

**LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES  
FACULTY OF AGRICULTURE AND FOOD TECHNOLOGY  
FOOD INSTITUTE**

**GUIDELINES FOR THE IMPLEMENTATION  
OF INTERNSHIPS**

For academic bachelor's degree programs  
“Food Quality and Innovation” students

Jelgava  
2025

Guidelines for the implementation of the internships were developed by the teaching staff of the Food Institute: assoc.prof . D.Kława , assoc.prof . J.Zagorska , doc. S.Sazonova .

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## INTRODUCTION

Internships are an integral part of the study plan and contribute to the development of students' practical skills, increasing the level of skills and competence required during the study period. Professional and research internships are provided in the study process. During them, students strengthen their theoretical knowledge by getting acquainted with food industry enterprises, food production processes, operating principles of technological equipment, quality control of raw materials, semi-finished products and finished products, the procedure for implementing and monitoring quality systems, as well as the process of developing new products in food production enterprises. During the research internship, they develop a scientific research report for bachelor theses.

In order to use the internship time purposefully and fulfill all internship conditions, this material summarizes information about the aim and objectives of the internship, the internship procedure, reflects internship programs, and provides recommendations for the preparation, submission, and defense of the internship report.

Methodological instructions for the implementation of internships are intended for students of the academic bachelor's study program "Food Quality and Innovation", teaching staff and internship supervisor in companies. They are guidelines that include informative, explanatory material on the conduct of internships, the program and submission and defense of the report.

## INTERNSHIP IMPLEMENTATION PROCESS

At the beginning of the study year or semester, the internship supervisor appointed by the Food Institute introduces and informs students about the internship provided for in the study program.

### Internship in the study program “Food Quality and Innovation”

| Study semester           | Type of practice      | Course code | Practice name                     | CP |
|--------------------------|-----------------------|-------------|-----------------------------------|----|
| 2 <sup>nd</sup> semester | Professional practice | PārZR001    | Introduction to the food industry | 5  |
| 4 <sup>th</sup> semester | Professional practice | PārZR003    | Quality in a food company         | 5  |
| 6 <sup>th</sup> semester | Professional practice | PārZR002    | Innovation in a food company      | 4  |
| 8 <sup>th</sup> semester | Research practice     | PārZP030    | Research work                     | 12 |

Information about the implementation of the internship can be found on the LBTU website (<https://www.lptf.lbtu.lv/lv/partikas-virensa-studiju-dokumenti-un-veidlapas>)

### COMPANY SELECTION

For the implementation of professional internship, the student independently selects a food production company. The student familiarizes himself with the practice program and selects the company accordingly. Communication with the company must begin no later than February. The student prepares a motivation letter, which indicates the tasks to be performed during the practice, as well as prepares a CV. The student sends the prepared documents to the company's human resources (HR) department or to the informative e-mail indicated on the company's website.

#### Recommendations:

For the professional internship “Introduction to the Food Industry”, choose a medium-sized food production company, which implements a full-cycle food production process from the raw materials warehouse to the ready product warehouse. During the internship, you should become familiar with the operating principles, division, and responsibilities of a food production company.

For the professional internship "Quality in a food company", choose a food production company that has a quality management department to understand the quality system management process in the company. This internship can also be carried out at the Food Veterinary Service (PVD) as an assistant food inspector or at the Scientific Institute of Food Safety, Animal Health and Environment "BIOR".

For the professional internship "Innovation in a food company", choose a company with an R&D department or a new product development group to learn how new product development takes place in a food company. This internship can also be carried out at a scientific research institute that develops new food products.

At the student's discretion, it is possible to choose a different company in a different food industry for each internship, but it is also possible to complete all internships in one company.

## PRACTICE ORGANIZATION

The student shall inform the internship supervisor in a timely manner (no later than 2 months before the start of the internship) about the selected internship company. The internship supervisor shall prepare the Dean's order in accordance with the LBTU Senate's decision No. 11-78 of 14.12.2022 . "On the LBTU Internship Organization Regulations" and the student concludes a tripartite agreement (in 3 copies) with LPTF and the company on the implementation of the internship. The internship agreement form is available [at https://www.lptf.lbtu.lv/lv/partikas-virenas-studiju-dokumenti-un-veidlapas](https://www.lptf.lbtu.lv/lv/partikas-virenas-studiju-dokumenti-un-veidlapas) "Internship Agreement for the Food Industry".

The internship agreement can also be signed electronically. In this case, the form <https://www.lptf.lbtu.lv/lv/partikas-virena-studiju-dokumenti-un-veidlapas> "Internship agreement for the food industry with electronic signature" should be used.

Students can receive consultations from the internship supervisor regarding the content of the contract and the procedure for its execution. One copy of the completed and signed contract is kept by the student, one at the company, and one at the LPTF Dean's Office.

All copies of the contract have equal legal force. During the internship, the student performs his/her direct duties and prepares an internship report in accordance with the study course program and the instructions contained in the "Methodological Instructions for the Implementation of Internships".

Before starting the internship, the student must receive a certificate of health condition for work in a food production company and a work safety instruction at the Food Institute of LBTU LPTF. The student arrives at the internship company at the time specified in the study plan (the internship time is confirmed for each study year), having previously clarified the company's requirements that are necessary when hiring. The company must appoint an internship supervisor, with whom the student contacts during the internship and draws up an internship implementation plan in accordance with the study course program and evaluates the student's work by making an entry in the internship diary. During the internship, the student must comply with the company's internal procedures and personal hygiene regulations.

## INTERNSHIP PROGRAM

### **Professional internships "Introduction the Food Industry" 5CP program in the 2nd semester.**

The aim of the course is to consolidate the knowledge acquired in the course of studies on the organisation of the production process of a food business. During the internship the student acquires skills in food production and operation of technological equipment, learns about the range of food products produced, technological possibilities and sanitary hygiene requirements.

#### **Learning outcomes and their assessment:**

Gains knowledge and critical understanding of the organization of the production process of the specific food industry company, quality management of technological processes and sanitary hygiene requirements - practice in the company.

Skills to be able to independently perform the duties assigned to the company, to summarize the information obtained during the internship - internship in the company, preparation and defense of the internship report.

Competences to be able to explain the food production processes in the company, as well as to assess the state of sanitary hygiene in the company - defense of the practice report.

**The student prepares an internship report** (no less than 15 pages) in accordance with the internship program:

1. General company information.

1.1 Name of the company, type of business, location, specialization; Company structure, including quality management department, laboratory, R&D department, production department, etc. - give the company management chart.

1.2. Main raw material(s) used in production, their breakdown and brief characteristics and their quality documentation;

1.3. types of products manufactured, their brief characteristics, main quality parameters, sales outlets and volumes

2. Workplace characteristics (the student summarises information on the processes carried out in the production department, without describing the entire production process of the enterprise).

2.1 Name of the production process and its role in the realisation of the technological process for the production of the product;

2.2 Brief description of the production process - technological parameters, equipment used;

3. Hygiene requirements in the establishment and requirements of the employee. Sanitary treatment of equipment and premises (frequency of cleaning, products used, responsible person) in the establishment.

4. Trainee's conclusions and proposals for improving work efficiency in the workplace.

**Criteria for evaluating study results:**

The credit mark for the course of study depends on the mark of the placement report. A student can obtain credit for the placement report if at least 70% of the placement report is included and adequately described and positive feedback is received from the placement supervisor in the company.

**Professional practice “Quality in the food company” 5CP program in the 4th semester.**

The aim of study course is strengthen the knowledge acquired during studies and gain practical skills in the production of food products and quality assurance. Students get acquainted with the quality system of the company, quality system management and stages.

**Learning outcomes and their assessment:**

After the finishing this study course students will have:

Knowledge and understanding of the quality control system existing in the food company, its structure and role in the development of safe food products - Preparation and defense of the practice report.

Skills to ensure quality management and food quality control - Preparation and defense of the practice report.

Competence to understand and evaluate the benefits of a quality system in a food production company - Preparation and defense of the practice report.

**The student must prepare and defend an internship report in accordance with the requirements.**

1. General information about the company, charcterisation of raw materials used and their quality control.

1.1. Company name, type of business, location, specialization;

1.2. Quality system in the company;

1.3. The latest trends in product quality assessment; a description of the latest products (developed over the last 3 years).

2. Quality management in the company. Characterization of the quality system implemented by the company .

2.1. Innovation development planning, improvement, quality control. Development of documents for the production and sale of products;

- 2.2. Raw materials used in production, their classification and brief description; sequence and parameters of technological processes for the production of new products; used equipment;
- 2.3. Products, its characteristics, quality control;
- 3. Sanitary and hygienic requirements in the company. Environmental protection and occupational safety measures.
- 4. Product quality control and preparation of documentation for product realization/sale.

**Criteria for evaluating study results:**

Instruction of occupational safety has been completed. Sanitary certificate has been obtained. During the practice, students prepare a practice report and defend it when returning from practice. After defense, the pass of the course is given.

**Professional internship “Innovations in the food company” 4CP program in the 6th semester.**

The aim of study course is strengthen the knowledge acquired during studies and gain practical skills in the development of new food products and quality assurance. Students get acquainted with the new product development system of the company.

**Learning outcomes and their assessment:**

After the course students will have:

Specialized knowledge and critical understanding of the new product development system in the food production company, its structure and role in the development of the company.

Skills to behave in a product development group in the company, to plan, to develop, and to work out new food products.

Competence to understand and to evaluate the benefits of systematic new product development in the food production company and progression.

**The student must prepare and defend an internship report in accordance with the requirements.**

1. Information about enterprise:

- 1.1. Name, type of business, location, specialization;
- 1.2. Raw materials, their classification and description;
- 1.3. Characteristics and controlled parameters of the ready products;

2. New product development:

- 2.1. Production process sequence and parameters. Parameters and operation reasons; Equipment used (trademark, process, principles of operation) in production; journals of technological processes.
- 2.2. Equipment and facilities sanitation (cleaning frequency, used disinfectants and cleaning agents, the responsible person) in the company.
- 2.3. Auxiliary materials, semi-finished products and ready products, their accounting. Losses during production process. Raw material consumption per unit production
- 2.4. The by-products, their processing technology and economic benefits;

3. The hygienic requirements of the company. Environmental protection and safety measures.

4. Conclusions and recommendations.

**Criteria for evaluating study results**

The evaluation of the practise depends on practice report quality. Practice report is evaluated as appropriate (positive), if 70% of it is described according requirements.

**Research internship "Research work" 12CP program in the 8th semester.**

The aim of the study course is to plan research work, formulate the aim and tasks of research, choose appropriate standard methods and implement experimental work. The results obtained in the research can be used in the development of a bachelor's thesis.



**Learning outcomes and their assessment:**

Knowledge and understanding of the planning, development of research work and mutual interrelations of the obtained results.

Skills to able to perform research work, to formulate and analytically analyzing the information of problems and solutions in the food industry. Explain and well-founded discuss about the results and find creative solutions.

The competence to independently obtain, select and analyze the information necessary for the study of the Bachelor's paper. Make decisions and solve problems encountered in production using the results of the research.

**The student must prepare and defend an internship report in accordance with the requirements, which must include:**

1. Formulate the aim and tasks of the scientific research work.
2. Development of the scientific research scheme and preparation and coordination of the time schedule.
3. Selection of appropriate methods for the research.
4. Experimental work and summary of results.
5. Experimental work and summary of results.
6. Experimental work and summary of results.
7. Experimental work and summary of results.
8. Preparation of a report for a scientific conference and seminar (defense of the practice report).

**Criteria for evaluating study results**

The evaluation of the practice depends on practice report quality. Practice report is evaluated as appropriate (positive), if 70% of it is described according requirements.

**SUBMISSION, REVIEW AND DEFENSE OF THE INTERNSHIP REPORT.**

The student is responsible for the full implementation of the content of the internship program. During the professional internship, the student writes a practice diary every week (Appendix 2), in which he briefly describes the work performed, problems and proposals. The practice diary is signed every week by the internship supervisor at the company, the student attaches the practice diary to the internship report. The internship report must be submitted to e-studies (moodle) by the date and time specified by the internship supervisor. The internship supervisor sets a time for the internship defense, but no later than a week after the internship report is submitted. For the internship defense, the student must prepare a short presentation (5–7 minutes) about what he learned during the internship and the main findings and answer questions. The presentation is download in e-studies (moodle) .

If the student does not submit the internship report within the scheduled time, then in accordance with the LBTU Senate's decision No. 11-78 of 14.12.2022. The student pays for the “Regulations on the Organization of Internships at LBTU” for its later completion as an academic debt.

**DEVELOPING AND PREPARING AN INTERNSHIP REPORT**

The internship report must reflect the content points of the entire internship program. The questions must be described by literature data and practical observations, using technological schemes (block diagram or equipment), tables and graphs, supplementing them with your own proposals and conclusions. The internship report is the student's original work on what was seen and learned in the internship. If the work includes materials directly quoted from literary sources or INTERNET resources, including images, a reference must be indicated. The internship report must not consist only of copies of documents received (obtained) in the company. The internship

report must show the student's own performance. Copies of company documents, delivery notes, copies of special-format journals or forms should be placed only in APPENDICES!

The internship report should include the following parts:

1. Title page (see sample in Appendix 1).
2. Practice diary (Appendix 2).
3. Table of contents – shows the components of the work, the names and numbering of which must be identical to their names and numbering in the work.
4. Introduction – a brief description of the internship location and work performed.
5. Main part – the requirements and tasks set out in the internship program are presented in a systematic manner.
6. Conclusions and recommendations – the final part of the internship report, written in the form of theses. Findings should reflect the most important findings arising from the work, while proposals should result from the analysis and conclusions made in the work, and they should be specific and well-founded.
7. Literature – insert all literature sources used in the preparation of the internship report.
8. Appendix – organize materials that help you understand the text of the work, such as copies of company documents, delivery notes, copies of special-format journals or forms, indicating references to the appendices in the report.

The research intershipe report is created in accordance with the structure and formatting requirements of the bachelor's thesis.

[https://www.lptf.lbtu.lv/sites/lptf/files/2025-02/metodiskie\\_bakalauram%20\\_2025.pdf](https://www.lptf.lbtu.lv/sites/lptf/files/2025-02/metodiskie_bakalauram%20_2025.pdf)

The internship report and literature sources are formatted in accordance with the Formatting Requirements:

[https://www.lptf.lbtu.lv/sites/lptf/files/2024-10/Noformesanas\\_noteikumi\\_2024\\_0.pdf](https://www.lptf.lbtu.lv/sites/lptf/files/2024-10/Noformesanas_noteikumi_2024_0.pdf)

## APPENDIX

LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES  
FACULTY OF AGRICULTURE AND FOOD TECHNOLOGY  
FOOD INSTITUTE

Aijas Mežales

Professional internship report  
JSC "CIDO"  
June 17, 2025.

/ Name Surname)  
LPTF  
Academic study program  
“Food quality and innovation”  
3<sup>rd</sup> year student

(signature, date)

Jelgava 2025

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|  |   |
|--|---|
| Academic study program “Food Quality and Innovation” student | Internship Manager at LPTF Food Institute |
| <i>First name, last name</i>                                 | <i>First name and last name</i>           |
| Place of practice  | Internship manager in the company         |
| <i>Company name</i>  | <i>First name Last name</i>               |

**PRACTICE DIARY**

| Date                                   | Description of the work performed        | Notes and signature of the practice manager |
|--|--|---|
| <b>Week 1</b><br><i>Date from – to</i> | <i>Description of the work performed</i> | <i>Notes</i>                                |
|  | <i>Insights and conclusions</i>          | <i>Signature</i>                            |
| <b>Week 2</b><br><i>Date from – to</i> | <i>Description of the work performed</i> | <i>Notes</i>                                |
|  | <i>Insights and conclusions</i>          | <i>Signature</i>                            |
| <b>Week 3</b><br><i>Date from – to</i> | <i>Description of the work performed</i> | <i>Notes</i>                                |
|  | <i>Insights and conclusions</i>          | <i>Signature</i>                            |