Dietetic Internship Program Application

Verify application requirements of each program to which you wish to apply.
Not all programs use this form. All information must be typed/printed.

Date _____

Name _____
(Last) (First) (Middle or Maiden)

Present Address _____
(Street) (Apt #)

_____
(City) (State) (Zip Code) (Phone)

Permanent Address
(If different) _____
(Street) (Apt #)

_____
(City) (State) (Zip Code) (Phone)

_____
Cell Phone Number

_____
(Phone number where you can be reached on Appointment Day.)

_____
E-mail address

_____
Actual or Expected Date (Month/Year)
Baccalaureate Degree conferred.

_____
Actual or Expected Date (Month/Year)
DPD Course requirements completed.

Foreign Applicants: Designate Immigration Status _____ Expiration Date: _____

Grade Point Averages:

Overall Undergraduate (See page 6.)	DPD (See page 6.)	Overall Graduate (If applicable)

Graduate Record Exam Results:
(If taken, include a copy with your application.)

- Not all programs require GRE scores.
- Check each program's admission requirements.
- Leave blank if not applicable.

Date Taken (Month/Year)	Verbal Score	Quantitative Score	Analytical Writing Score

Use the following steps, to unlock this document so it is editable, i.e. you are able to modify box sizes, font etc.

1. Open the file in Word.
2. Place your cursor to the right side of the taskbars at the top of the page
3. Right click and select Forms
4. The Forms taskbar will appear.
5. Click on the lock icon. (It is usually the last one to right on Forms taskbar.)

The form is now unlocked and editable. Treat it as you would any table in a Word document. After making edits, you can re-click on the lock icon. This allows you to once again jump between fields with the tab key and the drop down boxes,work as intended.

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Education: List all colleges or universities attended, with most recent listed first.

College/University	City and State of College/Univeristy	Start and End Dates (Month/Year)	Degree

Recommendations: List the names of the 3 individuals who will complete your recommendation forms.

Name	Title	Address	E-mail and Phone
			Email: Phone:
			Email: Phone:
			Email: Phone:

Honors and/or extracurricular activities after beginning college: List organizations, appointed or elected offices held, scholarships, honors, and certifications received. Include dates for honors

Professional Organization Memberships: List professional organizations of which you are a member.

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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: Phone:	
Key Responsibilities:				
2.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				
3.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				
4.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				
5.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				
6.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				

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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:				

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<u>Didactic Program in Dietetic (DPD) Courses</u>: Include all courses required to meet DPD requirements at your college or university. If a course has not been completed, indicated INC in the No. of Credits column. See instructions on page 6. Use additional pages as needed. (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.)

College or University	Course Prefix & No.	Course Title	Lab / Practicum	Term & Year	No. of Credits	Grade Earned	Grade Points Earned
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				Totals Credits		Total Grade Points	

I certify the information I have provided in this application is true and accurate and recognize any false or incorrect statements made herein will be grounds for my dismissal from the program. I understand I must provide an original copy of a signed Verification Statement substantiating completion of academic requirements prior to start date of program.

____________________ Date

______________________________ Signature

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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 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 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[a]	58.5		69.6		295.48	

[a]To calculate Grade Points Earned, multiply the number of credits times the GPA for each respective institution separately.
[b]To calculate the Undergraduate GPA; divide the Total Grade Points Earned by the Total Credits. In this example: 423.58 ÷ 128 = 3.31.

Total Grade Points Earned =	423.58
Total Credits =	128
Undergraduate GPA[b] =	**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	☐	Fall '04	3	B	9
	Chem 114	Chemistry Lab	☒	Fall '04	1	A-	4
	A&P 202	Physiology (includes lab)	☒	Fall '03	0	D	0
	A&P 202	Physiology (includes lab) (retook class)	☒	Fall '04	4	C+	8
Centerville Comm. College	Psych 100	Intro to Psychology	☐	Summer '04	3	A	12
	Eng 101	English Composition	☐	Summer '04	3	B+	9
Eastside State University	Nutr 344	Food Management	☐	Spring '05	3	B-	9
	Nutr 444	Advanced Nutrition	☐	Spring '06	INC*		
				Totals Credits	17	Total Grade Points	51
						DPD GPA	**3.00**

*INC Incomplete - currently enrolled or to be completed.

To calculate DPD GPA, divide the Total Grade Points by the Total Credits.
In this example: 51 ÷ 17 = 3.00

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Supervised Practice Program Application

Computer Experience:

Please complete the following information regarding your computer experience, listing all software and degree of skills.

How much computer experience do you have, and what kind?

_____

_____

_____

_____

Type of Equipment	Experience?		
	No experience (or minimal experience	YES	Approx. # of Hours
IBM or compatible			
Macintosh or Apple			
Mouse			
Other, e.g., CD ROM, Scanner, etc. (explain)			

Software	Skill Level			
List all software you are familiar with:	Very Knowledgeable*	Competent*	Minimal*	None
Microsoft Windows (Version?)				
Microsoft Word (Version?)				
Microsoft Excel (Version?)				
Microsoft PowerPoint (Version?)				
Word Perfect (Version?)				
Nutrikids				

*Explain—list types of work/presentations you have completed with this software: _____

_____

_____

_____

_____

Other comments or experience: _____

_____

_____

_____

Supervised Practice Program Application

Computer Experience:

Please complete the following information regarding your computer experience, listing all software and degree of skills.

How much computer experience do you have, and what kind?

_____

_____

_____

_____

Type of Equipment	Experience?		
	No experience (or minimal experience	YES	Approx. # of Hours
IBM or compatible			
Macintosh or Apple			
Mouse			
Other, e.g., CD ROM, Scanner, etc. (explain)			

Software	Skill Level			
List all software you are familiar with:	Very Knowledgeable*	Competent*	Minimal*	None
Microsoft Windows (Version?)				
Microsoft Word (Version?)				
Microsoft Excel (Version?)				
Microsoft PowerPoint (Version?)				
Word Perfect (Version?)				
Nutrikids				

*Explain—list types of work/presentations you have completed with this software: _____

_____

_____

_____

_____

Other comments or experience: _____

_____

_____

_____