

DIETETIC INTERNSHIP (DI) PROGRAM

APPLICATION PACKET



**SCHOOL OF HUMAN ECOLOGY
COLLEGE OF APPLIED AND NATURAL SCIENCES
LOUISIANA TECH UNIVERSITY**

TABLE OF CONTENTS

	<u>Page</u>
ADMISSION REQUIREMENTS FOR THE DIETETIC INTERNSHIP (DI) PROGRAM	1
A. Description of Dietetic Internship Program	1
B. Mission Statement, Goals & Measurable Outcomes of the Dietetic Internship Program	1
C. Entrance Policy for Admission into the Dietetic Internship (DI) Program	3
D. Recency of Education Requirements for Admission into the DI Program.....	4
E. Application Deadlines for DI and Computer Matching.....	5
F. Applicant's Responsibilities: Application, Computer Matching and Appointment Procedures	5
G. Appointment Day	6
H. Requirements upon Acceptance into the Program	6
I. Academic and Program Calendar.....	7
J. Program Completion Requirements.....	7
K. Credentialing Process for Dietetics Practitioners	8
Estimated Fees for the Dietetic Internship Program	9
Dietetic Internship Program Application	10
Paid or Volunteer Work Experience Documentation Form	12
Didactic Program in Dietetic (DPD) Courses	14
Recommendation Form (2 copies)	16
City Preference Ranking	22
Dietetic Internship Program Checklist.....	23

**ADMISSION REQUIREMENTS
FOR THE
DIETETIC INTERNSHIP PROGRAM**

School of Human Ecology	Telephone No.:	(318) 257-3043
Louisiana Tech University		(318) 257-3727
P.O. Box 3167	FAX No:	(318) 257-4014
Ruston, Louisiana 71272	E-Mail:	Erickson@latech.edu

DI Director: Dawn Erickson, MPH,RD,LDN

INSTRUCTIONS: Please read and complete ALL sections of provided forms carefully and accurately.

A. DESCRIPTION OF DIETETIC INTERNSHIP PROGRAM

The accredited Louisiana Tech University Dietetic Internship is a four-quarter post baccalaureate program that fulfills the ADA performance requirements for entry-level dietitians. The Dietetic Internship is approved for 20 positions. During the summer quarter interns complete 2 hours of post baccalaureate and 5 hours of graduate credit on the Ruston campus. Interns also participate in a one week practicum rotation at Diabetes Camp in Leesville, LA during the summer quarter. For the Fall, Winter, and Spring Quarters, interns are placed in one of three geographic areas: Alexandria, Monroe, or Shreveport, Louisiana. Interns fulfill requirements in a variety of facilities within the designated city gaining experience in clinical, management, and community nutrition with a medical nutrition therapy emphasis. During the program attempts are made to individualize experiences to meet interns' personal goals.

The DI program is a full-time four-quarter program (approximately 11 months) that begins in the summer (July) and ends in the spring (May). During the internship interns will complete 15 hours of graduate credit and enroll in post baccalaureate courses that documents practicum hours and a seminar class on campus. Courses interns will enroll in during the internship include:

Summer Quarter – Introduction to the Internship (2 –credit hour post baccalaureate course), Applied Dietetics (3-credit hour graduate course) and Research Methodology (2-credit hours graduate course)

Fall and Spring Quarters – Supervised Practice (9-credit hour post baccalaureate course that documents practicum hours and seminar class) and an additional 3-credit hour graduate course of choice that is approved for the M.S. degree in Nutrition and Dietetics.

Winter Quarter - Supervised Practice (8-credit hour post baccalaureate course), Research Methodology (1-credit hour graduate course) and an additional 3-credit hour graduate course of choice that is approved for the M.S. degree in Nutrition and Dietetics.

Upon completion of the four-quarter DI program, interns will have fulfilled 1200 ADA practicum hour requirements and will have 15 hours of credit toward the M.S. degree in Nutrition and Dietetics. Although completion of the masters degree is not required for completion of the Dietetic Internship, a Master of Science degree may be earned with 3 to 4 quarters of additional study.

During the internship interns are required to participate in pre and post test exams prior to assigned rotations and in a RD Exam Preparation workshop.

Interns must score an 80% or above on a comprehensive exam covering internship, pre and post practicum rotation quizzes, and practice exam preparation content before successfully completing the DI program. Mandatory study sessions will be scheduled a minimum of twice per quarter.

B. MISSION STATEMENT, GOALS AND MEASURABLE OUTCOMES OF THE DIETETIC INTERNSHIP PROGRAM

Dietetic Internship Mission Statement

To prepare dietetic interns through education, practice, research, and service to become competent entry level

dietitians who are able to impact the nutritional well being of individuals, families, consumers, and communities.

Dietetic Internship Goals and Outcome Measures

Goal 1: The Dietetic Internship Program will prepare interns to apply professional skills (communication, organization, and leadership skills; team building skills; initiative; and ethical practice) as they work with individuals, families, and community groups in a variety of practice settings.

Outcome Measures

1. Interns will receive a score of 80% or above on comprehensive exam in FNU 548: Applied Dietetics during the summer session.
2. Interns will receive a score of “Good” or above all categories of the clinical case study presentation evaluation.
3. Interns will receive a score of 80% or above on all components of the theme day project.
4. Interns will participate in a service activity in the community.
5. Interns will receive “Meets” or “Exceeds” standards on all components of the final evaluation in their end of rotation experiences in clinical, foodservice and community.

Goal 2: The Dietetic Internship Program will prepare interns to be competent entry-level dietitians.

Outcome Measures

1. Students who are admitted to the Dietetic Internship will successfully complete the dietetic internship program as demonstrated by receipt of a verification statement.
2. Interns will score an 80% or above on the comprehensive RD practice exam on the first attempt.
3. Students who complete the Dietetic Internship will respond that they “strongly agree” that they were prepared in the areas of clinical, food service management, and community nutrition.
4. Students who complete the DI and take the registration exam will pass on the first attempt.
5. Students who take the registration exam will score at or above the 50% percentile in the nutrition and food service domains.
6. Students who respond to the postgraduate Dietetic Internship evaluation will indicate that they are “very well prepared” in the area of dietetics in which they are employed.
7. Employers who respond to the employer questionnaire will indicate that their employees (former interns) are “very well prepared” in the area of dietetics in which the former interns are employed.
8. Students who complete the DI will find employment within the field of dietetics within three months of completing the Dietetic Internship or will choose to pursue graduate studies full time instead of seeking employment.

Goal 3: The Dietetic Internship Program will emphasize an enhanced understanding of research and will facilitate continuation of graduate studies in the nutrition and dietetics masters program at Louisiana Tech University.

Outcome Measures

1. Students who complete the DI and respond to the postgraduate Dietetic Internship evaluation will indicate that they “strongly agree” that they developed competence in utilizing outcomes based research.
2. Students who complete the DI will continue in the masters program.
3. During the five year reporting period, at least an average of six former DI graduates continuing in the graduate program will complete their master’s degrees each year.
4. Former DI graduates completing their masters, in the five year reporting period, will conduct a research project using outcomes based research in their job setting.

C. ENTRANCE POLICY FOR ADMISSION INTO THE DIETETIC INTERNSHIP (DI) PROGRAM.
--

ADMITTANCE TO LOUISIANA TECH UNIVERSITY DI IS BASED ON THE FOLLOWING CRITERIA:

Original documents (not copies) are required unless otherwise specified.

1. **Documentation of Academic Preparation.** Applicants, upon final admission to the DI program, must have a bachelor's degree in nutrition or approved related field and a verification statement from an ADA accredited university. Academic preparation is assessed by performance in curriculum courses. These are the courses which contribute to the attainment of the knowledge requirements specified by the American Dietetic Association for an entry level dietitian and include food and nutrition, communication (English and speech), social science, biological and physical science, and math. These are the courses your undergraduate DPD program required in order for you to receive your verification statement. If you are unsure of which classes these include at your institution, clarify with your DPD director.
 - * Curriculum GPA's are evaluated based on Louisiana Tech University's American Dietetic Association approved course equivalents to meet Knowledge Requirements for DPD programs. Applicants may submit course equivalents from the verifying institution if they wish to use these courses for evaluation of curriculum GPA.
 - * Applicants who do not meet the GPA requirements of 2.85 on curriculum courses may repeat courses to improve their curriculum GPA and reapply.
 - * GPA requirement of 2.85 on curriculum courses must be attained by the end of the fall semester or winter quarter.

2. **Admission to the Louisiana Tech University Graduate School.** Students applying to the DI Program also must apply and be accepted into the Graduate School in Human Ecology. Graduate School application, application fee, GRE scores, and an **official** copy of complete transcripts, from all universities where classes were taken, must be submitted to the Graduate School by the Dietetic Internship Application and Computer Matching deadline (See Section E).
 - * GRE scores are required and must be submitted with the application packet or sent separately prior to the application deadline. If the original was sent to the Graduate School a copy must be sent to the DI Director.
 - * Graduate school GRE requirements for unconditional acceptance is a cumulative score of 1400 or above [(GPA X 200) + verbal + quantitative]. Conditional acceptance is a cumulative score of 1200-1399 using the same formula as unconditional acceptance. **Applicants must be admitted unconditionally into the Graduate Program to be eligible for financial aid.**
 - * Dietetic Internship requirements are a cumulative score of **850** or above on the GRE verbal and quantitative sections. A combined score of 850 or above is required for consideration in the Dietetic Internship.

3. **Official copy of complete transcripts.** All accumulated and transfer credits, except courses in which you are currently enrolled, will be evaluated by the Graduate School at Louisiana Tech University and the Director of the Dietetic Internship. Official transcripts must be sent with the application packets to the Graduate School **and** to the Dietetic Internship Director. **Student copies are not acceptable.**
 - * Foreign degrees must be validated by an ADA-recommended agency. Transcript evaluation must take place prior to the application deadline.

4. **Statement of goals.** Provide a 400 to 600 word typed letter of application describing:
 - * experiences that have shaped your interest in dietetics
 - * your student involvement in dietetics
 - * professional goals (long and short term) after completion of your internship and after several years of practice
 - * strengths and areas which need improvement, focusing on the following:
 - * ability to work independently
 - * ability to work with people

- * stamina and ability to work under pressure
- * flexibility and emotional maturity
- * management skills and productivity
- * why you decided to apply to the DI at Louisiana Tech University
- * what you feel you could contribute to the DI at Louisiana Tech University

The statement of goals will be evaluated for clarity, conciseness, and conception.

5. **Application form for DI program.** Pages 9-21.
6. Documentation of **organization participation/ honors** received. Page 10.
7. Documentation of paid and/or volunteer **work experience.** Page 11-12.
8. **Two recommendation forms.** Please use enclosed forms, pages 15-20. One form should be from someone who can verify and provide feedback on your academic preparation. The second should be from a person who can document information on your paid or volunteer work experience. Recommendation forms must come from persons who can provide objective information such as a faculty advisor, student organization advisor, your supervisor at work, the person coordinating your volunteer experience, etc. Do not include recommendation forms from personal friends. These forms must be sent directly to the DI Director or submitted with the DI application packet in sealed envelopes bearing the signature of the person making the recommendation across the closing flap of the envelope. Unsealed letters by the applicant will not be accepted.
9. **Resume** which includes academic preparation and work and/or volunteer experiences.
10. **Application form for Graduate School.** Send application, application fee, GRE scores and official copy of complete transcripts directly to the Louisiana Tech University Graduate School. A copy of the Graduate School application can be found at http://www.latech.edu/documents/grad_application.pdf. Apply for admission to the College of Applied & Natural Sciences using the degree codes ANS, MS, NUDI for summer, second session 2010. Graduate School recommendation forms are **not** required for the DI application process. You can apply to graduate school online at www.latech.edu/graduate_school/admissions/index.shtml.

Additional documentation that must be included in the Application packet.

11. **Verification Statement** of completion of Didactic Program in Dietetics. †
 12. **Titles and descriptions of courses** in which currently enrolled. †*
 13. Louisiana Tech students will be given additional consideration in the application process. Tech students are those who received their verification statement from Tech or those who completed 9 or more semester hours of graduate study in pursuit of an MS degree in Nutrition and Dietetics at Louisiana Tech University. **Graduate hours must have been completed with a grade of "C" or above before the application deadline.**
- † For those applying prior to receiving a Verification Statement or final transcript, send Declaration of Intent to Complete Degree and ADA Approved Minimum Academic Requirements form and transcript including those with most recent grades. These forms can be obtained from your undergraduate DPD Director.
- * Louisiana Tech applicants do not need to include in the application packet.

Application materials will not be returned to the applicant. Application packets meeting initial eligibility requirements are reviewed and scored by the Food and Nutrition Program Development Committee. Candidates meeting program requirements are selected based on established scoring criteria. Candidates admitted into the DI program are placed in city of preference based on scored ranking of all eligible candidates.

D. RECENCY OF EDUCATION REQUIREMENTS FOR ADMISSION INTO THE DI PROGRAM

POLICY: According to Louisiana Tech University policy, students who have completed their degrees five or more years prior to registration eligibility must meet recency of education requirements.

PROCEDURES:

1. Additional courses in food and nutrition and/or foodservice management are required to update a degree which was completed five (5) or more years prior to the Louisiana Tech University DI Program application due date.
 - a. If a degree was completed between 5 and 10 years prior to the DI Program application due date, the applicant must take at least 9 semester hours of junior and senior level content coursework in food and nutrition and/or foodservice management from an ADA approved Didactic Program in Dietetics (DPD). Additional coursework, determined on an individual basis, may be required by the Food and Nutrition Program Development Committee.
 - b. If a degree was completed 10 years or longer prior to the Tech DI Program application due date, the applicant must take at least 18 hours of junior and senior level content coursework in food and nutrition and/or foodservice management that are designated in the Louisiana Tech University Dietetics curriculum.
2. Courses taken to satisfy the requirements must be completed at a U.S. regionally accredited college or university with an ADA approved DPD program.
3. Regency of Education courses must be completed within the last five (5) years.
4. Work experience prior to the dietetic internship is not credited towards practice time in the DI program.

Graduate hours acquired prior to the DI will be evaluated by the FNU Graduate Director for potential transfer to the MS program in nutrition and dietetics.

E. APPLICATION DEADLINES FOR DI AND COMPUTER MATCHING

Applicants to the Louisiana Tech University DI Program must also participate in computer matching.

Applicants must register with D&D Digital **online** at: <http://www.dnndigital.com>, pay the \$50.00 computer matching fee by credit card, enter their contact information and DI priority choices by **11:59 PM CST on February 16, 2010**.

Contact information for D&D Digital:

D & D Digital Systems
304 Main Street., Suite 301
Ames, IA 50010
Telephone #: (515) 292-0490 FAX: (515) 663-9427

Applicants applying for the Louisiana Tech University DI starting in the summer quarter will need to participate in the April computer matching and comply with established D&D Digital System's deadlines. DI applications must be postmarked by **February 16th**.

Applicants can reorder Dietetic Internship priority rankings; however, no additional internships can be added to the list. **No changes in DI rankings may be made after 11:59 PM Central Time on March 25, 2010**. If you make other arrangements and will not be able to accept a match that may occur, you must notify D&D Digital in writing of your decision to withdraw from Dietetic Internship matching by **March 25, 2010**. The \$50 matching fee is not refundable.

Applicant matching results will be posted on www.dnndigital.com from 6:00 PM Central Time, **April 5, 2010**, through **April 7, 2010** (Appointment Day). This is the **ONLY** source of notification for applicants. Each applicant will receive either ONE MATCH or NO MATCH after Log In.

F. APPLICANT'S RESPONSIBILITIES: Application, Computer Matching and Appointment Procedures

Applicants please note: complete computer matching information, including the computer matching dates, is on the ADA/CADE Web site at http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE_2408_ENU_HTML.htm

APPLICATION PHASE

Applicants are responsible for obtaining current application materials from the Dietetic Internships (DI). The basic steps in this process are:

- Obtain current application materials from selected DI's at least 6 months prior to the computer match in April and November annually. Please note that DI application forms are not available on the ADA Web site or from ADA staff. You must get all required application information from the DI programs.
- Discuss application materials with your Didactic Program Director, if available.
- If required, apply to take Graduate Record Examination (GRE).
- Obtain the Declaration of Intent to Complete form or a Verification Statement from your Didactic Program Director. One of these standardized forms is provided by the Didactic Program Director and is required as part of the DI application materials.
- Request references from advisor/faculty/employers and order official transcripts as needed for each DI application.
- Complete each DI application according to instructions provided with the application and submit the materials to the DI director by the designated deadline date. Questions about completing applications should be referred to the DI Director or your DPD Director, not ADA staff.
- Provide telephone number(s) with applications where you can be reached on Appointment Day.
- **Applicants are to register on the D&D Digital web site at www.dnddigital.com, pay the fee with a credit card, enter contact information and submit your DI preferences online.**

COMPUTER MATCHING PHASE

- Applicants are responsible for notifying D&D Digital, in writing, of a decision to withdraw from the matching process by March 25, 2010 if circumstances will prevent them from accepting a match that may occur.
- Applicants are responsible for telephoning D&D Digital if they cannot access the D&D Digital Internet site to view their personal matching results on Notification Day.

APPOINTMENT PHASE

- Applicants who receive a computer match DI appointment are responsible for accepting or rejecting the match by telephone, email, or fax on or before 5:00 pm (of the program's time zone) on Appointment Day, April 7, 2010 to confirm acceptance of the match. After this time, the program is under NO obligation to hold the opening for matched applicants.
- Applicants who submitted a Declaration of Intent to Complete form with their DI applications must obtain a signed DPD Verification Statement from their DPD Program Director and official transcript documenting completion of the bachelor's degree before they may begin the DI.

IMPORTANT APPLICANT RESPONSIBILITIES

Participants in the computer matching process are expected to adhere to the results of the match and accept a match that may occur. It is unethical to decline a match in order to pursue appointment to another program.

Programs with open positions will be posted on the D&D Digital Web site the day following Appointment Day. Applicants who **do not receive a computer match** must not contact any program with open positions until the day following Appointment Day. In addition, please do not ask your Didactic Program Director to inquire about programs with open positions until the day programs with open positions are posted. This allows the DI programs time to confirm acceptance from their matched applicants and determine the process they will use to fill open positions.

G. APPOINTMENT DAY

Those who have matched with the Louisiana Tech Dietetic Internship can either phone, e-mail, or fax your acceptance on the appointment day. An official letter requesting written documentation of acceptance will be mailed to matched interns following the appointment date. Contact information is included on the first page of the application packet.

H. REQUIREMENTS UPON ACCEPTANCE INTO THE PROGRAM:

- a. Physician statement verifying ability to function in practice facilities, that all immunizations are up to date, and that tetanus shot was received within the past 10 years.
- b. Proof of health insurance.
- c. Proof of professional liability insurance.
- d. Verification of TB Skin test and start of Hepatitis B vaccination series.
- e. Proof of updated immunization records.
- f. A drug and alcohol screening and /or criminal background check **may** be required before placement in facilities.
- g. Signed DPD Verification Statement from your DPD Program Director.
- h. Official transcript documenting completion of the bachelor's degree.

I. ACADEMIC AND PROGRAM CALENDAR

The dietetic internship adheres to the academic calendar of Louisiana Tech University. The LA Tech academic calendar can be found on the Tech website www.latech.edu. Dietetic interns are granted the same holidays and break as all Tech students. During non scheduled time off interns are otherwise scheduled in facilities for practicum rotations during the academic quarter(s). Dietetic Internship calendars documenting time in facilities, holidays, breaks, and class commitments are provided on a quarterly basis.

J. PROGRAM COMPLETION REQUIREMENTS

Completion of the Dietetic Internship requires successfully passing all the requirements of F&N 492:

Supervised Practice in Nutrition/Dietetic. Interns must also maintain good standing within the graduate program and meet all requirements for continuing in the graduate program in order to successfully complete the dietetic internship.

Requirements for successful completion of F&N 492 are as follows:

F&N 492: *Supervised Practice in Nutrition/Dietetics*

1. The American Dietetic Association Performance Requirements must be completed satisfactorily and verified by preceptors/adjunct faculty and/or Tech faculty. Verification of performance requirements is documented in the Competency Record.
2. Professional behavior reviews conducted by preceptors/adjunct faculty at the completion of each rotation, scheduled for two weeks or longer, must consistently document that the intern is performing at an acceptable level. The "Progressive Discipline for Student Performance Problems" policy will be adhered to if problems are identified. Interns must comply with the policy and fulfill requirements for successful completion of the program.
3. Interns must fulfill 1,200 clock hours of practice time through practicum requirements in the facilities and/or through other assigned activities.
4. Documentation of completed Competency Record and a portfolio of work must be submitted to the DI Program Director before completion of the program.
5. Participation in RD practice exam class requirements and workshop.
6. Receive a score of 80% or above on comprehensive RD practice exam and all pre and post rotation quizzes.
7. F&N 492 is a pass/fail course. Successful completion of listed requirements will result in a passing grade for the course.

K. CREDENTIALING PROCESS FOR DIETETICS PRACTITIONERS

The Louisiana Tech University Dietetic Internship is accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association. Interns who have fulfilled the ADA knowledge requirements and received a verification statement from an approved DPD will fulfill the ADA performance requirements while enrolled in the dietetic internship. A verification statement is granted from the DI Program Director upon successful completion of the program. Graduates are then qualified to apply for the ADA registration exam and seek employment as an entry-level dietitian.

The Dietetic Internship is currently accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040 ext 5400, a specialized accrediting body recognized by the Council for Higher Education Accreditation and the United States Department of Education.

ESTIMATED FEES FOR THE DIETETIC INTERNSHIP PROGRAM

(All fees subject to change)

1. Application fee for Graduate School:	\$	40.00		
Instate				
2. Summer quarter – 7-10 hrs. DI Hours	\$	1476.00-1743.00		2664.00-3542.00
(on campus) Technology Fee	\$	35.00-50.00		35.00-50.00
Energy Surcharge	\$	126.00-144.00		126.00-144.00
DI Fee	\$	125.00		125.00
College Fee	\$	<u>7.00</u>		<u>7.00</u>
TOTAL	\$	1769.00-2069.00		2957.00-3868.00
Out of State				
F, W, Sp/quarters-12 hrs.	DI Hours \$	1666.18		3261.18
(off campus) (8-9 hrs intern	Technology Fee\$	60.00		60.00
& 2-3 hrs on campus)	Energy Surcharge\$	144.00		144.00
	DI Fee \$	125.00		125.00
	College Fee \$	<u>7.00</u>		<u>7.00</u>
	TOTAL \$	2002.18		3597.18

(PLEASE NOTE: Additional costs quarterly may include: International Fee \$40.00 and International Medical Insurance Fee \$87.50.) *Fees are based on fall 2009 Tuition and Fees (Subject to change for upcoming year).

*Interns are eligible for financial aid as a full-time graduate student. Interns must be admitted **unconditionally** to the University and maintain a 3.0 GPA or above in order to receive financial aid.

3. Approximately \$100.00+ for criminal background check and drug/alcohol screening.
4. Textbooks: Approximately \$200.00 Additional costs for text books will be added for graduate courses taken.
5. Dietetic Internship Handbook: Approximately \$10.00
6. Professional Student Liability Insurance: Maginnis & Associates \$35.00
332 Michigan Ave.
Chicago, IL 60604
7. Personal Health Insurance: Variable – Approximately \$50.00/month through LA Tech University Student Government Association
8. Medical Exam – variable – estimated approximately \$100.00
9. Uniforms: Name Tag \$ 5.00
Program patch (2) \$10.00
Lab Coats (minimum 1) \$35.00+each
10. Membership in Professional Organizations:
ADA-Affiliate Member \$50.00/year
Local Dietetic Association \$ 5.00/year
11. Louisiana Dietetic Association Meeting (Spring Quarter): Registration \$ 75.00
(Optional) Lodging and transportation \$200.00
(may vary depending on location of meeting)
12. Meals at facilities: Approximately \$5.00/meal
13. Transportation: Students must provide their own – estimated \$500-\$750 for gas
14. RD Preparation Exam workshop: \$395.00
15. Apartment Finder Information:

Shreveport Chamber of Commerce 400 Edwards St. Shreveport, LA 71101 Phone: (318) 677-2500	Bossier City Chamber of Commerce 710 Benton Road Bossier City, LA 71111 Phone: (318) 746-0252
Monroe Chamber of Commerce 212 Walnut St. Suite 100 Monroe, LA 71201 Phone: (318) 323-3461	Alexandria Chamber of Commerce 1118 3 rd St. Alexandria, LA 71301 Phone: (318) 442-6671

Work experiences in the past five (5) years: List all experiences, including volunteer, beginning with the most recent. Indicate if the experience was paid, volunteer or part of a practicum/field experience associated with a college course. Briefly describe key responsibilities. When indicating the amount of hours, use hrs/wk for reoccurring work and volunteer experiences and total hours for limited time volunteer and practicum/field experiences. (Note: if you have professional dietetics work experience from over five years ago, you may include it.) Use additional pages as needed.

Name of Employer / Organization	Position Title	Start and End Dates (Month/Year)	Hrs/Wk or Total Hours	Paid, Volunteer, or Practicum
1.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
2.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
3.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
4.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
5.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
6.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	

Work experiences in the past five (5) years, continued

Place of Employment and/or Practicum	Position, Title	Start and End Dates (Month/Year)	Hrs/Wk or Total Hours	Paid, Volunteer, or Practicum
---	-----------------	-------------------------------------	--------------------------	----------------------------------

7.

Supervisor's Name and Title:

Email:

Phone:

Key Responsibilities:

8.

Supervisor's Name and Title:

Email:

Phone:

Key Responsibilities:

9.

Supervisor's Name and Title:

Email:

Phone:

Key Responsibilities:

10.

Supervisor's Name and Title:

Email:

Phone:

Key Responsibilities:

11.

Supervisor's Name and Title:

Email:

Phone:

Key Responsibilities:

12.

Supervisor's Name and Title:

Email:

Phone:

Key Responsibilities:

Instructions for Completing Grade Point Averages

CALCULATING UNDERGRADUATE GPA (If you have earned credits from multiple educational systems that use different credit units, e.g. semesters and quarters, you must convert all credits to one type of unit.)

- Example 1 – Pat completed all courses required for an undergraduate degree in nutrition from one university.
 - Pat should use the calculated GPA on the institution's transcripts.
- Example 2 - Sarah earned an undergraduate degree in sociology with a minor in nutrition. She attended two community colleges and a state university to fulfill all degree requirements. She also took several general interest courses while attending these colleges, although the courses did not meet any specific degree requirements. These courses are listed on her transcripts. Sarah also took a ceramics class at a fourth local community college during one summer. It was the only course she took from this college and is not one of the three colleges she attended to meet her degree requirements. Sarah will calculate the Undergraduate GPA using the transcripts from the three institutions she attended where she earned credits towards her undergraduate degree. Because Sarah did not transfer her ceramics course grade to her degree granting institution, it will not be included in the Undergraduate GPA calculation. General interest courses Sarah took from the three credit earning institutions will be included.

	College/University 1		College/University 2		College/University 3	
	Credits	GPA	Credits	GPA	Credits	GPA
From Transcripts	15	3.90	24	2.90	89	3.32
Grade Points Earned ₁	58.5		69.6		295.48	

¹To calculate Grade Points Earned, multiply the number of credits times the GPA for each respective institution separately.

²To calculate the Undergraduate GPA; divide the Total Grade Points Earned by the Total Credits. In this example: $423.58 \div 128 = 3.31$.

Total Grade Points Earned	423.58
=	
Total Credits =	128
Undergraduate GPA₂ =	3.31

CALCULATING DPD GPA:

Each university has specific courses which meets Didactic Program in Dietetics (DPD) requirements. The DPD Director at the university where you earned or will earn the Verification Statement indicating you are eligible to apply to a dietetic internship will have a list of these courses. The following scale should be used to calculate Grade Points Earned for your DPD GPA. For repeated courses, list both grades earned but use only the higher grade to calculate the DPD GPA.

Grade earned	Grade Points Earned for each credit
A+, A, A-	4.0
B+, B, B-	3.0
C+, C, C-	2.0
D+, D, D-	1.0

Sample completed form:

College or University	Course Prefix & No.	Course Title	Lab / Practicum	Term & Year	No. of Credits	Grade Earned	Grade Points Earned
Midtown University	Chem 113	Chemistry	<input type="checkbox"/>	Fall '04	3	B	9
	Chem 114	Chemistry Lab	<input checked="" type="checkbox"/>	Fall '04	1	A-	4
	A&P 202	Physiology (includes lab)	<input checked="" type="checkbox"/>	Fall '03	0	D	0
	A&P 202	Physiology (includes lab) (retook class)	<input checked="" type="checkbox"/>	Fall '04	4	C+	8
Centerville Comm College	Psych 100	Intro to Psychology	<input type="checkbox"/>	Summer '04	3	A	12
	Eng 101	English Composition	<input type="checkbox"/>	Summer '04	3	B+	9
Eastside State University	Nutr 344	Food Management	<input type="checkbox"/>	Spring '05	3	B-	9
	Nutr 444	Advanced Nutrition	<input type="checkbox"/>	Spring '06	INC*		
Totals Credits					17	Total Grade Points	51
To calculate DPD GPA, divide the Total Grade Points by the Total Credits. In this example: $51 \div 17 = 3.00$						DPD GPA	3.00

WAIVER AND RECOMMENDATION FORM

To the applicant: Please complete the following:

Name: _____ **Date of Graduation:** _____
(last, first, middle or maiden)

The applicant should sign and date one of the following statements:

- 1) I wish to have access to this letter and I understand that under the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978, I have the right to read this recommendation.

Applicant's Signature _____ Date _____

- 2) I wish this letter to be confidential and I hereby waive any and all access rights granted me by the above laws to this recommendation.

Applicant's Signature _____ Date _____

Please rate the applicant on the qualities you feel you can judge on the grid below. Indicate your perception of the student's readiness to function in a dietetic internship program at this time. Provide comments of ratings and your signature on next page.

Actual or Expected
Date of Graduation

Student's Name _____

O - Outstanding; MS - More than Satisfactory; SAT - Satisfactory; NI - Needs Improvement, U - unsatisfactory

	O	MS	SAT	NI	U	Unable to Evaluate
Application of Knowledge						
Nutrition Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Nutrition Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foodservice Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical Skills/Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conceptual Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills						
Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills						
Peers/Co-Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers/Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaction to Stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility/Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Potential as a Dietitian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationship to Applicant: Advisor: Teacher: Work Supervisor: Other:

If Other, please indicate relationship: _____

How long have you known applicant? _____

How well do you know applicant? _____

Do You: Highly Recommend Recommend Not Recommend
(Check appropriate box.) 5 4 3 2 1

Prepared by The American Dietetic Association and Dietetic Educators of Practitioners Practice Group for optional use by dietetic education programs (2004).

Additional Information: Use to amplify or add to characteristics rated on previous page. Indicate applicants strengths and those qualities that require further development. (May attach a separate sheet or letter.)

Strengths:

Qualities that Require Further Development:

Name _____

Signature _____ **Date** _____

Position _____

Place of Employment _____

Address _____

Phone xxx-xxx-xxxx **E-mail** _____

WAIVER AND RECOMMENDATION FORM

To the applicant: Please complete the following:

Name: _____ **Date of Graduation:** _____
(last, first, middle or maiden)

The applicant should sign and date one of the following statements:

- 1) I wish to have access to this letter and I understand that under the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978, I have the right to read this recommendation.

Applicant's Signature _____ Date _____

- 2) I wish this letter to be confidential and I hereby waive any and all access rights granted me by the above laws to this recommendation.

Applicant's Signature _____ Date _____

Please rate the applicant on the qualities you feel you can judge on the grid below. Indicate your perception of the student's readiness to function in a dietetic internship program at this time. Provide comments of ratings and your signature on next page.

Student's Name _____ Actual or Expected Date of Graduation _____

O - Outstanding; MS - More than Satisfactory; SAT - Satisfactory; NI - Needs Improvement, U - unsatisfactory

	O	MS	SAT	NI	U	Unable to Evaluate
Application of Knowledge						
Nutrition Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Nutrition Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foodservice Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical Skills/Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conceptual Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills						
Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills						
Peers/Co-Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers/Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaction to Stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility/Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Potential as a Dietitian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationship to Applicant: Advisor: Teacher: Work Supervisor: Other:

If Other, please indicate relationship: _____

How long have you known applicant? _____

How well do you know applicant? _____

Do You: Highly Recommend Recommend Not Recommend
 (Check appropriate box.) 5 4 3 2 1

Prepared by The American Dietetic Association and Dietetic Educators of Practitioners Practice Group for optional use by dietetics education programs (2004).

Additional Information: Use to amplify or add to characteristics rated on previous page. Indicate applicants strengths and those that require further development. (May attach a separate sheet or letter.)

Strengths:

Qualities that Require Further Development:

Name (please print or type) _____

Signature _____ **Date** _____

Position _____

Place of Employment _____

Address _____

Phone xxx-xxx-xxxx **E-mail** _____

City Preference Ranking

Rate preference of city in which you would like to be placed. If no preference, document "N/A". (I am aware that this does not guarantee placement in preferred city).

_____ Alexandria

_____ Monroe

_____ Shreveport

I am aware that students must provide their own housing and transportation. I understand that a professional program fee, in addition to the university tuition, is assessed each quarter during the Dietetic Internship.

I am aware that before entering the program, I must submit final transcripts and a Verification Statement.

The Louisiana Tech University Dietetic Internship is a four-quarter program based on the academic calendar established by Louisiana Tech University. A Louisiana Tech University academic calendar can be obtained on the Tech website at www.latech.edu. A Dietetic Internship calendar, which coincides with Louisiana Tech's, will be provided upon acceptance into the DI. If additional information is required concerning starting dates and completion dates, please contact the Dietetic Internship Program Director.

APPLICANT'S SIGNATURE: _____

Mail Materials to: Dietetic Internship Program Director
 School of Human Ecology
 P.O. Box 3167
 Louisiana Tech University
 Ruston, LA 71272

DIETETIC INTERNSHIP PROGRAM CHECKLIST
SCHOOL OF HUMAN ECOLOGY
COLLEGE OF APPLIED AND NATURAL SCIENCES
LOUISIANA TECH UNIVERSITY

Did you remember to include:

1. ___ Application form for DI Program (pgs. 10-22).
2. ___ Graduate School Application (Sent directly to the Graduate School).
3. ___ Graduate School Application fee (Sent directly to the Graduate School).
4. ___ GRE Scores. Sent to the Louisiana Tech University Graduate School and a copy to the DI Director prior to the application deadline.
5. ___ Two sets of official transcripts. One sent with application packet to DI Director and one sent to the Graduate School.
6. ___ Statement of goals (pg. 3).
7. ___ Personal Resume (pg. 4).
8. ___ Two recommendation forms. [One recommendation from an individual who can address academic preparation and another from work or volunteer experience supervisor] (pgs. 16-21)
9. ___ Verification statement indicating completion of Didactic Program in Dietetics.
10. ___ Titles and description of courses in which currently enrolled [Declaration of intent to complete degree and/or CADE-approved minimum requirements signed by Didactic Program Director] Louisiana Tech applicants exempt.
11. ___ City Preference Ranking (pg. 22).