**T.R. OKAN UNIVERSITY**

**FACULTY OF HEALTH SCIENCES**

**DEPARTMENT OF NUTRITION AND DIETETICS**

**INTERNSHIP DIRECTIVE**

**PART 1**

**PURPOSE, SCOPE, BASIS AND DEFINITIONS**

**ARTICLE 1:** This directive has been prepared in accordance with the Okan University Associate and Undergraduate Education and Examination Regulations, and the students of the Faculty of Health Sciences, Department of Nutrition and Dietetics do their internships in accordance with the provisions of this directive.
**ARTICLE 2:** These internships include Institution and Hospital Internship course given with NUT 411 and NUT 412 codes and Summer Internship courses that will enable them to gain observation and experience in nutrition practices in public health.

**ARTICLE 3:** The definitions of terms used in this directive are as follows.

a. University: Okan University

b. Faculty: Okan University Faculty of Health Sciences

c. Dean: Dean of Okan University Faculty of Health Sciences

d. Administrative Board: Administrative Board of Okan University Faculty of Health Sciences

e.Department: Okan University Faculty of Health Sciences Department of Nutrition and Dietetics

f. Head of Department: Head of Department of Nutrition and Dietetics, Okan University School of Health Sciences

g. Internship Commission: An internship commission consisting of three people, a chairperson and two members appointed by the department head, is established in each department where internships take place.

h. Internship Advisors: Instructors responsible for the counseling of students who will do internship, determined by the internship commission at the beginning of the relevant academic year.

i. Mandatory Internship Place: The institution where one of the internships of Clinical Nutrition Adult, Clinical Nutrition Pediatrics, Institutional Nutrition will be held, which is approved by the internship commission.

j. Volunteer Internship Place: A health or mass nutrition institution that the student wants, but approved by the internship commission as a field of nutrition and dietetics practice.

k. Summer Internship Place: The institution chosen for the internship by the students on Community Health Dietitian (Public Health Dietitian) and approved by the internship commission

**ARTICLE 4:** Internships are basically done in order to enable students to apply the knowledge and skills they have gained in theoretical and practical courses to the real work area.

**ARTICLE 5:** Internships are carried out under the supervision of lecturers, responsible dietitians working in the selected institution, or another health worker deemed appropriate.

**ARTICLE 6:** NUT 411 and NUT 412 Institution and Hospital Internship Purpose: This internship; To enable students to apply the knowledge and skills they have gained in theoretical and laboratory courses to the real work area, to gain the skills and ability to work with personnel involved in patient care and treatment such as physicians, nurses, managers, cooks, waiters, to introduce the business areas covered by the profession of dietitian, the duties of a dietitian, It is done in order to show the responsibilities and working techniques, and to enable the professional staff to gain knowledge and skills on the difficulties they face and the ways to solve them.

**ARTICLE 7:** Scope of NUT 411 and NUT 412 Internship: This internship is carried out in 4 sections. 1- Clinical Nutrition Adults, 2- Clinical Nutrition Pediatrics, 3- Institutions with Collective Nutrition, 4- Voluntary Internship. The institutions where the internships numbered 1, 2 and 3 will be held are those deemed appropriate by the Department of Nutrition and Dietetics and with which Okan University has an agreement.

**ARTICLE 8:** Volunteer Internship: This internship is an internship in the fields (media, private consultancy offices, ministries, international organizations, food production companies, pharmaceutical companies offering enteral-parenteral product sales) determined by the students in line with their own wishes, except the institutions specified in Article 8, which fall under the field of nutrition and dietetics. etc.) or in any of the institutions specified in Article 8, in a place of their choice (in or out of Istanbul) in order to enable them to gain different experiences and skills.

**ARTICLE 9:** Summer Internship: This internship allows students to learn by applying the knowledge they have acquired in the field of Community Health and Nutrition to the work areas of the Community Health/Public Health Dietitian, by making observations in the field, by experiencing, by doing research and collecting data, by seeing the problems on the spot, and by providing nutrition education to improve and develop the nutritional status, aims to acquire skills.

**PART 2**

 **INTERNSHIP DURATION, INTERNSHIP CONTINUITY, REPORTING, EXCUSES, PERMISSION and EVALUATION**

**Working hours:**

**ARTICLE 10:** The final year internship is 28 weeks in total. The Internship Committee decides how many weeks the internship will be held in which departments. Working hours for the departments of the internship are determined by the internship consultants according to the working hours of the hospital or institution where the student does his internship. Summer internship is carried out for 20 working days in the summer term following the end of the 3rd year in the spring term. Working hours are determined by the internship consultants according to the place where the students will practice.

**Attendance Mandatory and Excuses:**

**ARTICLE 11:** Attendance at internships is mandatory. Students whose excuses are accepted by the internship commission are given the right to make up. A student who does not make up can not graduate. The student has to complete the summer internship make-up before the following academic year calendar. Final year internship compensation can be made on weekends during the year.

**Reporting**

**ARTICLE 12:** The student prepares a file containing the internship report for the completed internship. The internship report is written in a way that covers the observations and procedures made during the internship process. The student submits the internship file to be prepared in full, within the stipulated time, to the internship supervisor after having it approved by the workplace representative. The report to be prepared by the students is prepared separately for each internship section. The report includes information such as the student's studies, the cases he followed and the recommended diets, the problems he experienced, the problems he saw and the suggestions he developed for these problems.

**ARTICLE 13:** Upon completion of the internship, the student receives an evaluation report from the employer regarding their work. The employer's report is prepared by considering the intern's relations with the patients and the staff of the institution and their effectiveness in the work, arrival and departure times, completion of the given job and presentation success, etc.

**PERMISSIONS**

**ARTICLE 14:** In the presence of justified and valid reasons, the relevant articles in the Okan University Undergraduate Education and Examination Regulations are applied to the students.

**PART 3**

**EVALUATION PROVISIONS ABOUT THE INTERNSHIP EXAM**

**ARTICLE 15:** The following rates are used to measure and evaluate the internship success of the student: a) The internship report prepared by the student is 40%, the employer's report is 20%, the internship commission evaluation is 40%. A written and an oral exam are held for the evaluation of the internship commission. In the internship, which consists of four separate sections, evaluation is made separately for the departments. The student who fails in the internship repeats the internship in whichever department he/she fails.

**Exam Days and Format:**

**ARTICLE 16:** For the evaluation of the internship commission, a written and an oral exam are held. Internship exams are held at the end of the internship period in accordance with the previously announced Okan University Associate and Undergraduate Education and Examination Regulations. Examinations are made in written and/or oral form containing theoretical and practical information. Students have to take the exams on the determined day and time.

**Internship Score, Grade and Coefficients**

**ARTICLE 17:** Okan University Undergraduate Education and Examination Regulations are valid for the evaluation of the internship course exams of the Department of Nutrition and Dietetics.

**Repetition of Internships:**

**ARTICLE 18:** At the end of the fourth year, the student is given the right to repeat the failed internships in the summer term. A student who fails one of the internships repeats the failed internship during the 5-week summer term. Students who fail two or more internships repeat one of the internships in the summer semester and the others in the following fall and spring semesters.

At the end of the summer internship, the student who is unsuccessful or cannot continue the internship due to an excuse repeats the internship in the next year. However, students who cannot come for a maximum of one week during the four-week summer internship are given the right to repeat that week by adding it to the end of the summer internship.

**PART 4**

**VARIOUS GENERAL PROVISIONS**

**Prerequisite:**

**ARTICLE 19:** Summer internships and NUT 411 and NUT 412 internships cannot be taken without taking NUT coded 1st, 2nd and 3rd year courses (except for the courses that are unsuccessful due to absenteeism but are included in the program).

**Objection to Exam Results**

**ARTICLE 20.** Students make their objections about the internship exam results to the Department Chair within 7 working days at the latest after the results are announced. These objections are reviewed by the relevant faculty members and staff, and only if a material error is detected, the necessary grade correction is made. The grade is not changed for any other reason.

**Make-up Exam**

**ARTICLE 21.** A make-up exam is opened for students who cannot take any internship exam due to their excuses and whose excuses are accepted by the Faculty of Health Sciences Administrative Board. Internship make-up exam is held once in each semester by the Department of Nutrition and Dietetics on a date to be determined in accordance with the Okan University Associate Degree and Undergraduate Education and Examination Regulations.

**General Appearance and Clothing of Students**

**ARTICLE 22:** The general appearance and dressing style of the student should be appropriate for a university student and should be in accordance with the special conditions of the dietitian profession stipulated by the Faculty of Health Sciences, Department of Nutrition and Dietetics, and the hospital and institution where they work. General appearance and attire will be monitored and evaluated during the internship. The provisions of the "Higher Education Institutions Student Disciplinary Regulation" are applied to those who do not comply with the work and discipline rules applied at the internship place.

Students wear long white coats during the internship. On the collar of their aprons, there is the Okan University crest prepared by the department and given to the student. Collar plates prepared by the department are attached under the coat of arms.

**Problems Students Encounter During Internship**

**ARTICLE 23:** The problems encountered by the student during the internship are first reported to the responsible dietitian and the relevant internship consultant, and if necessary, to the Department of Nutrition and Dietetics. Problems and difficulties encountered during working hours will be resolved by consulting and cooperating with the responsible dietitians and/or consultants of that department, and the student will not attempt to solve these problems on his/her own with other professional groups working in the hospital or institution.

**General Provisions**

**ARTICLE 24:** Matters not included in this regulation are evaluated by the internship commission upon the suggestions of the internship consultants and decided by the Faculty Administrative Board.

**ARTICLE 25:** Within the scope of Social Insurance and General Health Insurance numbered 5510, the work accident and occupational disease insurance premium to be paid during their internship is paid by the university.

**Effective**

**ARTICLE 27.** This directive comes into effect with the approval of the School of Health Sciences Board of Directors, to be effective from the 2013-2014 academic year.

**Executive**
**ARTICLE 28.** The provisions of this directive are carried out by the Department of Nutrition and Dietetics.