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FACULTY OF FOOD TECHNOLOGY OSIJEK**



**MANUAL
FOR STUDENT (PROFESSIONAL) PRACTICE PLACEMENT
AT THE FACULTY OF FOOD TECHNOLOGY OSIJEK**

Obligatory student (professional) practice

For students of undergraduate university study programme Food technology

Voluntary student (professional) practice

For students of graduate university study programmes

Food Engineering

Process Engineering

Food Science and Nutrition

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The manual for student professional practice work was compiled by:

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Concepts:

-**mentor** (a person in a company / institution who supervises a student's professional practice and evaluates a student)

-**supervising teacher** (a teacher at the Faculty of Food Technology who monitors the implementation of professional practice within his / her competences and evaluates the Report of Student Professional Practice)

-**Committee** (Professional Practice Committee)

INTRODUCTION

Professional practice is an integral part of the undergraduate study program of Food Technology (third year), and as such is compulsory for all students. It is envisaged in the syllabus for the students to learn to apply the acquired knowledge in the business environment during their studies. This type of work is an extremely valuable experience during which students can see what business looks like in reality.

The student professional practice lasts for a total of 15 working days (120 hours), and is carried out full-time in different companies or institutions. Exceptionally, students can also do professional internships in research organizations.

Students undertake professional practice at a time when they have no other obligations.

The conditions for performing professional practice are prescribed by the Ordinance on Student Practice.

INSTRUCTIONS FOR STUDENT PROFESSIONAL PRACTICE

Professional practice can be done in:

- companies of the process industry (food, chemical, biotechnology or pharmaceutical industry) or institutions that monitor the quality and health of food products
- in research organizations
- abroad (a plan for professional practice by a foreign organization is required)
- Students who were employed at least 6 months before enrolling in the study programmes, may be recognized as having completed a student practice (an appropriate certificate proving work must be submitted)
- Students can propose a company or institution in which they would like to pursue a professional practice (submit a time period, address and name of the company / institution).

Application for professional practice:

- students apply for their professional practice in the prescribed Form, which is available on the website (**Form fo Application and Assessment of Professional Practice**), which they submit to the Committee.
- In addition to filling in the Form fo Application and Assessment of Professional Practice, students must also submit a **Certificate of Company / Institution**, which confirms the acceptance of the student for professional practice
- practice must be reported on time
- the committee assigns a supervising teacher to a student and issues a **Practical Placement Reference**.

During the professional practice:

- student keeps a Report of professional practice
- a mentor from the company / institution certifies and evaluates the Report
- the student obtains a **Confirmation of Practical Placement** in the company or institution where the practice work was performed (contains information on the time period of practice work, assessment), which is certified and signed by the mentor).

When practice ends:

- The student submits the Report and the Confirmation to the supervising teacher (within 30 days from the end of the practice)
- the supervising teacher signs and evaluates the Report. The student then submits to the Committee a Report and a Confirmation of Practical Placement
- The President of the Committee confirms with his signature that the practice has been completed.

The Report can also be used for the Undergraduate Thesis.

During the professional practice the student should pay attention to the following:

- Basic company information (assortment, production capacity)
- Schematic diagram and description of the technological production process, with an indication of production disadvantages and proposals for their removal
- Schematic diagram and description of machinery and equipment in the plant
- Description of the operation of the plant (the most important analyzes in the production and quality control of the product, the scope and duration of the analysis during the production process)
- Procedures of the research (development) center (if any)
- Supply of raw materials
- Energy and mass balances
- Packaging, internal transport, storage
- Preparation of process water, water for special purposes
- Wastewater management and other environmental issues

Remarks:

While collecting and presenting all of the above information, the student must consult with the responsible persons in the company in which he or she conducts student professional practice (some information is confidential (secret) and may not be disclosed from the company).

Where more students reside in the same company, reports should be kept on different parts of the process, or with different views on the same process (technological, economic, environmental, analytical, legal, etc.).

The professional practice report can also be written in the form of a seminar paper. The student may, at his / her choice come to agreement with one of the teachers about the topic of seminar work. The topic should be also approved by the Committee.

INSTRUCTIONS TO STUDENTS FOR WRITING THE REPORT OF PROFESSIONAL PRACTICE

The professional practice Report gives an overview of the student's activities during their stay at a particular company (institution) and presents an engineering view of the process. In his/her notes student:

- describes the sequence of its activities,
- describes the plant,
- describes technological processes,
- describes laboratory analyzes,
- gives lists the products of a particular company,
- cases his observations, comments, conclusions, etc.

The report is written in the Croatian language on a template published on the Faculty's website. There is no limit to the number of pages.

The report should contain the following sections (where applicable):

- Description of the company (institution), tasks and activities
- Description of the production assortment, description of the activities of the research institution where the practice is conducted;
- Block diagram of technological processes;
- Description of individual technological operations within the process
- Description of certain laboratory analyzes in the plant, laboratories of the R&D center, etc.
- Student's observations in the technological process, such as possible weaknesses and opportunities for their removal;
- a Final comment (conclusion) after having completed the professional practice, which shows that during the practice the student has acquired competences sufficient for the engineering view about the process.

Remarks:

- The report can serve as an undergraduate thesis or seminar paper. In this case, the professional practice report is written according to the guidelines for professional practice on the appropriate template, and the text of the report can be used to write an undergraduate thesis or seminar paper (which are written according to the rules of writing an undergraduate thesis / seminar paper).
- If more than one student performs a professional internship at the same company, each of them selects a certain technological process or some of the analyzes in institutes, development centers, etc., so that students cannot have identical reports.
- If some of the information is downloaded from the company website, it is necessary to edit the text and not copy it in its original form

**PROFESSIONAL PRACTICE ABROAD
FOR STUDENTS OF UNDERGRADUATE STUDY**

Students can do professional internships abroad through various programs ([ERASMUS](#), [CEEPUS](#), [IAESTE](#)).

Instructions:

- students can get all the information from the coordinators of the above organizations
- in the case of professional practice abroad, students apply to the Chair of the Professional Practice Committee
- for the professional practice, the same rules apply as for the practice placed in Croatia, except that the **Practical Placement Reference** is issued in English
- The report is subject to the same rules except that the report should be written in English,
- after completing the practice, the employer should sign a **Confirmation of Practical Placement** (English confirmation is available)
- Confirmation should be submitted to the Chairperson of the Committee

VOLUNTARY PROFESSIONAL PRACTICE FOR STUDENTS OF GRADUATE STUDIES

For the graduate students, the professional practice / internship is voluntary and students can perform it in several ways:

1. Applying for the Private Sector Youth Initiative Program, which is offering professional practices throughout the Republic of Croatia (Croatian Employers Association (HUP) program)
2. Applying for professional practice / internship organized exclusively for students of the Faculty of Food Technology through the HUP Osijek (Slavonia Region)
3. Applying for professional practice / internship published on the PTFOs web site (offer of practice / internship of companies outside the organization of HUP)
4. by performing a professional practice / internship in any company that students find on their own

1. Students who apply for the Private Sector Youth Initiative Program

Instructions:

- students apply for the professional practice to the Chairperson of the Committee
- Committee enrolls students in the Private sector Youth Initiative program (<http://inicijativazamlade.hup.hr/>)
- Students gain access to a Private Sector Youth Initiative web page where they can apply and see job advertisements
- apply for advertisements (employer chooses which student to accept for practice work)
- after the practice, the employer should sign the **Confirmation of Practical Placement**
- Confirmation should be submitted to the Chairperson of the Committee

2. Students who apply for professional practice / internship organized exclusively for students of the Faculty of Food Technology through the HUP Osijek (Slavonia Region)

Instructions:

- once a year, a list of companies which offer voluntary professional practice placements, is published on the faculty's website
- students apply to the Chairperson of the Committee with the name of the company in which they want to have professional practice
- after applying to Committee, students can do their professional work
- after that, the employer should sign the **Confirmation of Practical Placement**
- Confirmation should be submitted to the Chairperson of the Committee
(IMPORTANT NOTE - STUDENTS DO NOT CONTACT FIRMS BY THEMSELVES)

3. Students who apply for professional practice / internship published on the PTFOs web site (offer of practice / internship of companies outside the organization of HUP)

Instructions:

- The faculty gives information about employers or their websites offering professional practice placements
- Students should apply to the Chairperson of the Committee
- students receive information (whom to contact for professional practice, what time period they will work, etc.)
- students contact the company (often the company selects students that they will accept for professional practice)
- if students are chosen and after the professional work is done, the employer should sign the **Confirmation of Practical Placement**
- Confirmation should be submitted to the Chairperson of the Committee

4. Professional practice / internship in any company that students find on their own

Instructions:

- contact the Chairperson of the Committee
- after the professional practice is done, the employer should sign the **Confirmation of Practical Placement**
- Confirmation should be submitted to the Chairperson of the Committee

After the voluntary professional practice is completed, it will be entered in the Diploma Supplement. It is a good idea to prepare a CV and a cover (motivation) letter and submit them to your employer when applying.

VOLUNTARY PROFESSIONAL PRACTICE ABROAD FOR STUDENTS OF GRADUATE STUDIES

Students can do professional internships abroad through various programs ([ERASMUS](#), [CEEPUS](#), [IAESTE](#)).

Instruction:

- students can get all the information from the coordinators of the above organizations
- in the case of professional practice abroad, students apply to the Chair of the Professional Practice Committee
- after completing the practice, the employer should sign a **Confirmation of Practical Placement** (English confirmation is available)
- Confirmation should be submitted to the Chairperson of the Committee

After the voluntary professional practice is completed, it will be entered in the Diploma Supplement.

MORE INFORMATION

For more information contact:

Professional Practice Committee

- [Ivana Flanjak, PhD, associate professor](#)
- [Marija Stjepanović, PhD, postdoc](#)
- [Ivana Ivić, BSc, assistant](#)