

<b>University</b>	The VISTULA School of Hospitality recruitment for 2019/2020
<b>Faculty</b>	Tourism and Recreation
<b>Field of Study</b>	Dietetics
<b>Specialty</b>	1. Dietetics for the physically active 2. Dietary counselling
<b>Mode of Study</b>	– Full-Time – Part-Time
<b>Profile</b>	Practical
<b>PROGRAM OF VOCATIONAL STUDENT INTERNSHIPS</b>	
<b>Legal basis for internships completion</b>	
<ol style="list-style-type: none"> <li>1. Act of 20 July 2018 - Law on Higher Education (Journal of Laws 2018 item 1668)</li> <li>2. Order No. 1/09/2014 of the Rector of the WSTHM in Warsaw of 1 September 2014 on the introduction of the Terms and Conditions for Vocational Student Internships at the Warsaw School of Tourism and Hospitality Management in Warsaw,</li> <li>3. Terms and Conditions of Study at the Warsaw School of Tourism and Hospitality Management in Warsaw,</li> <li>4. Education program.</li> </ol>	
<b>Type and duration of internships (number of weeks and hours) and year/semester of study</b>	
Duration of internships – 6 months: – 2nd year, 3th semester - 3 months – 2nd year, 4th semester - 3 months	
<b>Place of internships (type of institution, department/departments in which internships will take place)</b>	
<ul style="list-style-type: none"> <li>✓ mass caterers,</li> <li>✓ kitchens, food technology facilities,</li> <li>✓ operators manufacturing ready-to-eat foods</li> <li>✓ nutritional counselling,</li> <li>✓ facilities providing nutrition for children and youth (schools, kindergartens, boarding schools, etc.),</li> <li>✓ facilities providing nutrition for adults (e.g. social care homes, day-care homes),</li> <li>✓ sports clubs, fitness centres,</li> <li>✓ dietary centres,</li> <li>✓ scientific institutes dealing with dietetics</li> </ul>	
<b>Goals (divided into areas, e.g. theoretical knowledge / practical skills / social competences)</b>	
Goals in the area of <b>theoretical knowledge</b> :	

- 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 customers
- 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 §7 of the Terms and Conditions of Vocational Student Internships of the WSTHM.

The intern is obliged to:

- 1) complete internships in accordance with the internship program,
- 2) comply with the good order and discipline of work set out by the Company,
- 3) comply with the health and safety regulations and fire protection regulations,
- 4) comply with the rules of professional and state secrecy and protection of confidentiality of data in the scope specified by the Company and the GDPR regulations,
- 5) comply with the remaining rules and regulations applicable at the premises of the Company,
- 6) comply with the rules of internships set out by the University.

#### **Conditions and basis for obtaining a credit for internships**

The basis and conditions for obtaining a credit for internships are defined in §8 of Terms and Conditions of Completing Vocational Student Internships of the WSTHM.

Internships are credited on condition of:

- 1) submitting a contract for internships organization before their commencement for the acceptance of the Faculty Supervisor of Vocational Student Internships,

**Students cannot commence internships without complying with the requisite formalities**

- 2) completing internships in the agreed number of hours, scope and time schedule provided for in the study program,
- 3) performing the tasks provided for in the internships program,
- 4) submitting a document confirming the completion of internships,
- 5) submitting a properly completed Daily Report of vocational student internships, submitting photographic and/or film documentation on a digital medium confirming the place and scope of completed internships,
- 6) obtaining a positive decision of the Faculty Supervisor of Vocational Student Internships on completing the internships.

**Regulations regarding an alternative mode of completing internships, failing to complete internships, dismissal from internships**

1. Terms and Conditions of Vocational Student Internships of the Warsaw School of Tourism & Hospitality Management in Warsaw - §8 *Conditions for obtaining credit for internships*,
2. Resolution No. 59 / NK / 2014 of the Senate of the Warsaw School of Tourism & Hospitality Management in Warsaw of 9 October 2014 on defining the conditions for exempting students from obligatory vocational internships.

*Dorota Nowak, BEng, PhD*

*Director of the Program  
of Study  
Dietetics*

*Approved by,*

*prof. Elżbieta Biernacka  
Chair*

*of the Faculty Program Committee*