitted documents to be delivered by hand to the Ministry of Health's Student Coordination Unit and completes the necessary signatures and stamps.



During the internship/professional practice period, the hospital internship/professional practice quotas are determined by the Ministry of Health Student Coordination Unit as much as possible.





**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

STUDENTS WHO WILL DO THEIR INTERNSHIP/PROFESSIONAL PRACTICE IN PRIVATE HOSPITALS AND CLINICS IN TRNC:

Most private healthcare institutions do not require interns to provide a health report. Therefore, students apply for their internship in the following order:

Decision to intern at a private hospital or clinic is left to the student's own initiative. However, before the official application, the student must obtain verbal preliminary approval from the Internship/Professional Practice Coordinator regarding the institution where they wish to intern. If the institution has a website, it should be shared with the internship/professional practice coordinator.



After receiving the coordinator's approval and determining the internship/professional practice dates: the student must have the Internship/Professional Practice Application and Acceptance Form (Appendix 1) signed by the supervisor or authorized person at the private hospital or clinic where they will intern, and the document must be stamped by the institution.



Next, the internship/professional practice application and acceptance form should first be signed by the internship/professional practice coordinator, then by the Dean, and finally stamped by the Faculty.



If private institutions request an internship/professional practice fee, the responsibility for these fees—as well as any costs such as health report fees similar to those required for internships/professional practice at TRNC state hospitals—lies with the student.



The student completes the internship/professional practice within the specified dates.



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

**STUDENTS WHO WILL COMPLETE THEIR INTERNSHIP/PROFESSIONAL
PRACTICE AT A PUBLIC HOSPITAL IN TURKEY:**



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

Applications must be made through the Career Gate portal via the National Internship Program.

Students who are assigned an internship/professional practice through the Career Gate complete the required procedures such as health report, internship agreement, etc., based on the internship site's request. They finalize the start and end dates of the internship.

After the internship/professional practice dates are set, the student gets the Appendix 1: Internship/Professional practice Application and Acceptance Form signed by the supervisor or authorized person at the hospital and has the document stamped with the institution's official seal.

The internship/professional practice application and acceptance form is then signed first by the internship coordinator, then by the Dean, and stamped with the Faculty seal.

At least 3 business days before the internship start date, the signed and stamped Internship/Professional practice Acceptance Form, along with scanned copies of the ID card or passport, is submitted to the Dean's Office Secretariat.

One day before the internship/professional practice begins, the Dean's Office Secretariat completes the internship/professional practice insurance registration procedures.

The student completes the internship/professional practice within the determined dates.



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

**STUDENTS WHO WILL COMPLETE THEIR INTERNSHIP/PROFESSIONAL
PRACTICE IN PRIVATE HOSPITALS AND INSTITUTIONS IN TURKEY**



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

The decision to complete the internship/professional practice t at a private hospital or clinic is left to the student's own initiative. However, before submitting a final application, the student must obtain verbal preliminary approval from the Internship/Professional practice Coordinator regarding the institution where they wish to intern. If the institution has a website, it should be shared with the Internship/Professional practice Coordinator.



After obtaining the approval of the Internship/Placement Coordinator and determining the internship dates, the student has the Appendix 1: Internship/Professional practice Application and Acceptance Form signed by the supervisor or authorized person at the private hospital or clinic where the internship/professional practice will take place, and the document is stamped with the institution's official seal.



Then, the student submits the Internship Application and Acceptance Form first to the Internship/Professional practice Coordinator and then to the Dean for signatures, and it is stamped with the Faculty's official seal.



At least 3 business days before the start of the internship, the signed and stamped Internship/Professional practice Acceptance Form, along with a scanned copy of the Student ID or Passport, must be submitted to the Dean's Office Secretariat.



The Dean's Office Secretary completes the internship/professional practice insurance registration one day before the internship/professional practice begins.



The student completes their internship/professional practice within the designated dates.



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

Conduct of the Internship/Professional Practice
Article 22 –

- (1) Full-time attendance is compulsory in order to be eligible to pass each professional practice. The working time for each professional practice is determined by the professional practice consultants of the hospital or institution, according to the working hours of the hospital or institution where the student does his/her professional practice. The Internship/Professional Practice Attendance Form (ANNEX-2) must be signed daily by the institutional internship/professional practice supervisor and must include the daily tasks and working hours. At the end of the internship/professional practice, the entire process must be signed and approved by the institution's authorized personnel.
- (2) Students who have excused or unexcused absences in their professional practices have to make up for the period of absenteeism in order to receive the end-of-term professional practice grades.
- (3) Students who cannot participate in professional practice for any reason are required to document their excuses.
- (4) The professional practice coordinator may accept or reject any excuse of the student at its discretion. A student whose medical report from the full-fledged hospital is rejected by the Faculty Administrative Board due to his/her excuse cannot continue his/her professional practice and cannot take exams during the report.
- (5) In case the excuse is accepted by the professional practice coordinator or the Faculty Administrative Board, the student has to make up for the day he/she cannot continue his/her professional practice.
- (6) In case of a 1-day absence, 1-day compensation is made. In case of absences of up to 2 days, the excuse should be submitted to the professional practice counsellors. In the absences of more than 2 days, the excuse should be submitted to the professional practice coordinator. Any application regarding excuses for absences of more than 2 days must be reported to the professional practice coordinator within 1 week at the latest from the start date of the excuse. The number of excused days cannot exceed 10% of the total duration of the internship/professional practice. Applications made later, reports submitted late, or reports covering only the exam dates will not be processed.
- (7) The student who does not make up for it remains with an NG grade from that professional practice or professional practice. In addition, the student who does not continue his professional practice without an excuse is not taken to any exams of that Internship/Professional Practice and remains with an NG grade.
- (8) Students who will go out of the country/province at the weekend are required to leave a written petition to the professional practice supervisor of the hospital/institution where they practice.
- (9) The start and end dates of professional practices are determined by the Dean's Office each year and announced to the students. Performing professional practice outside of these specified dates for valid reasons is subject to the permission of the Dean's Office.
- (10) The student has to notify the institution that he/she wants to do professional practice with the professional practice supervisor at least one month before the start of their



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

- internship/practice. If this notification is approved by the relevant institution and the Dean's Office, the student makes his professional practice in this institution.
- (11) Students must comply with the work principles, job conditions, discipline, occupational safety regulations, and legal requirements of the institution where they are conducting their internship/professional practice.
 - (12) Students who have started their internship cannot change their internship site without informing and obtaining approval from the Program Internship Committee. If a student changes their internship location without approval, the internship will be deemed invalid.
 - (13) The university is not responsible for any damages caused by the interns to the institutions where they are interning.
 - (14) The "Professional Practice Evaluation Form", which will be sent by the professional practice supervisor to the institution where the student will carry out the professional practice, is filled in, approved, and sent to the Program at the end of the professional practice in a sealed envelope.
 - (15) The student has to prepare the "Professional Practice Report" in accordance with the requirements during the professional practice and submit it to the professional practice responsible until the specified date.
 - (16) Whether the students who fulfill the Professional Practice attendance requirement and submit the "Professional Practice Report" on time successfully complete their professional practice is evaluated by the professional practice supervisor.

Section IV

Evaluation of the Internship/ Professional Practice

Article 23 –

- (1) In order for the student to be considered successful in the internships/professional practices, they must obtain at least 60 out of 100. The results of the summer internship evaluation are determined as "pass/fail," while the professional practice grades are given in letter grades.
- (2) The coordination of internship/professional practice tasks and the evaluation of internship activities are carried out by the Internship Committee. The Internship/Professional Practice Committee Evaluation Form (Appendix-6) is signed by the Internship Coordinator.
- (3) The Institution's Intern Evaluation Form (Appendix-3) is completed by the workplace internship/professional practice supervisor based on the student's performance, attendance, interest, success, and other relevant factors, and is signed and stamped.
- (4) The Institution's Intern Evaluation Form is sent in a sealed envelope, signed and stamped by the institution or organization.
- (5) The Internship/Professional Practice Coordinator reviews the Intern Institution Evaluation Forms and Internship Reports of the students to accept or reject the internships. Students subject to mandatory internships may be asked to revise their internship reports. Rejected internships must be replaced with a new one.
- (6) Students required to revise their internship/professional practice report must complete the requested revisions within one (1) week from the date the revision is requested. Otherwise, the internship is considered rejected. After this period, the student's situation is re-evaluated by the Internship/Professional Practice Coordinator.



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

- (7) Internship files are evaluated by the Internship/Professional Practice Coordinator, who has the authority to assign the internship/professional practice grade. The evaluation considers tools such as the institution's evaluation of the intern and the content of the internship report.
- (8) Students subject to mandatory internship/professional practice who are deemed unsuccessful by the Internship/Professional Practice Coordinator must repeat their internship.
- (9) Students whose internship reports appear to be largely identical to other reports, copied from other files, or contain false information or documents will be subject to disciplinary action in accordance with the International Final University Student Disciplinary Regulations.
- (10) After the internship/professional practice grade is published, students who wish to appeal may apply to the Internship/Professional Practice Committee for a re-evaluation. The appeal process must be conducted within 5 business days following the publication of grades. Appeals submitted after this period will not be considered.
- (11) To appeal an internship grade, the student must submit a petition addressed to the Dean of the Faculty of Health Sciences and the Internship Committee. The petition is evaluated by the Committee. If deemed appropriate, the Internship Coordinator's evaluation report and the student's internship documents are reviewed. The decision is communicated to the student in writing by the Committee.

PROVISIONS ON THE PROFESSIONAL PRACTICE EXAM

Article 23 –

- (1) At the end of each professional practice, students' success is evaluated based on clinical activities, outpatient clinic work, case presentations, written patient diets, communication and interaction with patients, as well as oral and written exam evaluations conducted under the supervision of internship advisors, taking into account the grades specified in FIU Education, Examination and Success Regulation.
- (2) The evaluation of the NTDT400 Summer Internship is distributed as follows: the workplace supervisor's evaluation accounts for 30%, the advisor's evaluation of the internship report accounts for 30%, and the Internship Evaluation Committee (comprising 3 faculty members) accounts for 40%, with 20% based on the presentation and 20% on the ability to engage in discussions and respond to questions.
- (3) The evaluation of the NTDT401 Clinical Nutrition Placement in Adults, NTDT403 Clinical Nutrition Placement in Childhood, NTDT402 Food Service Placement is distributed as follows: the workplace supervisor's evaluation accounts for 30%, the advisor's evaluation of the internship/professional practice report, weekly presentations, case analyses, and menu analyses accounts for 30%, and a comprehensive final examination administered by the Professional Practice Evaluation Committee (comprising 3 faculty members) at the end of the semester accounts for 40%. This final examination includes both written and oral assessments covering theoretical and practical knowledge, with 20% based on the written exam and 20% based on the ability to engage in discussions and respond to questions in the oral exam.
- (4) For the NTDT404 Community Nutrition Placement course, students will be evaluated based on the availability of community kitchens and institutions. Their performance will be assessed as follows: evaluations by the institutions, the research proposal form, and data collection will collectively account for 60% of the final grade, while the final research report and presentation will account for the remaining 40%. The Professional



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

Practice Evaluation Committee (comprising 3 faculty members) will evaluate the report and the presentation, with 20% based on the presentation and 20% on the ability to engage in discussions and respond to questions.

- (5) Professional practice exams are conducted at the end of the placement period in accordance with the previously announced regulations and in compliance with the FIU Education, Examination, and Success Regulation.
- (6) Students are required to take the exams on the designated day and time. Any student who does not attend the exam on time or who does not participate in either the theoretical or oral/practical sections of the exam will be considered as unsuccessful. Students with valid excuses for absence, as accepted by the Faculty Board, may be granted the right to take a make-up exam.
- (7) Students caught cheating or attempting to cheat during exams will receive an 'F' grade, and a disciplinary investigation will also be initiated.
- (8) Students who fulfill the attendance requirement in professional practices but fail the written and oral professional practice final exams or do not take them, can participate in the make-up exams will be held at the end of the semester for these internships/professional practices. Students who fail to pass the written and oral professional practice final exams are granted the opportunity to take make-up exams. Students who fail to pass the make-up exams and have completed all other requirements for graduation, they are eligible to apply for the Graduation Exams.
- (9) The student is given the opportunity to repeat the Professional Practice/Summer Internship practices in the summer term for which they have failed. If a student fails in one of the professional practices, they repeat the failed professional practices in the summer term. A student who fails in the professional practices can repeat it in the following academic year.

Section V

PROFESSIONAL PRACTICE SCORE, GRADE, GRADE AND COEFFICIENTS

Article 24:

- (1) The scores, grades, degrees, and coefficients in the Final International University Teaching, Examination, and Success Regulations are valid in the evaluation of the examinations of the Nutrition and Dietetics Program professional practice courses.
- (2) The performance of a student for each course registered is evaluated by the Course Instructor according to letter grades, as given below:

Letter Grade	Grade Point
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

D	1.00
D-	0.70
F	0.00
NG	0.00
I	Incomplete
W	Withdrawal

SPECIAL PROVISIONS:

Article 25:

In order to be able to take NTDT 401 - NTDT 402 - NTDT 403 - NTDT 404 (required) courses, the student must have successfully completed the NTDT 400 Summer Internship and also compulsory area and faculty courses, and must not have more than 3 unsuccessful (F,D-,D,D+,C-) area courses.

Matters Not Covered in This Internship/Professional Practice Directive

Article 26 – Matters not included in this directive shall be decided by the Dean's Office.

Enforcement

Article 27 – This directive comes into force as of the date it is approved by the Senate of International Final University.

Execution

Article 28 – The provisions of this directive are executed and supervised by the Nutrition and Dietetics Program, Faculty of Health Sciences.



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**



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UNIVERSITY***

FINAL INTERNATIONAL UNIVERSITY

FACULTY OF HEALTH SCIENCES

NUTRITION AND DIETETICS PROGRAM

20.... - 20.... Academic Calendar

PROFESSIONAL PRACTICE LOG

SUMMER INTERNSHIP



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

Student's General Information Form		PHOTO
Name-Surname:		
Student ID Number:		
Institution of Professional Practice:		
<i>Name:</i>		
<i>Address:</i>		
<i>Start-End Dates:</i>		
Number of Weeks Completed:		
Unit with Professional Practice:		
Responsible Dietitian		
<i>Name and Surname:</i>		



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

BRIEF INTRODUCTION OF THE INSTITUTION

• **General Information About the Institution's Operations:**

- Institution's mission and goals
- Nutrition-related services and programs offered by the institution
- Characteristics of the target population (age groups, health conditions, community served, etc.)

2. EDUCATIONAL AND INFORMATIONAL RESOURCES AT THE INSTITUTION

- Books
- Posters
- Brochures
- Educational materials (presentations, visual aids, etc.)
- Relevant institutional documents

3. SUMMARY OF ACTIVITIES / PROJECTS CARRIED OUT

• **Your Experiences and Activities:**

- What were your roles and responsibilities during your internship / professional practice?
- Which activities and projects did you participate in?
- How did you contribute to the institution?
- How did you support the individuals or communities served?
- Why did you choose this particular institution?

4. PERSONAL GAINS

- What knowledge, skills, and experience did you gain from this internship / professional practice?
- How did this experience contribute to your professional and personal development?

IMPORTANT POINTS TO OBSERVE DURING NUTRITION AND DIETETICS INTERNSHIP / PROFESSIONAL PRACTICE

• **Physical Characteristics of the Institution**

- Type of institution (hospital, community health centre, food service organization, etc.)
- Physical conditions (adequate kitchen facilities, client consultation areas, hygiene standards)
- Cleanliness and organization of the institution
- Importance given to privacy and patient confidentiality



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

• **Institutional Staff Structure**

- Types of personnel (dietitians, doctors, nurses, kitchen staff, management, etc.)
- Total number of employees
- Daily number of clients / patients
- Client-to-dietitian ratio
- Years of professional experience of the staff
- Gender distribution of employees

• **Services and Programs Provided by the Institution**

- Individual nutrition counseling
- Clinical nutrition practices (for adults and children)
- Institutional food service (meal production and distribution)
- Community nutrition practices
- Food safety and hygiene inspections
- Nutrition education activities
- Participation in menu planning, diet monitoring, case presentations, and meetings



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

Information on the Patients Followed Up During the Professional Practice Period

If you are completing your summer internship in a hospital, please also fill out the patient identification forms for NTDT401 or NTDT402 Professional Practices according to the patient group in the hospital.

Number	Patient name-surname (Use initials only (patient confidentiality))	Diagnosis	Treatment start and end date	Suggestions
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

....., a student of the Nutrition and Dietetics Program at Final International University, regularly followed the evaluation and treatment programs of the



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

patients whose name and surname were written above, under the supervision of a dietitian
between/...../20..... -/...../20.....

Responsible dietitian

(Stamp – Signature)

Institution:

Date:



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**



***FINAL INTERNATIONAL
UNIVERSITY***

FINAL INTERNATIONAL UNIVERSITY

FACULTY OF HEALTH SCIENCES

NUTRITION AND DIETETICS PROGRAM

20.... - 20.... Academic Calendar

PROFESSIONAL PRACTICE LOG

CLINICAL NUTRITION PLACEMENT IN ADULTS



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

Student's General Information Form		PHOTO
Name-Surname:		
Student ID Number:		
Institution of Professional Practice:		
<i>Name:</i>		
<i>Address:</i>		
<i>Start-End Dates:</i>		
Number of Weeks Completed:		
Unit with Professional Practice:		
Responsible Dietitian		
<i>Name and Surname:</i>		

- For each internship day, a separate case should be selected, and anthropometric measurements (weight, height, fat mass, waist circumference, etc.) and biochemical parameters (ESR, ALT, AST, LDL, HDL, complete blood count, etc.) used to determine the patient's nutritional status should be recorded from patient files.
- Clinical findings should be indicated, and a dietary history should be obtained and appropriately filled out.



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

- The energy of the diet should be calculated according to the patient's needs, and a food exchange table should be created.
- An example diet should be planned for the case.
- Evaluation should be made by providing opinions and recommendations related to the case.
- The duration of the internship at the institution should be reflected in the internship notebook by the number of days spent on the case.



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

BRIEF INTRODUCTION OF THE INSTITUTION

• **General Information About the Institution's Operations:**

- Institution's mission and goals
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2. EDUCATIONAL AND INFORMATIONAL RESOURCES AT THE INSTITUTION

- Books
- Posters
- Brochures
- Educational materials (presentations, visual aids, etc.)
- Relevant institutional documents

3. SUMMARY OF ACTIVITIES / PROJECTS CARRIED OUT

• **Your Experiences and Activities:**

- What were your roles and responsibilities during your internship / professional practice?
- Which activities and projects did you participate in?
- How did you contribute to the institution?
- How did you support the individuals or communities served?
- Why did you choose this particular institution?

4. PERSONAL GAINS

- What knowledge, skills, and experience did you gain from this internship / professional practice?
- How did this experience contribute to your professional and personal development?



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

Date: _____



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

Nutritional Status

Laboratory Findings
(The values should be and its upper limits should be given.)

Anthropometric Measurements
(Height, Weight, Waist Circumference, Hip Circumference, Waist / Hip Ratio, Waist / Height Ratio, BIA ((Bioelectrical Impedance Analysis)) measurements, Head Circumference etc.)

After obtaining the patient's consent

Diet Given in the Hospital

24-hour dietary recall (If inpatient)

Diet Suggestions

Nutrition Scale Score
(Mini Nutritional Assessment (MNA) or Nutrition Risk Screening 2002 (NRS2002) and Subjective Global Assessment (SGA) and Evaluation)

Calculation of Energy and Nutrient Requirements

Recommended Diet
(Planning the diet according to the requirements)

Restrictions and recommendations



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

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FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

Nutritional Risk Screening (NRS2002)

The NRS-2002 is a simple and well-validated screening tool. Nutritional Risk Screening (NRS) The NRS-2002 starts with questions about the four items listed above for an "initial" screening. If any of the questions is answered with "yes" for an important deviation from normal, a "final" screening follows. The final screening includes documentation of the impairment of nutritional status and the severity of the disease. For each parameter a score from 0 to 3 can be given. Through the validation process, it has been found that a final score of 3 or more indicates that the patient will benefit from a nutritional support plan.

Nutritional Risk Screening (NRS 2002); Initial screening questions

Initial screening I		Yes	No
1	Is BMI < 20.5?		
2	Has the patient lost weight within the last 3 months?		
3	Has the patient had a reduced dietary intake in the last week?		
4	Is the patient severely ill? (e.g. in intensive therapy)		

Yes: If the answer is 'Yes' to any question, the final screening is performed.

No: If the answer is 'No' to all questions, the patient is re-screened at weekly intervals. If the patient is (e.g.) scheduled for a major operation, a preventative nutritional care plan is considered to try to avoid the associated risk.

Nutritional Risk Screening (NRS 2002); Final screening

Final screening II			
Impaired nutritional status		Severity of disease (≈ increase in requirements)	
Absent Score 0	Normal nutritional status	Absent Score 0	Normal nutritional requirements
Mild Score 1	Wt loss >5% in 3 months or Food intake below 50-75% of normal requirement in preceding week	Mild Score 1	Hip fracture Chronic patients, in particular with acute complications: cirrhosis, COPD Chronic hemodialysis, diabetes, oncology
Moderate Score 2	Wt loss >5% in 2 months or BMI 18.5 - 20.5 + impaired general condition or Food intake 25-50% of normal requirement in preceding week	Moderate Score 2	Major abdominal surgery Stroke Severe pneumonia, hematologic malignancy
Severe Score 3	Wt loss >5% in 1 months (>15% in 3 months) or BMI < 18.5 + impaired general condition or Food intake 0-25% of normal requirement in preceding week	Severe Score 3	Head injury Bone marrow transplantation Intensive care patients (APACHE>10)
Score: +		Score:	=Total score:

Age if ≥ 70 years: add 1 to total score above = **age-adjusted total score:**

Score ≥ 3: the patient is nutritionally at-risk and a nutritional care plan is initiated.

Score < 3: weekly re-screening of the patient. If the patient is (e.g.) scheduled for a major operation, a preventative nutritional care plan is considered to try to avoid the associated risk.



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

A separate score will be calculated for each patient. It will not be filled for only one patient. Scoring result will be written in the section reserved for the nutrition evaluation scale in the patient forms.



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

Mini Nutritional Assessment (MNA)

A well-validated tools for patients over 65 years of age

Mini Nutritional Assessment (MNA); Screening

A	<p>Has food intake declined over the past 3 months due to loss of appetite digestive problems, chewing or swallowing difficulties? 0 = severe loss of appetite 1 = moderate loss of appetite 2 = no loss of appetite</p>
B	<p>Weight loss during last months? 0 = weight loss greater than 3 kg 1 = does not know 2 = weight loss between 1 and 3 kg 3 = no weight loss</p>
C	<p>Mobility? 0 = bed or chair bound 1 = able to get out of bed/chair but does not go out 2 = goes out</p>
D	<p>Has suffered physical stress or acute disease in the past 3 months? 0 = yes 2 = no</p>
E	<p>Neuropsychological problems? 0 = severe dementia or depression 1 = mild dementia 2 = no psychological problems</p>
F	<p>Body Mass Index (BMI) [weight in kg]/[height in m]²? 0 = BMI less than 19 1 = BMI 19 to less than 21 2 = BMI 21 to less than 23 3 = BMI 23 or greater</p>

Screening score (subtotal max. 14 points)

12 points or greater

Normal - not at risk

-> no need to complement assessment

11 points or below

Possible malnutrition

-> continue assessment



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FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

Mini Nutritional Assessment (MNA); Assessment

G	<u>Lives independently (not in a nursing home or hospital)?</u> 0 = no 1 = yes
H	<u>Takes more than 3 prescription drugs per day?</u> 0 = no 1 = yes
I	<u>Pressure sores or skin ulcers?</u> 0 = no 1 = yes
J	<u>How many full meals does the patient eat daily?</u> 0 = 1 meals 1 = 2 meals 2 = 3 meals
K	<u>Selected consumption markers for protein intake?</u> At least one serving of dairy products (milk, cheese, yoghurt) per day yes? no? Two or more serving of legumes or egg per week yes? no? Meat, fish or poultry everyday yes? no? 0.0 = if 0 or 1 yes 0.5 = if 2 yes 1.0 = if 3 yes
L	<u>Consumes two or more servings of fruits or vegetables per day?</u> 0 = no 1 = yes
M	<u>How much fluid (water, juice, coffee, tea, milk...) is consumed per day?</u> 0.0 = less than 3 cups 0.5 = 3 to 5 cups 1.0 = more than 5 cups
N	<u>Mode of feeding?</u> 0 = unable to eat without assistance 1 = self - fed with some difficulty 2 = self - fed without any problems
O	<u>Self view of nutritional status?</u> 0 = view self as being malnourished 1 = is uncertain of nutritional status 2 = views self as having no nutritional problem
P	<u>In comparison with other people of the same age, how do they consider their health status?</u> 0.0 = not as good 0.5 = does not know 1.0 = as good 2.0 = better
Q	<u>Mid - arm circumference (MAC) in cm?</u> 0.0 = MAC less than 21 0.5 = MAC 21 to 22 1.0 = MAC 22 or greater
R	<u>Calf circumference (CC) in cm?</u> 0 = CC less than 31 1 = CC 31 or greater

Assessment score (max. 16 points)

Screening score (max. 14 points)

Total assessment (max. 30 points)

Malnutrition Indicator Score



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FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

17 to 23.5 points

-> at risk of malnutrition

Less than 17 points

-> malnourished



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**



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FACULTY OF HEALTH SCIENCES

NUTRITION AND DIETETICS PROGRAM

20.... - 20.... Academic Calendar

PROFESSIONAL PRACTICE LOG

CLINICAL NUTRITION PLACEMENT IN CHILD



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

Student's General Information Form		PHOTO
Name-Surname:		
Student ID Number:		
Institution of Professional Practice:		
<i>Name:</i>		
<i>Address:</i>		
<i>Start-End Dates:</i>		
Number of Weeks Completed:		
Unit with Professional Practice:		
Responsible Dietitian		
<i>Name and Surname:</i>		

- For each internship day, a separate case should be selected, and anthropometric measurements (weight, height, fat mass, waist circumference, etc.) and biochemical



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

parameters (ESR, ALT, AST, LDL, HDL, complete blood count, etc.) used to determine the patient's nutritional status should be recorded from patient files.

- Clinical findings should be indicated, and a dietary history should be obtained and appropriately filled out.
- The energy of the diet should be calculated according to the patient's needs, and a food exchange table should be created.
- An example diet should be planned for the case.
- Evaluation should be made by providing opinions and recommendations related to the case.
- The duration of the internship at the institution should be reflected in the internship notebook by the number of days spent on the case.



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

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- Books
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3. SUMMARY OF ACTIVITIES / PROJECTS CARRIED OUT

• **Your Experiences and Activities:**

- What were your roles and responsibilities during your internship / professional practice?
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4. PERSONAL GAINS

- What knowledge, skills, and experience did you gain from this internship / professional practice?
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FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

PATIENT IDENTIFICATION FORM

Date:			
Week No:			
Type of Patient:	New/Follow-up	In/out Patient	Male/Female
Summary:			
This has been discussed with my supervising dietitian			
Signed student: _____			
Signed dietitian: _____			
Date: _____			



FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

Nutritional Status

Laboratory Findings

(The values should be and its upper limits should be given.)

Anthropometric Measurements

(Height, Weight, Waist Circumference, Hip Circumference, Waist / Hip Ratio, Waist / Height Ratio, BIA ((Bioelectrical Impedance Analysis)) measurements, Head Circumference etc.)

After obtaining the patient's consent

Diet Given in the Hospital

24-hour dietary recall (If inpatient)

Diet Suggestions

Nutrition Scale Score

(Paediatric Yorkhill Malnutrition Score- PYMS)

Calculation of Energy and Nutrient Requirements

Recommended Diet
(Planning the diet according to the requirements)



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

Restrictions and
recommendations



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

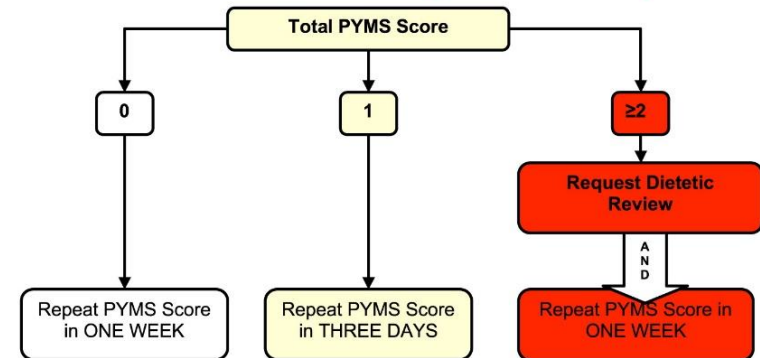
Paediatric Yorkhill Malnutrition Score (PYMS)



Name:	Hospital No:	Date			
Surname:	CHI:	Nurse Signature			
DoB:		Weight			
Age:	Sex: F / M	Height			
Ward:	Consultant:	BMI			
Step 1	Is the BMI below the cut-off value in the table overleaf?	NO YES	0 2		
Step 2	Has the child lost weight recently?	NO YES • Unintentional weight loss • Clothes looser • Poor weight gain (if <2yrs)	0 1		
Step 3	Has the child had a reduced intake (including feeds) for at least the past week?	NO Usual intake YES Decrease of usual intake for at least the past week YES No intake (or a few sips of feed only) for at least the past week	0 1 2		
Step 4	Will the child's nutrition be affected by the recent admission/condition for at least the next week?	NO YES For at least the next week • Decreased intake and/or • Increased requirements and/or • Increased losses YES No intake (or a few sips of feed only) for at least the next week	0 1 2		
Step 5	Calculate total score (total of steps 1-4)	Total PYMS Score			

PYMS must be completed by a registered nurse

PYMS Dietetic Management Pathway



****NB: Regardless of PYMS score if you have any nutritional concerns about this patient please refer to dietitians following initial screening.****

Body Mass Index (BMI) Scoring Guide

(If the BMI calculated is less than that shown for age and gender, answer Yes for Step 1)

Age (years)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Boys	15.0	14.5	14.0	13.5	13.5	13.5	13.5	13.5	13.5	14.0	14.0	14.5	15.0	15.5	16.0	16.5	17.0	17.0
Girls	15.0	14.0	13.5	13.5	13.0	13.0	13.0	13.0	13.0	13.5	14.0	14.5	15.0	15.5	16.0	16.5	17.0	17.0

Notes – Comments

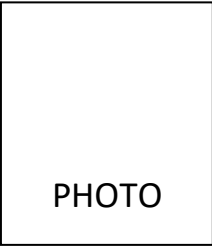
	Date: ___/___/___	Date: ___/___/___	Date: ___/___/___
Nursing Comments (including reason unable to complete PYMS step)			
Health Professional Request made to:	Dietitian <input type="checkbox"/> Dentist <input type="checkbox"/> SALT <input type="checkbox"/> Other <input type="checkbox"/> Specify.....	Dietitian <input type="checkbox"/> Dentist <input type="checkbox"/> SALT <input type="checkbox"/> Other <input type="checkbox"/> Specify.....	Dietitian <input type="checkbox"/> Dentist <input type="checkbox"/> SALT <input type="checkbox"/> Other <input type="checkbox"/> Specify.....
Health Professional Comments			



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

**20.... - 20.... Academic Calendar
PROFESSIONAL PRACTICE LOG
FOOD SERVICE PLACEMENT**

-

Student's General Information Form		 PHOTO
Name-Surname:		
Student ID Number:		



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

Institution of Professional Practice:	
<i>Name:</i>	
<i>Address:</i>	
<i>Start-End Dates:</i>	
Number of Weeks Completed:	
Unit with Professional Practice:	
Responsible Dietitian <i>Name and Surname:</i>	

- The principles of mass catering system, monthly staff and patient menus should be included, and the purchasing, storage, preparation, cooking, and serving steps should be explained in detail, with one selected for each day and supported with examples.
- The kitchen plan and organizational chart of the institution where the internship is conducted should be drawn up and included in the notebook.
- The standard recipes of the meals prepared in the institution should be reviewed and evaluated.
- The content of the trainings provided to the kitchen staff (such as hygiene training) should be reviewed and noted.
- HACCP and other food safety systems should be researched and added in report form. A monthly menu tailored to the characteristics of your institution, with daily calculation of energy and protein values, should be included in the internship notebook.



**FINAL INTERNATIONAL UNIVERSITY
FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

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2. EDUCATIONAL AND INFORMATIONAL RESOURCES AT THE INSTITUTION

- Books
- Posters
- Brochures
- Educational materials (presentations, visual aids, etc.)
- Relevant institutional documents

3. SUMMARY OF ACTIVITIES / PROJECTS CARRIED OUT

- **Your Experiences and Activities:**
 - What were your roles and responsibilities during your internship / professional practice?
 - Which activities and projects did you participate in?
 - How did you contribute to the institution?
 - How did you support the individuals or communities served?
 - Why did you choose this particular institution?

4. PERSONAL GAINS

- What knowledge, skills, and experience did you gain from this internship / professional practice?
- How did this experience contribute to your professional and personal development?



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Food Service Placement Report

- A. 1-Month Personnel Menu and Meal-related errors. Conduct nutritional analysis of menu items using software program.

Date:	Lunch	Dinner	Evaluation (Errors and Suggestions)	Energy and Macro nutrients content

STUDENT		Signature-Date
Name and surname :		
Student Number :		



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RESPONSIBLE DIETITIAN/SUPERVISOR		Signature-Date
Title :		
Name and surname :		



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Food Service Placement Report

B: One-Month Patient Menu (Hospital) / Client Menu (Food Service) and Meal-Related Errors. Conduct nutritional analysis of the menu items using a software program.

Date:	Breakfast	Lunch	Dinner	Meal-related errors

STUDENT		Signature-Date
Name and surname :		
Student Number :		



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Food Service Placement Report

Evaluate 1-month staff menu for the cost, colour harmony, and the ingredients that go into the meal

Describe opportunities to improve nutrition and food standards within the food service institution.

STUDENT		Signature-Date
Name and surname :		
Student Number :		



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RESPONSIBLE DIETITIAN / SUPERVISOR		Signature-Date
Title :		
Name and surname :		



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Food Service Placement Report

1. Classify the institution according to kitchen type, service type, and production type.
2. Write down information about the kitchen location and area, along with its advantages and disadvantages.
3. Evaluate the physical conditions of the kitchen and cafeteria one by one (ventilation, lighting, walls, floors, etc.).
4. Evaluate storage conditions one by one (types of storage, layout, are temperature and humidity conditions suitable?).
5. Assess hygiene (general cleanliness, whether any quality management system is implemented, forms?).
6. Evaluate the adequacy of tools and equipment used in the kitchen (list the equipment available, specifying quantities).
7. Explain the institution's procurement methods.
8. Write down the institution's Menu structure, menu type, and cooking methods.

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STUDENT		Signature-Date
Name and surname :		



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Student Number :		
RESPONSIBLE DIETITIAN / SUPERVISOR		Signature-Date
Title :		
Name and surname :		



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DIRECTIVE

Food Service Kitchen Evaluation Form

<i>Cold Storage</i>	Yes	No
1. There is a cold storage room and/or refrigerator.		
2. The internal temperature of cold storage rooms and/or refrigerators is kept below 4-5°C.		
3. Foods stored in cold storage rooms and/or refrigerators are covered with lids, film, or foil.		
4. The interior of cold storage rooms and/or refrigerators is well-maintained and visibly clean.		
5. Cooked foods in cold storage rooms and/or refrigerators are separated from raw foods.		
6. Foods like meat and poultry are separated from other foods in cold storage rooms and/or refrigerators.		
<i>Dry Storage</i>	Yes	No
1. There is dry storage room/rooms and/or pantry.		
2. There is a working thermometer in the dry storage room/rooms and/or pantry		
3. The temperature in the storage room or pantry is maintained between 15-20°C.		
4. Ventilation in the storage room or pantry is adequate.		
5. There are no water or radiator pipes passing through the storage room or pantry, and if there are, they are isolated.		
6. The storage room or pantry is not exposed to humid conditions or adjacent to cooking areas.		
7. Sunlight does not enter the storage room or pantry.		
8. Shelves are well-maintained and visibly clean.		
9. The floors of the storage room and pantry are well-maintained (without cracks or damage) and visibly clean.		
10. Walls and ceilings are well-maintained (smooth, without protrusions, paint is intact, etc.) and visibly clean.		
11. Only foods suitable for this type of storage (dry goods, canned foods, spices, etc.) are stored in the storage room or pantry.		
12. Cleaning supplies are not stored in the storage room or pantry, and if they are, they are stored in a separate cabinet and isolated.		
13. Foods stored in the storage room or pantry do not come into contact with the walls or floor.		
14. The "first in, first out" (FIFO) principle is followed when removing food from the storage room or pantry.		
15. Effective rodent and pest control measures are implemented in the storage room or pantry.		



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FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

General Information	Yes	No
1. The floor is well-maintained (without cracks or damage) and visibly clean.		
2. Walls are covered with light-colored tiles up to the ceiling or at least 2 meters high.		
3. There are floor drains to facilitate easy drainage of dirty water and food residues.		
4. Walls and ceilings are well-maintained (smooth, without protrusions, walls are intact, etc.) and visibly clean.		
5. The room temperature is suitable for working conditions (18°C in summer - 22°C in winter).		
6. Lighting is adequate.		
7. Ventilation is adequate.		
8. There is a hot water supply.		
9. The backs and undersides of large equipment (ovens, countertops, stoves, etc.) are clean and well-maintained.		
10. There are sinks used only for handwashing in the production area.		
Food Preparation Area	Yes	No
1. There are separate countertops for meat preparation.		
2. There are separate countertops for vegetable preparation.		
3. There are separate countertops for dough-based foods and pastries.		
4. Working countertops are well-maintained and clean.		
5. The edges of working countertops meet the wall seamlessly and are smooth.		
6. There is a single-piece wooden or polyethylene cutting board used for meat preparation, and it is used exclusively for meats.		
7. Wooden meat blocks are salted after washing and rinsing, while polyethylene meat blocks are disinfected.		
8. The top surface of wooden or polyethylene meat blocks is smooth.		
9. Meat grinders are washed with hot soapy water, rinsed, and disinfected after use.		
10. There is a single-piece wooden or polyethylene cutting board used for vegetable preparation, and it is used exclusively for vegetables.		
11. Vegetable washing sinks are well-maintained and clean.		



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FACULTY OF HEALTH SCIENCES
NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

<i>Cooking Area</i>	Yes	No
1. Working hoods are present above the stoves.		
2. The pots and pans used are made of stainless steel.		
3. Cooking utensils are in good condition and clean.		
<i>Boiler Dishwashing and Waste Area</i>	Yes	No
1. There is a separate compartment or dishwashing area for washing boilers and large containers.		
2. The dishwashing basin for washing boilers and large containers has washing and rinsing sections.		
3. After washing with soapy hot water, boilers and large containers are rinsed under running water.		
4. The basins used for washing boilers and large containers are well-maintained and clean		
5. Clean boilers and large containers are stored in accordance with health regulations.		
6. The dishwashing area is adequately lit.		
7. The area is adequately ventilated.		
8. There is sufficient slope for easy drainage of water in the area.		
9. There are sufficient floor drains and manholes in this area.		
10. There is a hot water supply in this area.		
11. Stainless steel or plastic-covered trash bins with lids are used for garbage collection.		
12. Trash bags are placed inside the garbage bins.		
13. General waste collection bins or garbage rooms where general waste is collected are isolated, leak-proof, adequately sized, and arranged in accordance with health standards.		
<i>Toilet and Other Areas</i>	Yes	No
1. There are toilets, one for every 10-12 persons, located away from food, production, and storage areas.		
2. Toilets are well-maintained and visibly clean.		
3. Toilets have functioning flush and sink.		
4. Toilets have sinks.		



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NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE

5. Toilets have functioning hand dryers and/or paper towels.		
6. Toilets have soap.		
7. Facilities are provided for kitchen staff to wash and iron their work clothes.		
8. Separate, clean, and adequately sized showers and baths are available for personnel, away from kitchen and storage areas.		
9. There are enough showers or baths for personnel.		
10. Showers and toilets have hot and cold water taps.		
Personnel Hygiene	Yes	No
1. The number and distribution of personnel are adequate for the units.		
2. Personnel are aware of and follow job descriptions.		
3. Starting and finishing times are adhered to.		
4. Kitchen staff undergo health checks at least once a year.		
5. Throat cultures are taken during health checks.		
6. Parasites and pathogenic microorganisms are examined in fecal samples during health checks		
7. Small cuts and wounds on hands are covered with waterproof bandages.		
8. Kitchen staff wash their hands according to handwashing instructions after every toilet visit.		
9. Kitchen staff wash their hands according to handwashing instructions after handling raw foods.		
10. The nails of kitchen staff are short and clean.		
11. Kitchen staff use clean, ironed, or disposable (single-use) caps or hairnets.		
12. Kitchen staff wear light-colored, clean, and ironed work clothes.		
13. Kitchen staff have spare work clothes.		
14. Outer clothing and shoes are not worn in the kitchen.		
15. Smoking is not allowed in the kitchen.		
16. Gloves and utensils used in the kitchen are visibly clean.		
17. Food tasting is conducted following health rules.		



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NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

18. Food is served using scoops, ladles, tongs, or disposable gloves.		
19. Cooked or ready-to-serve foods are not touched with bare hands.		
20. Pre-cooling of food is completed within 2-3 hours		



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NUTRITION AND DIETETICS PROGRAM INTERNSHIP
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20.... - 20.... Academic Calendar

PROFESSIONAL PRACTICE LOG

COMMUNITY NUTRITION PLACEMENT



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Student's General Information Form		PHOTO
Name-Surname:		
Student ID Number:		
Institution of Professional Practice:		
<i>Name:</i>		
<i>Address:</i>		
<i>Start-End Dates:</i>		
Number of Weeks Completed:		
Unit with Professional Practice:		
Responsible Dietitian		
<i>Name and Surname:</i>		

For senior nutrition and dietetics students embarking on their community nutrition internship course, understanding how to plan and implement a research design is paramount. Research in this field is a cornerstone for evidence-based practice and interventions that can positively impact communities. It's crucial to first identify a clear research question or hypothesis that addresses a relevant issue in community nutrition. This question should be informed by existing literature and ideally contribute new insights to the field. Once the question is established, designing a study involves selecting appropriate methods, such as surveys, interviews, or intervention trials, and considering factors like sample size, recruitment strategies, and ethical considerations. Implementation of the research design requires meticulous attention to detail, adherence to protocols, and effective communication with



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stakeholders. Maintaining flexibility and problem-solving skills is essential throughout the process, as challenges may arise. Ultimately, a well-planned and executed research design can provide valuable insights to inform future practice and policy in community nutrition, empowering you to make meaningful contributions to improving public health outcomes.



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Completion of Weekly Survey Count:

Date: [Date of Survey Count]

Survey Count: Recorded the number of surveys completed for the week to meet the target.

Survey Data Entry:

Date: [Date of Data Entry]

Nutrient Elements Information System: Entered survey data into the Nutrient Elements Information System.

SPSS: Entered survey data into SPSS for analysis.

Providing Education:

Date: [Date of Education Session]

Activity: Provided individual or group education sessions to patients or community members on nutrition-related topics.

Group Education:

Date: [Date of Group Education Session]

Activity: Conducted group education sessions on nutrition and healthy eating habits.

Creating Educational Materials:

Date: [Date of Material Creation]

Materials: Created posters, brochures, and announcements to promote nutrition education and healthy lifestyle choices.

Evaluation Criteria for Community Nutrition Internship Course*:

Research Proposal: Students should develop a comprehensive research proposal demonstrating a clear understanding of the research question, relevant literature, and proposed methodology.

Critical Thinking: Evaluation will assess students' ability to critically analyse existing research, identify gaps in the literature, and propose innovative solutions or approaches to address community nutrition challenges.

Research Design: The quality of the research design will be evaluated based on the appropriateness of methods, sampling techniques, data collection tools, and ethical considerations.

Implementation: Assessment will include the student's ability to effectively implement their research design, including recruitment of participants, data collection procedures, and adherence to ethical guidelines.

Communication Skills: Students' written and oral communication skills will be evaluated based on the clarity, organization, and professionalism of their research proposal, presentations, and reports.

Collaboration and Professionalism: Evaluation will consider students' ability to work collaboratively with peers, community partners, and faculty advisors, as well as their



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NUTRITION AND DIETETICS PROGRAM INTERNSHIP
DIRECTIVE**

professionalism in meeting deadlines, responding to feedback, and representing the field of nutrition and dietetics.

Data Analysis and Interpretation: Students will be assessed on their proficiency in analyzing research data using appropriate statistical methods and interpreting findings in the context of existing literature and public health implications.

Critical Reflection: The ability to critically reflect on the research process, including strengths, limitations, and areas for improvement, will be evaluated through written reflections or discussions.

Contribution to Community Nutrition: Evaluation will consider the potential impact of students' research on addressing community nutrition needs, informing evidence-based practice, and advancing the field of nutrition and dietetics.

Overall Performance: Students' overall performance in the course will be assessed based on their demonstration of knowledge, skills, professionalism, and commitment to excellence in community nutrition research and practice.

* There can be changes in the evaluation criteria according to the research design. Each semester the research design will be unique and the evaluation criteria will show changes according to the research design.