Dietetic Internships

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

Academy of Nutrition and Dietetics (AND)
Objectives

- Internship basics
- Finding our about Dietetic Internships
- Deciding which to apply to
- Understanding DICAS
  - Dietetics Internship Centralized Application System
Dietetic Internship Basics

- All internships must provide a total of 1200 hours of supervised practice in a combination of:
  - Food Service
  - Clinical
  - Community
  - Emphasis Area/Concentration
    - i.e., Clinical, Advanced Community, Future Trends in Dietetics
- Must complete the internship to take the RD exam
- Starting 2024, the Academy of Nutrition and Dietetics most likely will require completion of a Graduate degree (~36 credits) to take the RD exam
Types of Dietetic Internships

- **Hospital Based**
  - Ex., New York- Presbyterian, Northwell
  - Strong clinical in acute care
  - One-on-one access to program director in person
  - May not offer college credits towards Master’s degree

- **Food Service Management Company**
  - Ex., Aramark, Sodexo
  - They provide the learning sites
  - If positions available will hire you after you complete the internship, may pay for your graduate school if you work for them
  - Seminar with DI Director may be distance learning

- **College Based**
  - Ex., City University of New York; Queens, Lehman, Hunter, Brooklyn and Long Island University-Post
  - Will earn some graduate school college credits
  - One-on-one access to program director in person
Types of Dietetic Internships

- **Army or Air Force**
  - Tuition free master's degree plus internship program
  - Salary plus benefits equivalent to $54,000/year
  - Program completed in two years
  - Military commitment is four years after graduation
  - 96% first time pass rate for registration exam
  - Graduates enjoy leadership positions in clinical, foodservice, health promotion, performance, research, and humanitarian nutrition
  - Application is due December 1st for the August start date
  - Minimum 3.0 GPA required to apply, age 21-42
  - [http://www.baylor.edu/graduate/nutrition/](http://www.baylor.edu/graduate/nutrition/)

- **Distance Learning Types**
  1. They provide the supervised practice sites (i.e., Oneonta)
  2. You provide the supervised practice sites (i.e., Oakwood, Wellness Works, Priority Care Nutrition -- [http://www.pncddi.com/](http://www.pncddi.com/))
    - Same competencies must be met as all other DI programs
    - This works best for someone working in a hospital or nursing whom whose employer has granted them permission to use them as a supervised site or you are willing to go find sites on your own
    - Need to have preceptor fill out forms

- **Individualized Supervised Practice Pathways (ISPPs)**
  - Can only apply if you were not accepted into a DI previously and have earned a Verification Statement
    - Some will allow you to apply in April right after you found out you did not match
Costs of Dietetic Internships

- Army or Air Force
  - Will pay you ~$45,000
- All others
  - Will cost you ~$8000 and up
To Find Dietetic Internship Programs

- [http://www.eatrightpro.org](http://www.eatrightpro.org) -> ACEND and Accreditation
  -> Accredited Education Programs -> Dietetics Internships
- Also, Dietetic Internship software on Remsen 308 computers
  - Detailed information of about 215 of the 265 internships
    - Contact Information
    - Costs
    - Minimum GPA required to apply, Average GPA of current interns
    - Area of emphasis
    - Week in each rotation
    - Number of student who applied in the previous 2 years
    - Number of students they accept
    - How they prioritize ranking; science GPA, Dietetics GPA, letters of reference, personal statement, volunteer/work experience...
How to Find Out More About Dietetic Internships

- Attend a **Dietetic Internship Fair**
  - A group of Internship Directors from an area will be gather in one site for potential applicants to visit their table.
    - New York DIs at Hunter, Lehman, NYU or Queens College (changes each year)
    - Massachusetts DIs
  - Food and Nutrition Conference and Expo
    - [www.eatrightfnce.org/](http://www.eatrightfnce.org/)
- Attend **Open Houses**
  - Individual internships will set a date when they will be available to tour their facility and ask questions
- Ask for an individual meeting with the DI director
Create a Good Impression

- Every time you communicate with a DI director or their staff, you are making an impression, you are being interviewed.
  - Be polite
  - Write professionally
  - Dress professionally
  - Bring your resume/business card
  - Thank them
    - Verbally
    - In writing (get their business card)
Deciding which Dietetic Internships to Apply To

- **Know your priorities**
  - Area of interest
  - Affordability
  - Location
  - Do you want to obtain graduate credits
  - Apply to any internship you would be satisfied attending

- **Read all information on the DI’s website**
  - Ask the DI director questions that are not available on their website

- **Attend the Internship Fair and Open House**
  - Ask if you can speak with a current or prior dietetic intern
Dietetics Internship Centralized Application System (DICAS)
Basics

- To start your Dietetic Internship Centralized Application System (DICAS) [https://portal.dicas.org](https://portal.dicas.org)
  - Applicant Portal
  - Help section
    - Video overview
    - Instructions for each area of the application
    - Can contact DICAS to ask questions: (617) 612-2855
Information Required
My Application

- **Applicant Information**
  - Contact Information; Name, address, phone number, email address
  - Personal Information; Citizenship status, Visa status, Veteran?, Language spoken ...
  - Background Information; Disciplinary actions, civil suits against you, probation or suspension

- **Match Information**
  - [http://www.dnddigital.com](http://www.dnddigital.com) Register with computer matching organization

- **Educational Information**
  - DPD Course list (download from QC Nutrition & Dietetics webpage)
  - Colleges Attended
  - Course Work
  - Tests; GRE and/or TOEFL if required by the DI program

- **DPD Program**
  - Contact Information
Information Required
My Application

- Additional Information
  - Awards, Experiences, Volunteer Activities
  - Personal Statement
  - Resume
  - Reference
  - Application Certification (Signature/ Date)

- Program Designation
- Honors and/or extracurricular activities after beginning college
  - Honors and Awards
  - Sports and Extracurricular Activities
  - Certifications
  - Work and Volunteer Experience (next slide for more detail)
Transcripts

- All OFFICIAL transcripts are to be sent to DICAS
  - DICAS Transcript Department
    PO Box 9118
    Watertown, Massachusetts 02472
  - Or submitted electronically (see DICAS for further instructions)
- Obtain OFFICIAL transcripts for yourself to use when filling out the DICAS Coursework section
  - Request from all college(s) early in the process
    - Include Transcript Request Form for each college transcript
    - If you have an international (foreign) transcript you can check with the DI directors of the programs you are applying to if they require a copy of a foreign transcript or an official evaluation
    - If your current name is different from the name listed on your transcript, you MUST include both your current and former name on the Transcript Request Form.
    - Include Fall grades in transcript
- DICAS will
  - Verify for authenticity
  - Scan them in so Dietetic Internship directors can review them, takes 10 business days from when DICAS receives the transcript
- Hard copy must be sent to internship after acceptance
Entering Coursework

- Watch the DICAS youtube video in Coursework under Instructions for This Section
- Under Education Information -> Colleges Attended list the colleges attended first
- Then under Coursework
  - Student lists Didactic Program in Dietetics (DPD) courses only and puts course name, number and grades in the order of the semester attended from each college where DPD courses were completed
- Use the DPD Course List from the QC Nutrition and Dietetics webpage and your OFFICIAL transcripts as a guide for entering the courses
  - Indicate courses as Science or Professional
    - **Science Courses**: Chemistry and Biology courses only that meet the Nutrition and Dietetics course curriculum
    - **Professional Courses**: FNES and Psychology courses that meet the Nutrition and Dietetics course curriculum
- For DPD courses not taken at Queens College you must use the advisement sheet developed when you first declared your major
- AP Credits: contact DICAS for details on how to enter the grade
- DICAS will calculate GPA
Repeated Courses from the Same Institution

- **No**, this course was either not a repeated course, or was the final attempt of a repeated course
  - *(Only or final time course was taken)*
- **Yes**, this course was repeated at this institution, and this was not the final attempt
  - *(Need to repeat the course -i.e.,due to earning less than a C)*

**Examples, transcript shows**
- **D** for Bio 43  Spring 2015 ---- check **Yes**
- **B** for Bio 43  Fall 2015 ------- check **No**
Declaration of Intent and Verification Statement

- Applicant will request either:
  - **Declaration of Intent** from Nutrition and Dietetics Director
    - For students who have not yet completed all DPD courses or have not earned their bachelor's degree yet
  - **Verification Statement** from Nutrition and Dietetics Director
    - For students who have completed all DPD courses and Bachelor's degree
  - Nutrition and Dietetics Director completes online
  - Sent back to the student. Student then approves with electronic signature
  - If needs editing, students send it back to Director who corrects and then sends it back to student for electronic signature
  - Verification Statement are sent to students 8-12 weeks after they graduate. The student must provide the hard copy of their Verification Statement to their Dietetic Internship Director by the start of their internship
Volunteer Information

Required

- Employer:
- Position:
- Supervisor’s Name (1st and Last)
  - Supervisor’s Title, Phone #, Email
- Start and End Date (Month and Year)
  - Number of Weeks
  - Hours per Week
  - Total Hours at Experience
Questions to be addressed:

- Why do you want to enter the dietetics profession?
- Discuss 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?
- What other information do you consider important for the selection decision?

8000 characters, ~1000 Word limit

Recommend you compose the statement in Word and cut & paste

You can write and title a different personal statement for each program you are applying to
References

- Student requests references
  - A minimum of 3
    - Faculty, Employers or Volunteer Supervisor
    - You must formally ask the person, preferably in person
    - Ask them what they need to write the letter; i.e., list of your accomplishments while volunteering/working at their facility/in their class
  - DI Director may request an additional reference
  - DICAS can upload up to 4

- Email sent to reference person
- Student notified when complete

- Your letters of recommendation **DO NOT** need to be complete in order for you to submit your application.
  - You just need to attach your reference requests to the appropriate DI site though if you do not have prior approval from the reference letter writer they can press deny on DICAS and you no longer have a recommender
  - Once the letter has been uploaded and completed by your reference, the sites to which it was attached will be able to view it. This includes the sites that were applied to prior to the letter being provided.

Source: DICAS Reference Instructions
https://portal.dicas.org/dicasHelpPages/instructions/references/index.html
**Letters of References**

- An assessment of your academic/professional strengths and weaknesses will be evaluated from a checklist.
- Written information about your strengths, weaknesses, area of improvement will be provided.

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<th>QUALITIES</th>
<th>Outstanding</th>
<th>More than Satisfactory</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
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Supplemental Portion of Application

- Student’s responsibility to determine if a particular DI requires additional material and what they require
- You must scan all supplemental material into one electronic file, i.e., pdf
- To upload supplemental materials for an application, click on the button in the “Supplemental” column in your list of designated programs.
  - More information can be found on DICAS under Program Designations
Fees

- **DICAS - application fee**
  - $45 for first application, $20 for each additional application

- **Information & fee to internship program**
  - Each program must be sent a check directly to them. See their website for fee and who to write the check to.

- **D & D Digital - computer matching fee**
Spring Application Timeline

Internships that start in **August**

- ~December 8 – DICAS and D & D sites opens
- **February 15th** - site closes to applicants, some programs want applications earlier
- ~April 6 (date is different each year)- student will be notified whether they have been matched or not to a Dietetic Internship
- Last week in March you can change the order of preference of your applications with DnD Digital
- ~1-2 days after match period - Second Round Match for programs with openings
- Dietetic Internships start ~end of August
- Matching with DnD Digital a separate process though linked to DICAS once you sign up with DNDdigital.com
Fall Application and Matching Timeline
Internship that start in January

- ~July 1 – DICAS and D & D sites opens
- September 23 - site closes to applicants
- ~November (date is different each year)- student will be notified whether they have been matched or not to a Dietetic Internship
- ~1-2 days after match period - after match Clearing House for programs with openings
- Dietetic Internships start in January
- Matching with D & D Digital a separate process
DICAS Records

- Applicants matched to a dietetic internship program files will be deleted (temporarily archived).
- Applicants not matched to a dietetic internship will be saved.
  - Except for letters of recommendation
  - Declaration of Intents
- Applicants can update information for future applications to dietetic internships when DICAS reopens.
Application Checklist

- Completed Application on DICAS
- Letters of Reference
  - Minimum of 3
- Transcripts mailed to DICAS regular mail or electronically
- Declaration of Intent/Verification Statement
- D & D Digital
When all is said and done
Have a plan

- **Apply to Second Round Match**
  - After DI Match date if a DI has not filled all their slots they will accept applications within 3-5 days after the match date

- **Apply to Individualized Supervised Practice Pathways (ISPP)**

- **Apply Graduate School**

- **Obtain a Certification**
  - Dietetic Technician Registered (DTR) Exam
    - Contact N&D Director
  - ServSafe
  - Dietetic Technician Registered (DTR)
  - Certified Dietary manager (CDM)
  - Certified Lactation Specialist
Employment Opportunities

- **Clinical**
  - Nursing Homes, Hospitals, Assisted Living Facilities
  - Upon graduation you are eligible to take the *Dietetic Technician, Registered* (DTR) Pathway III
    - [https://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietetic-technicians](https://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietetic-technicians)
    - Contact Dr. Miner for guidelines
  - Supervisor/Operations Manager in Corporation, Hospitals, Nursing Homes, Correctional facilities
  - School Food and Nutrition Programs
  - Foodservice Contract Companies (i.e., Aramark, Sodexo, Morrison)

- **Research**
  - Research Assistant or Coordinator (Universities and U.S. Department of Agriculture)

- **Community**
  - Women Infant Children - WIC, Fitness Centers, Home Health Services

- **Writing on nutrition for publications, web and blogs.**