

University	Vistula School of Hospitality
Faculty	Tourism and Recreation
Field of Study	Dietetics <i>(from academic year 2019/2020)</i>
Speciality	1. Dietetics for the physically active 2. Dietary counselling
Mode of Study	First degree studies (full time and part time)
Profile	Practical
PROGRAM OF VOCATIONAL STUDENT INTERNSHIPS <i>(valid for students starting internships from 1.10.2021)</i>	
Legal basis for internships completion	
<ol style="list-style-type: none"> 1. 1. Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668) as amended 2. Terms and Conditions of Study at Vistula School of Hospitality adopted by Resolution No. 1/18.06/2019 of the Vistula School of Hospitality Senate of 18 June, 2019 3. Order 1/04/2020 of the Rector of Vistula School of Hospitality in Warsaw from 1.04.2020 on the introduction of Terms and Conditions of Vocational Student Internships at Vistula School of Hospitality changed by Order 1/07/2021 of the Rector of VSH from 8.07.2021 4. Curriculum of studies. <p>In case of internships started from 30.09.2021 r. valid are rules from Program of Vocational Student Internships which is Appendix no 1 to the Resolution No III/11/2019 of Council of Tourism and Recreation Faculty of VSH from 13.06.2019</p>	
Type and duration of internships (number of weeks and hours) and year/semester of study	
Duration of internships – 6 months <ul style="list-style-type: none"> • II year semestr 3 – 3 months • II year semestr 4 – 3 months 	
Place of internships (type of institution, department/departments in which internships will take place)	
<ul style="list-style-type: none"> • mass caterers, • kitchens, food technology facilities, • operators manufacturing ready-to-eat foods • nutritional counselling, • facilities providing nutrition for children and youth (schools, kindergartens, boarding schools, etc.), • facilities providing nutrition for adults (e.g. social care homes, day-care homes), • sports clubs, fitness centres, • dietary centres, • scientific institutes dealing with dietetics 	
Goals (divided into areas, e.g. theoretical knowledge / practical skills / social competences)	

Goals in the area of theoretical knowledge:

- knowledge of the general operation principles of catering institutions in the area of preparing and serving dishes;
- knowledge of the basic principles of nutrition organization in closed and open type catering institutions;
- knowledge of the conditions of proper conservation and storage of raw materials used in catering, taking into account the quantity and specificity of products / semi-finished products and the plan of storage facilities;
- knowledge of the methods of raw material pre-treatment and heat treatment used in food technology, considering changes taking place in products;
- knowledge of the workplace organization in accordance with the requirements of ergonomics as well as sanitary and hygienic requirements of food production in mass catering and food industry;
- knowledge of modern systems ensuring food and nutrition safety;
- knowledge of basic machines and devices used in the food and gastronomy industry as well as for the production and processing of food in mass catering institutions;
- knowledge of basic methods, techniques, technologies, tools, materials and their practical applications, allowing to use and shape the potential of nature in order to improve the quality of human life;
- knowledge of the relationship between the way food is prepared and its nutritional value.

Goals in the area of skills:

- ability to select adequate raw materials for the preparation of dishes recommended in dietotherapy and use appropriate preparation techniques;
- ability to apply nutritional recommendations and standards in mass catering

institutions;

- ability to carry out proper assessment of the customer's nutritional needs / preferences and prepare a menu proposal (e.g. vegetarian, Mediterranean cuisine, gluten-free diet);
- ability to balance the diet,
- ability to develop long-term menus,
- ability to adapt menus and diet to a given group;
- ability to identify customer's dietary needs and necessary restrictions.

Goals in the area of personal and social competences:

- ability to conduct lifelong education
- taking responsibility for one's own actions
- ability to organize one's own work in the workplace, taking into account the health and safety principles
- ability to work in a team, assume different roles in it and solve problems related to the implementation of a given task
- ability to cooperate with the customer
- developing a sense of responsibility for the advice given to customer
- showing respect for the customer
- ability to adopt an individual approach to the customer
- understanding the customer's needs and problems

Intern's tasks and duties

The basic task of the internship participant is to achieve the assumed goals of the internship as well as the learning outcomes in all areas in accordance with the chosen specialty. Detailed goals divided into semesters within the allocated number of hours:

Semester 3:

Internships in menu design and preparation of dishes (3 months)

- 1) getting acquainted with the system of supplying a facility with basic raw

- materials and essential materials/consumables;
- 2) getting acquainted with the quality standards for raw materials and finished products, assessing the quality of the raw material;
 - 3) getting acquainted with the organization of supplies, conditions and period of storage of raw materials and finished products and their impact on food quality
 - 4) getting acquainted with the patterns of production processes (from raw materials to finished products);
 - 5) getting acquainted with the quality management systems already implemented or under implementation;
 - 6) getting acquainted with the technological equipment of the facility;
 - 7) getting acquainted with the principles for unit calculation of finished products;
 - 8) getting acquainted with the rules for developing menus;
 - 9) participating in the preparation of dishes;
 - 10) getting acquainted with the methods of maintaining the temperature of dishes appropriate for their consumption;
 - 11) participating in portioning and serving meals;
 - 12) collection, description and treatment of food samples in accordance with applicable regulations;
 - 13) analysis of the quality management system for prepared meals;
 - 14) assessment of safety measures used in food production;
 - 15) getting acquainted with the principles of meal packaging;
 - 16) getting acquainted with the equipment used in meal preparation;
 - 17) getting acquainted with the aesthetics of meal serving.

Semester 4:

Dietary counseling – working with clients – 3 months

- 1) getting acquainted with various types of diets and methods of assessing their nutritional value;
- 2) acquiring practical skills in designing menus and application of specialist diets;
- 3) taking an active part in the assessment of diets and dietary education;

- 4) conducting individual and group dietary education;
- 5) analysing the possibilities of providing nutritional support based on the available industrial diets;
- 6) ability to adapt the diet to the customer's lifestyle
- 7) getting acquainted with the methods of assessing the nutritional status of children and / or the elderly;
- 8) getting acquainted with the principles of developing diets (if possible - also participating in the development of diets for children and / or the elderly) taking into account individual requirements;
- 9) getting acquainted with the diagnostic methods in the area of food allergies and intolerance;
- 10) participation in serving meals to children and / or the elderly;
- 11) identifying nutritional problems of children / the elderly;
- 12) participating in the development of individual diets;
- 13) assessing the nutritional status of selected patients (at least 3) or groups and registration of their diets;
- 14) analysis of the nutrition department documentation;
- 15) calculating the protein-energy demand and assessing the degree of its coverage with the previously used diet depending on the demand;
- 16) analysis of daily and weekly menus adapted to the nutritional recommendations and financial possibilities of a given facility;
- 17) ability to conduct a nutritional interview;
- 18) getting acquainted with the techniques of cooperating with the customer;
- 19) getting acquainted with the methods of assessing the customer' nutritional status and eating habits;
- 20) getting acquainted with the principles of designing a diet plan tailored to individual; needs and preferences (if possible - also participating in the development of diets);
- 21) participating in nutrition training and its preparation;
- 22) participating in the development of individual diets.

The intern's duties are set out in §9 of the Terms and Conditions of Vocational Student Internships of the VSH

The intern is obliged to:

- 1) to familiarise themselves with the rules of internships
- 2) conscientiousness and diligence in the performance of the duties assigned during the internship;
- 3) systematic, daily completion of the Student Training Diary, the specimen of which is attached as Appendix No. 5 to the Terms and Conditions of Internships in VSH;
- 4) provide the Supervisor of Vocational Student Internships with an opinion of the Institution/Enterprise and a certification of the achieved learning outcomes immediately after the completion of the placement;
- 5) observe the work order and discipline established by the host Institution/enterprise and work discipline;
- 6) observe the rules of occupational health and safety and fire protection;

- 7) observe the principles of official and state secrecy and protection of confidentiality of data to the extent specified by the Host Institution/enterprise;
- 8) maintain regular contact with the Supervisor of Vocational Student Internships

Conditions and basis for obtaining a credit for internships

The basis and conditions for obtaining a credit for internships are defined in §12 of Terms and Conditions of Completing Vocational Student Internships of the Vistula School of Hospitality.

Internships are credited on condition of:

- 1) completing the internship on the agreed date;
- 2) performing the tasks provided for in the internships program,
- 3) submitting a contract for the organization of vocational student internships;
- 4) submitting to the Faculty Supervisor of Vocational Student Internships a document confirming completion of the internship - certificate of completing the internship - in accordance with the template constituting Appendix No. 6 to the Terms and Conditions of internships;
- 5) submitting a duly completed Daily Report of vocational student internships, in accordance with the template constituting Appendix No. 5 to the Terms and Conditions of Internships, bearing the seal of the Host Institution and signed by a representative of the Host Institution;
- 6) acceptance of the report by the Faculty Supervisor of Vocational Student Internships.

Documents confirming completion of the internship shall be submitted by the student within three weeks of completing the internship.

The Faculty Supervisor of Vocational Student Internships decides on the completion and crediting the internship.