

# **DIETETIC INTERNSHIP (DI) PROGRAM**

**APPLICATION PACKET**



**SCHOOL OF HUMAN ECOLOGY  
COLLEGE OF APPLIED AND NATURAL SCIENCES**

# LOUISIANA TECH UNIVERSITY

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**ADMISSION REQUIREMENTS FOR THE  
DIETETIC INTERNSHIP PROGRAM AT LOUISIANA TECH UNIVERSITY**

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Louisiana Tech University  
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Information regarding the Dietetic Internship can be found in the Louisiana Tech University catalogue at <http://catalog.latech.edu/>

**A. DESCRIPTION OF DEITETIC INTERNSHIP PROGRAM**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Louisiana Tech University Dietetic Internship Program is a four-quarter program that fulfills ACEND requirements for entry-level dietitians. The Dietetic Internship is approved for 20 positions but currently fills 15 slots. During the summer quarter, interns complete 6 hours of graduate credit on the Ruston campus towards their M.S. in Nutrition and Dietetics. For the Fall, Winter, and Spring Quarters, interns are placed in one of three geographic areas: Alexandria, Monroe/Ruston, or Shreveport, Louisiana while completing one 3-hour online graduate class per quarter towards their M.S. in Nutrition and Dietetics. 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 concentration. During the program, attempts are made to individualize experiences to meet interns' personal goals. Although the program encourages diverse experience in preparation for the Dietetic Internship, the Dietetic Internship at Louisiana Tech University does not have a policy for assessing prior learning or competence.

**Dietetic Internship Curriculum**

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 enroll in a FNU 592 course that documents the practicum hours and a seminar class on campus and complete 15 hours of graduate credit.

Courses interns will enroll in during the internship include:

- Summer Quarter – FNU 548: Applied Dietetics (3-credit hour graduate course) and FNU 592: Internship in Nutrition-Dietetics (3-credit hour graduate course that is applied towards the Master's Degree)
- Winter Quarter – FNU 592: Internship in Nutrition-Dietetics (6-credit hour course that documents practicum hours and seminar class that is not applied towards the Master's Degree) and HEC 504: Research Methodology (3-credit hour graduate course).
- Fall and Spring Quarters– FNU 592: Internship in Nutrition-Dietetics (6-credit hour course that documents practicum hours and seminar class that is not applied towards the Master's Degree) and an additional 3-credit hour graduate course of choice that is approved for the M.S. Degree in Nutrition and Dietetics Graduate Certificate Program.

Upon completion of the four-quarter DI Program, interns will have fulfilled the ACEND practicum 1200 hour requirement and will have 15 hours of credit work toward the M.S. degree in Nutrition and Dietetics. Although completion of the Master's 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.

### **Graduate Certificate Program**

In May of 2010, the Louisiana Board of Regents approved a Graduate Certificate Program in Dietetics. Effective, May 2011, dietetic interns who complete the prescribed 15 hours of graduate course work (completed with a “B” average) will be granted the Graduate Certificate in Dietetics.

### **Required Course Work for Graduate Certificate Program Includes:**

1. HEC 504 (3 hours): Methodology in Human Ecology Research
2. FNU 548 (3 hours): Applied Dietetics
3. Two additional 500-level FNU graduate courses (6 hours)
4. One additional graduate course, to be selected from Food and Nutrition, Family and Child Studies, Human Ecology, Kinesiology, Counseling, Psychology, Biological Sciences, Health Informatics and Information Management, or related area approved by advisor (3 hours).

The course work for the Graduate Certificate in Dietetics can be applied toward the Master of Science degree in Nutrition and Dietetics after completion of the Dietetic Internship.

### **Additional Program Completion Requirements**

- During the internship, interns are required to participate in pre- and post-test exams, and a RD Exam Preparation workshop.
- Interns must score an 80% or above on a comprehensive exam, pre- and post-practicum rotation quizzes, and practice exam preparation content before successfully completing the DI program. Mandatory study sessions are scheduled a minimum of twice per quarter.

## **B. MISSION STATEMENT, GOALS AND MEASUREABLE OUTCOMES OF THE DIETETIC INTERNSHIP PROGRAM**

(Program outcomes data are available upon request)

### **Dietetic Internship Mission Statement**

To prepare dietetic interns to become competent entry-level registered dietitian nutritionists who are employed in the field of dietetics; to provide service to their profession and community; while emphasizing research and continuation of graduate studies.

### **Dietetic Internship Goals, Objectives and Outcome Measures**

Goal #1 – The Dietetic Internship Program will prepare interns to be competent entry-level registered dietitian nutritionists who complete the program within 150% of program length, who gain employment in the field of dietetics within 12 months of program completion, and who provide service to their profession and community.

Objective 1: 100% of preceptors who respond to the Supervising Dietitians Evaluation will “agree” interns are prepared for entry level practice upon completion of the DI program.

Objective 2: At least 80% of graduates who respond to the Post Graduate- DI Program Evaluation will report that they have provided service to the community (eg. Wellness fairs, presentations, etc.) after completion of the DI.

Objective 3: At least 80% of program interns complete program/degree requirements within 16.5 months (150% of the program length).

Objective 4: 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

Objective 5: The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Objective 6: Of graduates who seek employment, 90 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.

Objective 7: 100% of employers who respond to the Employer Questionnaire will indicate their employees (former interns) "are satisfactorily prepared" for entry level practice.

Goal #2 – The Dietetic Internship Program will emphasize research to internship graduates and will encourage their continuation of the Nutrition and Dietetics master's program at Louisiana Tech University within one year after completion of the Dietetic Internship.

Objective 1 – 100% of the students who complete the DI and respond to the Post Graduate- DI Program Evaluation will "agree" they developed competence in using outcomes based research in practice.

Objective 2 – At least 60% of the students who complete the DI will continue in the Nutrition and Dietetics master's program at Louisiana Tech University within one year of completing the DI program.

Objective 3 – During the accreditation reporting period, at least 8 former interns who are continuing in the graduate program will complete their Master's degree annually.

Objective 4 – Annually, at least 4 students who have completed the graduate program will have their research accepted for a professional presentation or manuscript.

## C. ADMISSION REQUIREMENTS FOR THE DIETETIC INTERNSHIP (DI) PROGRAM

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

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 accredited university and a curriculum GPA of 2.85 or above. Academic preparation is assessed by performance in curriculum courses. These are the courses which contribute to the attainment of the core knowledge requirements specified by the ACEND 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 requires 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.

\*GPA requirement of 2.85 on curriculum courses must be attained by the end of the fall semester or winter quarter.

\*Curriculum GPA's are evaluated based on the ACEND approved course equivalents to meet Knowledge Requirements for DPD programs.

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.

Send graduate school application, application fee, GRE scores and official copy of complete transcripts directly to the Louisiana Tech University Graduate School. You can apply to graduate school online at <http://www.latech.edu/graduate-school/admissions/index.php>. Apply for admission to the College of Applied & Natural Sciences for the Master of Science in Nutrition and Dietetics using the degree codes:

**ANS, MS, NUDI for summer, second session 2018**

**Do NOT apply to the Graduate Certificate Program or Life Long Learning. Application to the Graduate Certificate Program will occur after acceptance/match into the Dietetic Internship.**

Graduate School Recommendations are required, you can use the names of individuals who will complete DI recommendations (for DICAS) on the graduate school application or choose other individuals for the Graduate School Application.

**3. GRE Requirements:**

\*GRE scores are required and must be submitted with the Graduate School application packet or sent separately prior to the application deadline.

**For GRE scores taken before August 1, 2011:**

- \* 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.**
- \* Minimum Dietetic Internship requirements are a combined score of **850** or above on the GRE verbal and quantitative sections.

**GRE scores taken after August 1, 2011:**

Minimum score: Verbal & quantitative = 290 (for Spring 2018)

- 4. Application to the Dietetic Internship.** Please be advised that all components should be sent electronically. The Application Process includes:

**DICAS:**

The Louisiana Tech University Dietetic Internship Program uses the online centralized internship application, DICAS, which may be accessed at <https://portal.dicas.org>; email: [DICASinfo@DICAS.org](mailto:DICASinfo@DICAS.org). DICAS will be available on December 8, 2017 for the Spring 2018 Match. The online application must be completed for the Louisiana Tech DI program by 11:59 p.m. Central Time on February 15, 2018. The fee for DICAS is \$45 for the first application submitted and \$20 for each additional application.

**Personal Statement.** Applicants applying through DICAS will be asked to complete a personal statement in 1,000 words or less. Questions to be addressed in the personal statement include:

- \*Why do you want to enter the dietetics profession?
- \*What are some experiences that have helped to prepare you for your career?
- \*What are your short-term and long-term goals?
- \*What are your strengths and weaknesses or areas needing improvement?

**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 from all colleges and universities attended should be sent to the Graduate School **and** to DICAS at:

**Graduate School:**

Louisiana Tech University  
The Graduate School  
P.O. Box 7923  
Ruston, LA 71272

**DICAS:**

DICAS – Transcript Department  
P.O. Box 9118  
Watertown, MA 02472

Student copies are **not** acceptable.

Foreign degrees must be validated by an Academy of Nutrition and Dietetics-recommended agency. Transcript evaluation must take place prior to the application deadline.

**References.** When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed online.

For the Louisiana Tech DI, three references are required and are preferred from those who can verify and provide feedback on academic preparation and document information on paid or volunteer work experience. Do not include references from personal friends.

**Verification Statement or Declaration of Intent.** An official statement of Verification of Completion of the Didactic Program in Dietetics (DPD), or Declaration of Intent to complete academic requirements, with original signatures, is required. Once you submit the online DICAS application, the DPD Director will be notified to submit a verification statement or declaration of intent.

**Evaluation Criteria** is ranked on the following in descending order:

Curriculum GPA and GRE scores, statement of goals, recommendations, and volunteer work/experience.

**Supplemental Materials.** Upload a copy of GRE scores, Resume and City Preference ranking (page 10).

5. **Participation in Computer Matching.** Applicants to the Louisiana Tech University DI program must also participate in computer matching. Complete computer matching information, including the computer matching dates, is located at <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485425>.

Applicants must register with D&D Digital **online** at: <http://www.dnndigital.com>, pay the \$55.00 computer matching fee by credit card and enter their contact information and Dietetic Internship preferences by **11:59 PM Central Time February 15, 2018**.

Applicant matching results will be posted on [www.dnndigital.com](http://www.dnndigital.com) from 6:00 PM Central Time, **April 8, 2018** through **April 9, 2018** (Appointment Day). This is the **ONLY** source of notification for applicants. Each applicant will receive either ONE MATCH or NO MATCH after Log In.

Matched applicants **must contact** the Dietetic internship program by telephone, FAX, or e-mail **on or before** 6:00 PM (time zone of the program), **April 9, 2018**, to confirm acceptance of the MATCH. After this time, the program is under no obligation to hold the opening for the matched applicant.

Contact information for D&D Digital:  
D & D Digital Systems

304 Main Street., Suite 301  
 Ames, IS 50010  
 Telephone #: (515) 292-0490      FAX: (515) 663-9427

#### **D. REGENCY OF EDUCATION POLICY FOR ADMISSION INTO THE DI PROGRAM**

**POLICY:** According to Louisiana Tech University policy, students who have completed their degrees/verification statement five or more years prior to the Louisiana Tech DI Program application due date must meet recency of education requirements.

#### **E. 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 minimum 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 (original, not in black ink).
- h. Official transcript documenting completion date of the bachelor's degree.
- i. Current Academy of Nutrition and Dietetics membership card.

#### **F. ACADEMIC AND PROGRAM CALENDAR**

The dietetic internship adheres to the academic calendar of Louisiana Tech University (<http://www.latech.edu/registrar/calendar.shtml>). The LA Tech academic calendar can be found on the Tech website [www.latech.edu](http://www.latech.edu). Dietetic interns are granted the same holidays and breaks as all Tech students. During non-scheduled time off, interns are otherwise scheduled in facilities for practicum rotations during the academic quarter(s). The Dietetic Internship calendar documenting time in facilities, holidays, breaks, and class commitments is provided during the Summer Quarter.

#### **G. PROGRAM COMPLETION REQUIREMENTS**

Completion of the Dietetic Internship requires successfully passing all the requirements of F&N 592: *Internship 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 592 are as follows:

1. The ACEND competency requirements must be completed satisfactorily and verified by preceptors or Tech faculty. Verification of performance requirements is documented in the Activity 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 Activity 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. Receive a score of 80% or above on comprehensive RD practice exam and all pre- and post-rotation quizzes.
6. F&N 592 is a pass/fail course. Successful completion of listed requirements will result in a passing grade for the course.
7. Completion of 15 hours graduate credit approved through individual plans of study.
8. Students completing requirements of the Dietetic Internship as established by the policies of the Louisiana Tech University DI will receive a verification statement which is submitted to CDR for eligibility to sit for the RD exam.
9. Maintain good standing and meet all requirements for continuing in the graduate program.
10. The DI is designed to be completed within 11 months but a maximum of 16.5 months is allowed for completing the program based on when the intern started the DI program.

In the event that a leave of absence is necessary prior to program completion for purposes of documented medical leave, family emergency, and/or military leave the following procedures are to be taken:

- Intern must submit written request to the Food and Nutrition Program Development committee for evaluation.
- Request will be evaluated on an individual basis. Approval is at the discretion of the Food and Nutrition Program Development committee who will consider issues such as availability of practicum facility, staff, Louisiana Tech resources and available slots.
- Students will be responsible for meeting all DI program requirements.

## **H. CREDENTIALING PROCESS FOR DIETETIC PRACTITIONERS**

The Louisiana Tech University Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics. Interns will fulfill the ACEND 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 Commission on Dietetic Registration (CDR) registration exam. Graduates must pass the CDR registration exam to become registered dietitians and practice as entry level dietitians. Information regarding licensure is provided at <https://www.cdrnet.org/state-licensure-agency-list>. Registered dietitians practicing in Louisiana must also be licensed unless they meet exemption criteria.

The Dietetic Internship is currently granted full accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877-1600 ext. 5400, a specialized accrediting body recognized by the United States Department of Education. [www.eatright.org/acend](http://www.eatright.org/acend)

## ESTIMATED FEES FOR THE DIETETIC INTERNSHIP PROGRAM

(All fees subject to change)

The Louisiana Tech University tuition calculator is available at

<http://www.latech.edu/finaid/resources/coa.php>

1. Application fee for Graduate School: \$40.00 US Citizen/Internship			
2. Summer Quarter – 6 hrs (on campus)	DI Hours	<b>Instate</b>	<b>Out of State</b>
	Technology Fee	\$2371.00	\$4080.00
	Energy Surcharge	\$30.00	\$30.00
	DI Fee	\$30.00	\$30.00
	ANS College Fee	\$200.00	\$200.00
	<b>TOTAL</b>	<b>\$35.00</b>	<b>\$35.00</b>
<b>For each quarter:</b>			
Fall, Winter, and Spring Quarters – 9 hrs (off campus)	DI Hours	\$2945.00	\$5730.00
	Technology Fee	\$135.00	\$135.00
	Energy Surcharge	\$120.00	\$120.00
	DI Fee	\$200.00	\$200.00
	ANS College Fee	\$35.00	\$35.00
	<b>TOTAL</b>	<b>\$3435.00</b>	<b>\$6220.00</b>
Annual Cost (all fees subject to change)		\$12971.00	\$23035.00

(PLEASE NOTE: Additional costs quarterly may include: International Fee \$40.00 and International Medical Insurance Fee \$237.00). \*Fees are based on Fall 2017 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 textbooks will be added for graduate courses taken.
5. Professional Student Liability Insurance: Proliability – Mercer \$45.00  
332 Michigan Ave  
Chicago, IL 60604
6. Personal Health Insurance: Variable
7. Medical Exam – variable – estimated approximately \$100.00
8. Uniforms: Name Tag \$5.00  
Program Patch \$10.00  
Scrubs \$35.00+/each
9. Membership in Professional Organizations:  
Academy Affiliate member \$50.00/year Local  
Area Association \$5.00/year

Revised June 2018

10. Louisiana Dietetic Association Meeting (Spring Quarter): (Optional)
- |                            |  |
|----------------------------|--|
| Registration               | \$75.00  |
| Lodging and transportation | \$200.00 (may vary depending on location of meeting) |
11. Meals at facilities: Approximately \$5.00/meal
12. Transportation: Students must provide their own – estimated \$500-\$750 for gas
13. RD Preparation Exam workshop: \$550.00

Dietetic Interns are eligible for financial aid at Louisiana Tech University. Additional information can be obtained at the Office of Financial Aid website: [http://www.latech.edu/financial\\_aid/](http://www.latech.edu/financial_aid/)

**Rate preference of city** (1=first, 2=second, 3=third) in which you would like to be placed.

\_\_\_\_\_ Alexandria

\_\_\_\_\_ Monroe

\_\_\_\_\_ Shreveport

\_\_\_\_\_ No Preference

I am aware that this does not guarantee placement in my preferred city.

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 official 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](http://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: \_\_\_\_\_

## Dietetic Internship Application Checklist Louisiana Tech University

Items to  
Remember:

1. Application to the Louisiana Tech University Dietetic Internship through DICAS.
2. Transcripts. Sent to the Louisiana Tech University Graduate School and DICAS Transcript Department.
3. Resume – uploaded in the supplemental materials section as part of DICAS.
4. Graduate School Application (Sent directly to the Louisiana Tech University Graduate School).
5. Graduate School Application Fee (Sent directly to the Louisiana Tech University Graduate School).
6. GRE Scores. Sent to the Louisiana Tech University Graduate School and a copy uploaded in the supplemental materials section as part of DICAS.
7. City Preference Ranking (pg.10). Upload in the Supplemental Materials section as part of DICAS.