



Internship Guidebook

Food and Nutrition Service Industry Management



2022/2023
BACHELOR OF NUTRITION PROGRAM
FACULTY OF PUBLIC HEALTH
UNIVERSITAS AIRLANGGA

**BUKU PANDUAN
PRAKTIK KERJA LAPANGAN**

**BUKU PANDUAN
PRAKTIK KERJA LAPANGAN
MANAJEMEN INDUSTRI PELAYANAN
MAKANAN DAN GIZI**

TAHUN AKADEMIK 2022/2023

**FAKULTAS KESEHATAN MASYARAKAT
UNIVERSITAS AIRLANGGA**

Surabaya, Juni 2023

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I. INTRODUCTION

Universitas Airlangga is one of the universities that produce graduates ready to work and face challenges in the field. One of the competencies nutrition graduates must possess is carrying out nutritional services and interventions for individuals, groups, and communities. The Undergraduate Nutrition Study Program of FKM Universitas Airlangga strives to continuously develop various activities and programs to support the creation of graduates with these academic and professional abilities. One of these activities is an internship in the food and nutrition service industry management.

Internship practice in food and nutrition service industry management, which is a manifestation of the application of Food Service System Management, is expected to provide practical work experience and skills and facilitate students who have interests and talents and study the organization of mass food. The implementation of this internship consists of three stages, namely preparation, debriefing, and implementation of internship in service places, especially in the field of diet. This internship activity is one way to prepare students to become dietitians and managers of mass food organizations.

During the internship, students work as workers in hospitals or partner institutions so that they can absorb various practical experiences such as: (1) studying the profile and organizational structure of the Hospital Institution Nutrition Installation; (2) Studying the management of institutional (hospital) food delivery systems. On this occasion, we would like to thank the partner hospitals or agencies that have been willing to spare time, thoughts, and facilities to implement the food and nutrition service industry management Internship activity program. This collaboration can provide benefits in helping to solve the nation's problems and the creation of graduates who have academic and professional abilities and who are ready to work.

II. OBJECTIVES AND OUTCOMES

In general, the purpose of the Food and and Nutrition Service Industry Management Internship is to provide experience and an overview of the food delivery system in hospital / institutional nutrition installations, as well as to foster motivation among students by gaining experience, skills, attitude adjustment, and appreciation of knowledge in the world of work regarding mass food delivery to enrich learning, attitudes, and skills and *soft skills* in the field of food service and nutrition system management. In contrast, the specific purpose of the Food and and Nutrition Service Industry Management Internship is to study the management of institutional food delivery systems starting from HR assessment, production systems, financial systems, facilities and infrastructure, supervision, and menu evaluation.

Expected outcomes after the Food and and Nutrition Service Industry Management Internship

Internship Food and and Nutrition Service Industry Management is an activity for students to learn from practical work, which is expected to be a vehicle for growing the soul of dietitians and prospective new dietitians based on higher education. The expected outcomes of Food and and Nutrition Service Industry Management Internship activities are under the competencies of a Bachelor of Nutrition (based on AIPGI *Expected Learning Outcome*), namely:

Course Learning Outcomes in the Food and and Nutrition Service Industry Management Internship:

- a. Students are able to and learn organizational management in hospitals, including in the Hospital Institution Nutrition Installation, as well as in the mass food delivery industry.
- b. Students are able to study institutional food system management.
- c. Students are able to analyze the needs of human resources (HR).
- d. Students are able to analyze financial system calculations, including food costs and budgets.
- e. Students are able to assess production systems from ordering and purchasing, preparation, and processing to distribution and serving.
- f. Students are able to develop menus and recipes.
- g. Analyze kitchen facilities and infrastructure, and equipment.
- h. Observe and analyze quality control, including HACCP, hygiene sanitation, and waste management.
- i. Conduct quality monitoring and evaluation, which includes evaluating customer satisfaction in the hospital and reviewing and developing superior menus.

III. STUDY LOAD, TIME, AND METHOD OF Internship

INTERNSHIP Food and and Nutrition Service Industry Management Study Load

Internship Food and and Nutrition Service Industry Management is a compulsory curriculum activity with a study load of **2 credits** which is carried out for **3 weeks** with the following details:

1. The 1-week preparation phase includes:

- a. Licensing and field survey
- b. Field orientation

2. Internship Implementation Stage

Internship activities are carried out for 3 weeks (120 working hours), which is equivalent to 8 hours for 5 working days. The working time referred to above includes working time in the Hospital and working time for independent assignments. Agencies that have a different number of working days can adjust (40 hours/week).

Week 1	Week 2	Week 3
Food and and Nutrition Service Industry Management Rotation	Food and and Nutrition Service Industry Management Rotation	Food and and Nutrition Service Industry Management Rotation and Result Seminar (end of week 3)

Notes:

- The rotation order schedule adjusts the policies of each agency.
- Students who are unable to attend (permission / illness) during the implementation of Internship Food and and Nutrition Service Industry Management are required to replace on another day with the knowledge of the academic supervisor and field supervisor.

3. Program evaluation and reporting stages in the last 1 week include:

- a. Report preparation
- b. Report consultation
- c. Internship result seminar

Internship Implementation Method

The implementation of internship in the 2022/2023 academic year is carried out offline where all Internship activities are carried out face-to-face, with great attention to health protocols. The output of Internship with this method is a Internship report according to a predetermined format.

Activity Timeframe

The implementation of this Food and and Nutrition Service Industry Management Internship is carried out in a span of 3 weeks from June to July 2023 and ends with a results seminar attended by agency supervisors and academic supervisors. The time span for the implementation of the Food and and Nutrition Service Industry Management Internship, which starts from preparation to reporting, follows the following schedule:

Schedule of Food and and Nutrition Service Industry Management Internship Activities for Academic Year 2022/2023

No.	Activity	June				July			
		1	2	3	4	1	2	3	4
1	Internal coordination of the Study Program								
2	Internship readiness survey to students and supervisors								
3	Internal meeting of Study Program								
4	Internship permit processing at the Faculty level								
5	Internship permit processing to Hospital/Agency								
6	Socialization and Debriefing of Internship								
7	Implementation of Internship for 1st Turn group								
8	Supervision of Internship for 1st Turn group								
9	Internship result seminar & report collection for 1st Turn group								
10	Implementation of Internship for 2nd Turn group								
11	Supervision of internship for 2nd Turn group								
12	Internship & Internship result seminar for 2nd turn group report collection								
12	Internship & Internship result seminar for								

IV. INTERNSHIP LOCATION

Food and and Nutrition Service Industry Management Internship locations are hospital agencies with a minimum accreditation of B both private and government, as well as self-managed / independent food delivery. Internship institutions are also willing to accept students and provide time to guide students during Internship implementation. Institutional or field supervisors must have a Bachelor's degree in Nutrition/equivalent.

V. INTERNSHIP FEE

Internship costs include *institutional fees*, supervisor honorarium, and supervision transport sourced from the Faculty of Public Health UNAIR Annual Work Plan and Budget subsidy. The

shortage of Internship costs will be charged to students, where each student can vary in terms of additional costs, according to the location, and conditions at the Internship location.

VI. PENGELOLAAN PROGRAM Internship MIPMG

Chief	: Dean of FKM UNAIR <i>Dr. Santi Martini, dr., M.Kes</i> Vice Dean I FKM Unair <i>Dr. drg. Nyoman Anita Damayanti, MS</i> Head of Nutrition Department FKM Unair <i>Dr. Siti Rahayu Nadhiroh, S.KM., M.Kes</i>
Person in Charge	: Coordinator of Undergraduate Nutrition Study Program <i>Emyr Reisha Isaura, S.Gz., MPH, Ph.D.</i>
Chief Executive Officer	: Food and and Nutrition Service Industry Management Internship Coordinator <i>Emyr Reisha Isaura, S.Gz., MPH, Ph.D.</i>
Daily Executive	: Internship supervisor Prodi Supervisor Institution where Internship
Secretariat	: Admin of S1 Nutrition Study Program FKM Unair

Food and and Nutrition Service Industry Management Internship Coordinator

Coordinators are teaching staff (lecturers) within the Department of Nutrition appointed by KPS and in charge:

1. Responsible for the smooth implementation of the Internship program
2. Manage the Internship budget with the assistance of the study program administration officer
3. Coordinating the implementation of Internship debriefing
4. Coordinate the implementation of the Internship results seminar
5. Recapitulate Internship grades (assisted by study program administration officers) according to the format and submit as soon as possible to the Coordinator of S1 Nutrition Study Program FKM UNAIR.

Academic Internship Supervisor in Nutrition Study Program

Academic Internship supervisors are teaching staff (lecturers) in the Department of Nutrition who are assigned as supervisors by Head of Program and are in charge:

1. Directing students so that Internship is carried out in accordance with the objectives and targets of Internship, guiding discussions and providing consultations both online and offline.
2. Conduct supervision for one visit to monitor students during Internship activities
3. Coordinate with institutional advisor
4. Provide an assessment of student Internship activities in accordance with predetermined criteria and *forms*.

Internship Agency Supervisor Agency at Internship Agency Location

Food and and Nutrition Service Industry Management Internship supervisors in agencies are leaders or staff / employees appointed by the leadership of the Internship place with a **minimum** requirement of **Bachelor graduates or at least 5 years of work experience**, to accompany and direct students during the implementation of Internship and on duty:

1. Provide guidance in the form of direction and assistance to students in the introduction of the work environment.
2. Directing students so that the Internship is carried out in accordance with the objectives and targets of the Internship, guiding discussions and providing consultations.
3. Monitoring students during the Internship.
4. Coordinate with the academic advisor of the study program.
5. Provide an assessment of student Internship activities in accordance with predetermined criteria and *forms*

VII. RULES FOR INTERNSHIP STUDENTS

A. Requirements for Food and and Nutrition Service Industry Management Internship

1. Fourth-semester students
2. Had finished taking the Food and and Nutrition Service Industry Management course and passed with a minimum grade of C.
3. Students are required to send the Internship report in the form of a soft file to the email of the secretariat of the Undergraduate of Nutrition program.

B. Every Student Participant is expected to:

1. Comply with all applicable regulations in the street vendor location.
2. Demonstrate good manners.
3. Creative, innovative, proactive, and responsive in work, and careful.
4. Maintain the good name of the Bachelor of Nutrition study program of FKM Universitas Airlangga during the implementation of Internship.
5. Implement strict health protocols, both while in the Hospital/Institution and outside the Hospital/Institution.
6. Attendance of Internship activities must be 100%, including Internship debriefing activities. Students must submit a valid letter of permission and replace the number of days left on another day if there is an urgent situation and can't be present at the internship.
7. Wear a practicum/nutrition lab/alma mater suit when carrying out Internship debriefing

activities, consulting with supervisors, and results seminars.

8. Discuss with your academic advisor or clinical supervisor if you encounter any problems
9. Write all activities (activities) carried out every day on the Internship activity note sheet and attendance (Appendix 1).
10. Write consultation activities with both supervisors on the consultation sheet (Appendix 2) signed by each supervisor.
11. Submit hard skill (Food and and Nutrition Service Industry Management) and soft skill assessment evaluation sheets that the student has completed to each supervisor at the beginning of the Internship implementation and before the results seminar (Appendix 3, 4, 5).

C. Prohibition

During the Food and and Nutrition Service Industry Management Internship, every student is prohibited:

- a. Violating the rules that apply in the Hospital/Institution including leaking secrets in the Hospital/Institution.
- b. Not following the rules of the Internship implementation according to the instructions.
- c. Not implementing health protocols both while in the Hospital/Institution and outside the hospital/Institution.
- d. Not communicating with good manners.
- e. Did not consult the results of each week's activities with both supervisors.
- f. Did not wear lab coats during activities such as point B.4.

A. Sanctions for Violations

If Internship participants violate the restrictions mentioned in point C, students will be sanctioned with the following possibilities

- a. Verbal reprimand by field Internship Supervisor and academic Internship Supervisor.
- b. Make a letter of agreement not to repeat violations of the applicable provisions.
- c. Not allowed to continue Internship activities.
- d. Processed according to applicable legal procedures.

VIII. INTERNSHIP IMPLEMENTATION PROCEDURES

The Internship implementation procedure is carried out in the following stages:

1. The faculty makes a Internship permit letter containing the date of the Internship, the student's name, and the name of the study program supervisor.
2. The agency where the Internship provides a reply letter of willingness to become a Internship location
3. Coordination of Internship implementation in related institutions with *stake holders* and field supervisors
4. Students carry out Internship in accordance with the rules
5. Students consult with field supervisors and academic supervisors regarding the progress of Internship implementation, report writing, and results seminar material **once a week**, both online and offline according to an agreement with the supervisor.
6. Students conduct a Internship results seminar which is attended by field supervisors and academic supervisors.
7. Academic supervisors and field supervisors provide an assessment of student Internship results, and then submit it to the study program secretariat.

Duties of Food and and Nutrition Service Industry Management Student Participants

1. Students conduct observations and interviews with hospitals / agencies related to the process of organizing food in hospitals / agencies for 3 weeks.
2. Students evaluate various aspects of food management in hospitals/agencies, including organizational and human resource management; production and distribution management; financial management; equipment and infrastructure management; hygiene and sanitation; and quality control.
3. Observe and develop a HACCP plan (1 menu/student).
4. Students provide recommendations for improvement related to findings in the hospital food service management.
5. Students are required to consult the results of activities at least once a week to the clinical supervisor and academic supervisor.
6. Students work on the assignment every day for 3 weeks, reporting the activity on the logbook that has been provided
7. Students prepare a report of the results in groups.
8. Components of collected assignments include group reports for all types of Internship methods and assignments given.

An example of a 3-week Food and Nutrition Service Industry Management Internship timeline is as follows:

Activities	Mond ay	Tuesd ay	Wedne sday	Thursd ay	Friday	Saturd ay
Minggu 1						
Purchasing Unit						
Receiving Unit						
Storage & Inventory Unit						
Production Unit						
Distribution Unit						
Completed Chapter 1-3 of the report						
Minggu 2						
Financial Management						
HR Management						
HACCP						
Sanitary Hygiene						
Waste Management						
Complete the Internship Report						
Minggu 3						
Consultation to the supervisor						
Report Finalization						
Report Collection						
Results Seminar						

IX. MONITORING AND EVALUATION

Monitoring

- Every day during the implementation of Internship, students are required to fill in the attendance of daily Internship activities in accordance with the policies of each Hospital / Agency.
- Failure to fill in attendance for a full day, it is considered that the student did not carry out the Internship activity on that day, and must replace the activity on another day.
- Internship students are required to report/consult Internship activities **every week** to the academic supervisor and agency supervisor online or offline *in* accordance with the agreement with each supervisor, with the time adjusting to each supervisor's schedule.
- Food and and Nutrition Service Industry Management Internship assessment can be assessed from the first week of Internship implementation, therefore students are asked to send an assessment evaluation sheet that has been filled in with the student's data to the two supervisors at the beginning of the Internship implementation and before the Internship results seminar.
- The implementation of the **results seminar is carried out in a group** at the end after students have completed the entire stages of Food and and Nutrition Service Industry Management Internship activities at a time agreed upon by the two supervisors.
- Before the results seminar, students are required to submit the Internship report to the supervisor's email at **least 3 days** before the day of the Internship implementation to both the academic supervisor and the agency supervisor.
- Internship students are required to make improvements to the Internship report according to input from the two supervisors.
- The final Internship report, which is after making improvements and has received the signatures of both supervisors, is submitted a **maximum of 1 month** to the study program after the Internship results seminar.

Evaluation

Assessment of the results of student Internship activities includes aspects of Food and Nutrition Service Industry Management *hard skills and soft skills* (Appendix 3, 4, 5). The assessment is carried out by the academic supervisor (study program) with the following assessment provisions:

Component	Academic Advisor	Supervisor Agency
Hardskill	40%	60%
Softskills	40%	60%

Final Grade:

Absolute Value	Quality Score (Letter)
86-100	A
78 - < 86	AB
70 - < 78	B
62 - < 70	BC
54 - < 62	C
40 - < 54	D
< 40	E (did not pass)

Students are entitled to obtain the final Internship grade, after completing all the obligations of the revised Internship final report. Failure to complete and submit the final Internship report by the deadline will result in no grade being issued and students are at risk of repeating the Internship the following year (Internship fees are 100% independent by students).

X. MIPMG INTERNSHIP REPORT

At the end of the Internship implementation, each group is required to submit 1 (one) Food and Nutrition Service Industry Management Internship result report.

Format for writing results report

1. The report is typed on A4 paper, with 4 cm left margin, 3 cm right, top, and bottom margins, *Times New Roman*, font 12, spacing 1.5.
2. Each page is numbered consecutively from the title page to the last at the bottom center at a distance of 1.5 cm from the bottom border of the paper.
3. Tables and figures are numbered according to the order in which they appear in the text using Arabic numerals.
4. The title of the table is written left-aligned above the table, while the title of the figure is written below the figure/chart in a *centered* location.
5. The text in the table is written in font 10 and spaced 1.

Food and and Nutrition Service Industry Management Internship Report Content Format

1. COVER
2. APPROVAL SHEET
3. FOREWORD
4. TABLE OF CONTENTS
5. FIGURE LIST
6. LIST OF TABLES
7. CHAPTER I INTRODUCTION
 - a. BACKGROUND
 - b. OBJECTIVES AND BENEFITS
8. CHAPTER II METHOD OF IMPLEMENTATION OF INTERNSHIP FOOD AND AND NUTRITION SERVICE INDUSTRY MANAGEMENT
 - a. LOCATION AND TIME OF IMPLEMENTATION
 - b. ACTIVITY PARTICIPANTS
 - c. THE IMPLEMENTATION PROCESS OF INTERNSHIP
 - d. DATA COLLECTION METHOD
 - e. ACTIVITY IMPLEMENTATION MATRIX
9. CHAPTER III RESULTS AND DISCUSSION
 - a. HOSPITAL/AGENCY OVERVIEW
 - b. OVERVIEW OF HOSPITAL/AGENCY DINING ORGANIZATION
 - c. HOSPITAL/AGENCY ORGANIZATIONAL STRUCTURE
 - d. MANAGEMENT OF FOOD PURCHASING, RECEIVING, AND STORAGE SYSTEMS
 - e. FOOD PRODUCTION AND DISTRIBUTION MANAGEMENT
 - SOUP, TOOL STANDARD, QUALITY CONTROL, PORTION, SEASONING, RECIPE
 - MENU PLANNING, MENU CYCLE
 - PHYSICAL FACILITIES AND EQUIPMENT MANAGEMENT
 - f. FINANCIAL MANAGEMENT
 - g. HUMAN RESOURCE MANAGEMENT (NUTRITION DEPARTMENT/INSTALLATION)
 - h. HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP) STUDY
 - i. SATISFACTION SURVEY REVIEW, FOOD QUALITY EVALUATION
 - j. SANITARY HYGIENE MANAGEMENT, WASTE
10. CHAPTER IV CLOSING
 - a. CONCLUSIONS
 - b. ADVICE
11. LITERATURE
12. APPENDIX
(Activity attendance sheet, and all activity documentation, consultation/guidance sheet)

Appendix 1

MIPMG Internship Activity Record and Attendance

Student Name :
 Student's ID Number :
 Internship Location :

Date	Activities	Activity progress, constraints or barriers
Week 1		
Day 1		
Day 2		
Day 3		
Day 4		
Day 5		
Day 6		
Week 2		
Day 1		
Day 2		
Day 3		
Day 4		
Day 5		
Day 6		
Week 3		
Day 1		
Day 2		
Day 3		
Day 4		
Day 5		
Day 6		

Notes:

- The number of working days in 1 week is 8 hours per day for 5 working days.
- For agencies that have a working time of 6 days/week the working time adjusts (40 hours/week).
- All Internship and consultation activities are documented.

Appendix 2 Consultation / Guidance Report Sheet

Student Name :

NIM :

Academic Advisor/institution :

Location of street vendors :

Consultation Date	Material (Chapter) Consultation	Review / Feedback from Supervisor	Revisions Made	Supervisor Signature
Week 1				
Week 2				
Week 3				
Before Result Seminar				
Repair Report				

(Attach additional sheets if this page is insufficient and please widen the spacing as needed)

Appendix 3

Internship MIPMG Evaluation Assessment Sheet

Student Name :

.Supervisor's Signature

Student's ID Number :

Location of street vendors :

Name of academic/institutional advisor:

(.....)

Assessment of Food and and Nutrition Service Industry Management Internship *hard skills* component

No.	Competence	Topic	Assessment Component	Assessment Instrument	Assessment Criteria				Value Weight	Total Value
					Less (0-40)	Fair (40-60)	Good (60-80)	Very Good (80-100)		
1	Conduct HR assessment	HR	<ul style="list-style-type: none"> • Able to analyze employee workload • Able to calculate HR needs according to workload 	Report					10%	
2	Perform financial system calculations	Food Costs	<ul style="list-style-type: none"> • Able to calculate meal costs according to the volume / number of consumers • Able to analyze labor costs in food production • Able to analyze other fixed costs 	Report					5%	
		Expenditure Budget	<ul style="list-style-type: none"> • Able to analyze expenditure budget planning as needed • Able to analyze institutional budget policies 	Report					5%	
3	Conduct a production system assessment	Ordering and Purchasing	<ul style="list-style-type: none"> • Able to analyze ordering and purchasing systems • Able to study material ordering documents • Able to study and analyze purchasing system methods and SOPs 	Report					5%	
		Receiving, distributing, storing	<ul style="list-style-type: none"> • Able to analyze the acceptance system • Able to analyze the standard and quality of products received 	Report					5%	
			<ul style="list-style-type: none"> • Able to learn the Acceptance SOP • Able to analyze the post-receipt distribution system • Able to analyze SOPs and ways of working in wet and dry storage rooms 					5%		
		Preparation and processing	<ul style="list-style-type: none"> • Able to analyze the preparation and processing system • Able to learn the menu cycle, portion standards, menus, quality and standard operating procedures. 	Report					5%	

No.	Competence	Topic	Assessment Component	Assessment Instrument	Assessment Criteria				Value Weight	Total Value
					Less (0-40)	Fair (40-60)	Good (60-80)	Very Good (80-100)		
		Distribution and presentation	<ul style="list-style-type: none"> • Able to analyze distribution methods and SOPs • Able to learn distribution methods (time and place) 	Report					5%	
4	Menu	Menu evaluation and development	<ul style="list-style-type: none"> • Able to conduct an evaluation study of patient menu acceptance (food waste study) • Able to design menu recommendations based on the evaluation results found 	Report					20%	
5	Facilities and Infrastructure	Tools and Means	<ul style="list-style-type: none"> • Able to analyze <i>kitchen layout, storage spaces, service spaces</i> • Able to learn the equipment used, as well as equipment maintenance 	Report					10%	
6	Quality Control	HACCP	<ul style="list-style-type: none"> • Able to make HACCP observations at the hospital where Internship is located • Able to develop a HACCP plan for one of the hospital menus • Able to determine critical points and corrective actions 	Report and Documentation					10%	
		Hygiene and sanitation	<ul style="list-style-type: none"> • Able to study the hygiene and sanitation conditions of hospital kitchens • Students are able to assess <i>hygiene</i> and sanitation standards 	Report					10%	
		Waste Management	<ul style="list-style-type: none"> • Able to analyze waste management in hospitals 	Report					10%	
Final Grade									100%

Appendix 4

MIPMG Internship *Softskill* Assessment Evaluation Sheet

Student Name :

Student's ID Number :

Location of internship :

Name of academic/institutional advisor :

Supervisor's Signature

: ()

No.	Criteria	<i>Unsatisfactory (50-60)</i>	<i>Satisfactory (70-80)</i>	<i>Exemplary (90-100)</i>	Value
1	Discipline and order	Rarely come and complete work on time and in good quality	Almost always come and complete work in a timely manner and with good quality	Always come and finish work on time and in good quality	
2	Appearance and work ethics	Does not meet work standards professional in the workplace	Sufficient to meet working standards professional in the workplace	Meet the standards of professional work at work	
3	Cooperation and adaptability	Less able to adapt and cooperate with the work environment	Moderately able to adapt and cooperate with the environment work	Able to adapt and cooperate with the work environment	
4	Creativity, critical thinking, and visionary	Lack of sufficiently good critical thinking, creative thinking, and vision skills	Demonstrates sufficient critical thinking, creative thinking, and visionary skills both	Demonstrates excellent critical thinking, creative thinking, and visionary skills	
5	Activity, productivity and initiative	Never convey ideas in carrying out Internship	Several times delivered ideas/ideas in carrying out Internship	Often convey ideas in carrying out Internship	
6	Response and analysis skills	Lack of basic, technical, and problem analysis skills as well as solving	Sufficiently master basic, technical, and problem analysis skills as well as solving	Mastering basic, technical, and problem analysis skills as well as solving	
7	Intrapersonal and Technical Skills	Lack of ability communication (oral/written) and basic technical skills in Internship	Communication skills (oral/written) and basic skills technical in street vendors	have communication skills (oral/written) and basic technical skills in Internship	
	Softskill Value	Value $\frac{1+2+3+4+5+6+7}{7}$			

Appendix 5 MIPMG Internship Final Score Sheet

Student Name :

Student's ID Number :

Location of street vendors :

Name of academic advisor :

Name of agency advisor :

No.	Value Component	Academic Advisor	Supervisor Agency
A	Food and and Nutrition Service Industry Management Internship <i>hard skills</i> assessment		
B	<i>Soft skills</i> assessment		
	Total value	Score = 0.4 x (A+B)	Score = 0.6 x (A+B)
	Final Grade of Food and and Nutrition Service Industry Management Internship Academic Advisor + Agency Advisor <hr style="width: 50%; margin: auto;"/> 2		

Description: *this sheet is filled in and recapitulated by the study program admin.*

Appendix 6
MIPMG Internship Cover Page Example

FOOD SERVICE AND NUTRITION INDUSTRY MANAGEMENT
INTERNSHIP REPORT
Dr. SOETOMO HOSPITAL SURABAYA



By:

ANANDA ZAHRAH S. N.	101411231037
AIRIN LEVINA	101411231038
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STUDY PROGRAM S1 NUTRITION FACULTY
OF PUBLIC HEALTH
AIRLANGGA UNIVERSITY SURABAYA
2023

Appendix 7
Sample of MIPMG Internship Approval Page

FOOD SERVICE AND NUTRITION INDUSTRY MANAGEMENT
FIELDWORK REPORT
Dr. SOETOMO HOSPITAL SURABAYA

Compiled By:

ANANDA ZAHRAH S. N.	101411231037
AIRIN LEVINA	101411231038
DESSY NUR FADZILLA	101411231039

Has been authorized and accepted by:

Academic Advisor

Date

Dominikus Raditya Atmaka, S.Gz., MPH.
NIP

Supervisor at the Nutrition Installation of Dr. Soetomo Hospital

Date

Mulyo Kurniawan, S.Gz
_NIP.

Knowing,
Coordinator of Undergraduate Nutrition Study Program

Date

Emyr Reisha Isaura, S.Gz., MPH, Ph.D.
NIK. 198812032019083201

Appendix 8
Example of Plagiarism Declaration Page

**STATEMENT LETTER OF PARTICIPANT OF Internship
Food and and Nutrition Service Industry Management**

I am the undersigned:

Name :

NIM :

Study Program :

Faculty :

Hereby declare my Food and and Nutrition Service Industry Management Internship report entitled:

Is my own work, really in the framework of the Internship report, is original, free of plagiarism, there is no work that has been submitted to obtain a degree in a university, and has never been published, except in writing which is referred to in the manuscript and mentioned in the bibliography. If in the future any discrepancy is found in this statement, then I am willing to be prosecuted and processed in accordance with applicable regulations.

Thus this statement is made truly and truthfully.

Surabaya,.....2023

10,000 stamp

(.....) NIM.