

## Guidelines for Completion of UIW Dietetic Internship Application

### Part 1: This refers to the general ADA Dietetic Internship Application form, pages 1-5

1. **Date:** This should be prior to the postmark deadline of **February 17, 2009**.
2. **Actual or Expected Date Baccalaureate Degree conferred/DPD Course requirements completed:** For applicants applying during the last semester of their senior year, usually these will be the same date. For applicants who are completing DPD course requirements as part of a graduate degree program or after having already receiving a Baccalaureate degree in another discipline, still use the date for when the Baccalaureate degree was conferred, but for the DPD course completion date, use the commencement date that corresponds with the last semester or quarter of course work.
3. **Grade Point Averages:** Provide the most recent cumulative grade point averages from undergraduate and/or graduate work. These should be located at the end of your transcripts. Page 6 of the application form provides directions for this calculation.
4. **Grade Point Average for DPD:** The DPD GPA will be calculated from the courses included on page 5 of the application. Ask your DPD director to provide you with a list of all the courses that are considered to meet the DPD requirements in your program. This calculation, and the courses listed on page 5 should only include those courses that you have completed by the time you submit your application. Your DPD director will provide you with a “Declaration of Intent to Complete” form on which you should list the classes that you are presently in or have yet to complete to finish the DPD requirements.
5. **Graduate Record Exam:** Identify the most recent test taken and the scores. These scores will be verified through the School of Graduate Studies, which requires the official notification of your scores. Alternatively, scores from the Miller’s Analogy Test may be submitted.
6. **Education:** Be sure to list all colleges and universities attended, for both undergraduate and graduate work. A copy of the transcripts from each of these listed universities must be included with your application packet.
7. **Recommendations:** The persons listed should match those letters of recommendation provided with your packet. One recommendation should be from one of your nutrition professors. One recommendation should be from an employer or someone who has supervised you during a work experience. The third recommendation should come from another person who has evaluated either your academic or work performance. **DO NOT PROVIDE MORE THAN THREE (3) LETTERS OF RECOMMENDATION. DO NOT INCLUDE PERSONAL REFERENCES REGARDING CHARACTER, SUCH AS A FRIEND, FAMILY MEMBER, CLERGY, PHYSICIAN, ETC.**
8. **Honors, Extracurricular Activities, Professional Organization Memberships:** Provide year dates for honors, extracurricular activities and professional organization memberships. For honors, briefly describe the honor. For activities and memberships, briefly identify your responsibilities as a member or participant in the activities. Please limit use of acronyms except for ADA and state or local district organizations in relation to ADA.
9. **Work Experiences:** Food and nutrition experiences should be included; however, other work experiences demonstrating a high level of responsibility (e.g., planning, supervision, management) should also be listed in this section. For voluntary experiences, please limit these to those related to food and nutrition in which you have accumulated more than 60 hours of experience. For practicum/field experiences associated with a course, include the name of the course in the Key Responsibilities section. Otherwise, follow the directions provided at the top of page 3.

10. **Didactic Program in Dietetics Courses:** For the course listing page, type out the full name of the course titles and not the abbreviations used in your school's course catalog. For ease in checking, please list courses in chronological order as opposed to numerical order. For Grade Point calculation, follow the directions provided on page 6.
  - A. Be careful that when you list a course for which you passed a proficiency exam, that unless a specific letter grade was assigned, you do not use it in the calculation of your GPA. The same thing applies for courses taken Pass/Fail or Audit. In these cases, you will usually only have the credits for the hours but not the grade points. Calculation of the GPA using only the hours from these types of courses will artificially lower your GPA.
11. Be sure to sign and date the certification statement on the bottom of the application. **The application will not be accepted without the applicant's signature.**

**Part 2: This refers to the additional materials necessary for application to this dietetic internship**

1. Please **handwrite (do not type)** a formal essay addressing the following information about you. The essay should maintain 1-inch margins and be no longer than two pages in length.
  - a. Describe your professional goals regarding what you will do as a registered dietitian. What do you have to offer to the profession that your peers may not? How will this particular program help you toward the achievement of your professional goals?
  - b. This program takes place in a location with a large Mexican-American population. Describe your experience and abilities in working with people of the Mexican-American or other cultures. Give concrete examples of your experiences.
2. **Appointment Day Information:** Once you have received your "Match" information from D&D Digital, you must contact the dietetic internship director by this day. Your preferred placement, your ranking among our matched candidates, and your language ability will be used to determine your actual matched position in the program. Presently, six full-time positions are available in San Antonio, two part-time positions are available in San Antonio, and two full-time positions are available in Laredo. Assignment to Laredo will be preferentially given to matched applicants who are fluent in Spanish and/or from the Laredo or Rio Grande Valley area. After you have been informed by the dietetic internship director of your matched position, you must then send written notification of acceptance of the position within 24 hours of the Appointment Day.
3. **Directions for Letters of Recommendation:** Provide your reference people with a copy of the Directions for Letters of Recommendation and at least a completed and signed copy of the Waiver form (page 2 of the DI Recommendation form packet). You may either provide a hard copy or electronic copy of the rest of the form for your reference people to complete. Please make sure that you provide your references with enough time to complete these forms so that you may include them with your complete application packet.

**APPLICATION CHECKLIST**  
**UNIVERSITY OF THE INCARNATE WORD DIETETIC INTERNSHIP**

**Send the following items directly to:**

**GRADUATE ADMISSIONS**

Graduate Admissions  
University of the Incarnate Word  
4301 Broadway  
San Antonio, TX 78209

1. \_\_\_\_\_ Graduate Application
2. \_\_\_\_\_ One Complete Set of Official Transcript(s)  
Note: Separate Set goes to internship
3. \_\_\_\_\_ \$20 Application Fee
4. \_\_\_\_\_ Graduate Record Exam Score or  
Miller's Analogy Test Score  
(MUST be received by Graduate Admissions).
5. \_\_\_\_\_ TOEFL or Michigan Test Score  
**(International Students Only)**

**Deadline: February 17, 2009**

**Send the following items directly to:**

**DIETETIC INTERNSHIP**

University of the Incarnate Word  
4301 Broadway, Box 311  
San Antonio, TX 78209

1. \_\_\_\_\_ Dietetic Internship Application
2. \_\_\_\_\_ Formal Essay (see directions, Part II)
3. \_\_\_\_\_ One Complete Set of Transcript(s)  
Note: Separate Set goes to Grad School
4. \_\_\_\_\_ Three Letters of Recommendations
5. \_\_\_\_\_ Declaration of Intent to Complete  
an ADA-approved Didactic Program in Dietetics  
(if still completing courses toward DPD)  
OR  
Verification Statement.  
(if DPD is completed)
6. \_\_\_\_\_ Appointment Day Information form
7. \_\_\_\_\_ \$25 Application Fee

**Deadline: February 17, 2009**

