

SAN JOSÉ STATE UNIVERSITY

Dietetic Internship Application Packet



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SJSU DI APPLICATION & INFORMATION MEETING FOR FULL AND PART TIME APPLICANTS

Before you apply

Note: You must be one of our SJSU BS/MS NuFS students in order to be eligible for our DI

1. Make an appointment to meet with Dr. LaSalle the year before you plan to apply or if you have any questions about requirements, preparation, the application, and completion of the internship.
2. You **MUST** attend the mandatory application meeting the semester **BEFORE** you plan to apply. This meeting is held each semester typically in Mid November and Mid- April. Signs will be posted in CCB.

Agenda

1. Requirements for application:

- Degree MS/BS (* If MS with project/thesis - **must be completed before starting the DI**).
- Completion of “the Academy” DPD requirements – Declaration of Intent or SJSU DPD Verification or DPD Verification from another institution plus additional SJSU DPD courses, if necessary. *You must see Ashwini at least 2 semesters before applying to obtain SJSU Declaration of Intent; and then when DPD is completed you must get the DPD Verification.*
- Grade point average of 3.2 or higher (higher the better!).
 - *Provide unofficial copy of transcript and complete DPD course grade form*
- 450 hours of dietetic experience within the last 5 years; 50% must be in a hospital (clinical and/or food service).
- Passage of all 3 DI exams **BY THE TIME WE MEET – date TBD**
- **Additional coursework** - required for BS students and for MS students who have completed their DPD with SJSU but will do the DI before completing project/thesis.
- Registration in 1 unit of NuFS 280A
- Units to be taken during DI experience (if accepted):
 - Undergraduates must graduate and take the units through special sessions.
 - Graduate students: (2 options – your choice)
 - delay graduation (till August if applying in the Fall or December if applying in the Spring) and enroll in units through regular enrollment **OR**
 - Graduate and enroll for all units through Special Sessions
 - NOTE: 6 units during summer are always Special Sessions for everyone!

2. Application material

- **Check off Sheet***
- **DICAS information*– the online DI application process-** <http://portal.dicas.org> (See SJSU/NUFS DPD web pages for additional information)
- **DI Sites** – identification of potential facilities available for supervised practice - you may not apply to sites at which you have worked/volunteered.
- **GPA sheet***
- **Facility Choice Sheet & Interview Availability***
- **AND student membership**
- **Computer Matching*** <http://www.dnndigital.com/ada/index.php>
 - Applicants must register online, pay the \$50.00 computer match fee by credit card, and
 - enter their contact information and Dietetic Internship preferences by 11:59 pm Central Time
 - Feb 15th* (Students may only apply twice for admission to the SJSU DI program.)

3. Application apt (30 min): Dates: TBA

You will be emailed a link to a Google Doc to sign up for apt times – first come, first served!!

STUDENT APPLICATION PACKET CHECK OFF SHEET

(Bring this with you to the application appointment in January)

Please turn in the following during the Application Appointment:

1. ___ Proof of registration for one unit of NuFS 280A (add code at meeting)
2. ___ Plan V or DPD Verification Statement or Declaration of Intent (Dr. Wagle provides). *Avoid waiting until winter and summer breaks to obtain your DPD verification.*
3. ___ If DPD completed elsewhere – proof of SJSU DPD required coursework (Dr. LaSalle provides)
4. ___ For M.S. students: Completed draft of your project/thesis (you can email to colette.lasalle@sjsu.edu beforehand (this will save paper so you don't have to print it out and bring it in person) OR proof of additional coursework if you plan to complete the project/thesis after the internship (only available for grad students who have completed DPD coursework at SJSU). **Obtain advisor's signature agreeing that you WILL be done with MS project/thesis before starting internship. No DI interviews with preceptors will be scheduled w/o this signature!!!**

MS Advisor's Signature _____

5. ___ For B.S./MS DPD students – proof of completion/enrollment of additional course work including the required business course.
6. ___ Facility Interview Sheet
7. ___ Interview Availability form
8. ___ Full or Part time Internship
9. ___ Verification of GPA in selected coursework. (In addition to DI application GPA.) **List courses and grades received and compute GPA on GPA Calculation Sheet(3.2)**
10. ___ Two self-addressed mailing labels/ large envelopes
11. ___ Signed DI Contract Form.
12. Documentation to support 450 volunteer hours
13. Successful completion of three content exams (each exam can only be taken twice, and only two exams can be taken on the exam date- plan ahead!)

Complete Online for Application Appointment:

14. ___ Computer Matching (online at <http://www.dnddigital.com/>). **This is separate from DICAS**
15. ___ DICAS online DI application in progress!!! at <http://portal.dicas.org>

DICAS online application information

1. Watch applicant tutorial video:

- <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485425>

2. Material you create online or you upload/request at <http://portal.dicas.org>:

- Personal Statement (keep it brief, one page only)
 - 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?
- Resume
- Application
- Transcripts (request from each college/university you attended)
 - Have them sent to: DICAS Transcript Department
PO Box 9118
Watertown, MA 02471
- Request DPD verification/intent (This should be completed at least 2 semesters in advance of applying.)
- Request 3 letters of recommendation
 - An email is sent from DICAS to your References who will then fill out the Letter of Recommendation form online and submit it themselves directly to DICAS. You must request a recommendation from the following individuals:
 1. One NuFS DPD faculty instructor, and
 2. Two employers/supervisors from your 450 hours of dietetic experience

For Fall 2019 applicants:

Once the portal is closed, you cannot submit your application and will be ineligible to apply this semester!!!

GPA Calculation Sheet

A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0

<u>Course</u>	Grade	X	Units*	=	Grade points
NuFS 101A					
NuFS 103					
NuFS 106A					
NuFS 106B (or 217)					
NuFS 108A					
NuFS 108L					
NuFS 109					
NuFS 110A					
NuFS 110B					
NuFS 111					
NuFS 111L					
NuFS 113					
NuFS 114					
NuFS 190					
NuFS 191					
**NuFS 220A					
Chem 132					
Chem 132L					
Business course					
<u>Total</u>					

GPA = _____

Your GPA is the Total Grade Points divided by Total Units.

* Quarter units are 2/3 of semester units

DIETETIC INTERNSHIP
Dept. of Nutrition, Food Science, & Packaging
San Jose State University

Facility interview Sheet

Name: _____

Instructions:

Please list three sites (non-ranked) for both food service and clinical and one alternative where you want to interview. A list of cooperating facilities will be made available to you. Each site should include sufficient facilities so that you meet your clinical, community and food service requirements in a minimum of 7 months (fulltime).

<u>Foodservice</u>	<u>Clinical</u>	<u>Community</u> (if needed)
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____

Alternate:

1. _____ 1. _____

Note: *The facility preceptors have the final decision regarding which students they wish to interview (if any). The choices made on this sheet do NOT guarantee an interview.*

DIETETIC INTERNSHIP
Dept. of Nutrition, Food Science, & Packaging
San Jose State University

Interview Availability

Name: _____

Phone: (H) _____ (Cell) _____

Email Address: _____

Resident Address: _____

Please **MARK** the days of the week and hours of the day that you are available for interviews at facilities. **Attempts will be made to accommodate your schedules but are not guaranteed.**

***Dates that you are not available:** _____.

9:00AM – 12:00PM

12:00PM – 5:00PM

Monday _____ _____

Tuesday _____ _____

Wednesday _____ _____

Thursday _____ _____

Friday _____ _____

Sample Dietetic Internship Interview Questions

1. What didn't you like about your supervisors? What would you change about your supervisor's management skills?
 2. What if the world didn't need the field of dietetics, what would you do?
 3. What could you bring into our dietetic internship?
 4. What have you heard about our dietetic internship?
 5. Why do you want to participate in our dietetic internship?
 6. Tell us about a failure? A success?
 7. What would you like to improve about yourself?
 8. How important is it for you to be a mentor in the field of dietetics?
 9. Tell me about a person you look up to professionally.
 10. What have you learned the most in your work experiences?
 11. How would your peers describe you?
 12. If you were going to a costume party, who would you go as?
 13. Tell me about a time when a specific person gave you a difficult time. How did you deal with it?
 14. Tell me about a current non-nutrition subject that is going on in your community.
 15. What has been your biggest accomplishment?
 16. How do you handle a project you are not interested in? A project you are interested in?
 17. What do you expect from our program?
 18. Describe a special project and tell me how you carried it out.
 19. Tell us about your education.
 20. Is it necessary for you to find work if you are accepted into our internship? What is your financial status?
 21. Tell us about a time when you were treated unfairly.
 22. What was your most favorite class in school?
 23. How would you screen an elderly individual?
 24. How do you think managed care will affect the field of nutrition?
 25. How do you work in group situations?
 26. Where do you see yourself in 10 years?
 27. Name some nutrition services available in your community and describe them
 28. You are a Food Service Director and you've come to find out that an employee has been rude to both patients and co-workers. What would you do?
 29. You are a Food Service Director and you notice that one of your employees never washes his hands before handling food. What would you do?
 30. You are a clinical dietitian in a hospital and the nurse manager comes up to you telling you that she came from a seminar about phytochemicals. She asks you if it would be necessary to implement these types of foods into patient menus. What would you tell her?
 31. You are counseling a pregnant teenager. When screening her, what would be your major nutritional concerns?
 32. You are an outpatient clinical dietitian and a patient comes in with high TGs and they are overweight. The patient explains that their cardiologist suggested eating more foods like olive oil, peanuts, and avocados. What would you say to the patient?
 33. You are a clinical dietitian and a middle aged woman comes in who has high blood sugars, high TGs, and is obese. What diet prescription would you suggest to her and how would you go about consulting with her?
 34. Tell me about two trends in dietetics. And with each trend, tell me a positive and a negative aspect.
 35. Where do you see yourself in 5 years?
 36. What skills do you think an RD needs the most?
 37. What role do you play in group situations?
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Dietetic Internship (DI) Contract
Dept. of Nutrition, Food Science, & Packaging
San Jose State University

It is understood that the student's participation and continuation in the DI program is meeting the following conditions in a manner satisfactory to the faculty advisor and the DI coordinators:

1. Satisfactory performance in planned experiences of the accredited DI curriculum;
2. Utilization of the high quality writing and organizational skills acquired during the B.S./M.S. program;
3. Satisfactory personal conduct throughout the supervised experience;
4. Satisfactory compliance with the policies, rules, and regulations of the facility of placement;
5. Participation in monthly (or more frequently as needed) self-evaluation conferences. Instructor will inform the student of his/her progress.

It is further understood that the student will submit a copy of major assignments and evaluations to the University DI coordinator as the supervised practice progresses. Part-time students must register for 18 - 24 units of NuFS 280 depending on the length of their experience.

If the supervised experience is extended or required components have not been submitted, continuous enrollment is required. The DI is an external program and separate from the degree programs. The DI is a self-supported program. Fees cover the application, interview, and selection process; advisement and evaluation; endorsement, if appropriate; review of learning activities; correspondence with Academy and the Accreditation Commission for Education of Nutrition and Dietetics; facilities; and the maintenance of public relations with current facilities as well as the recruitment of new facilities. The supervised experience may be extended if performance standards are not met within original time constraints. The experience at some facilities may require working on weekends and holidays. In addition, pregnancy or other limitations will require a full release for program participation from a physician. Unavoidable absences (such as injury, illness, personnel reasons, etc.) are permissible, but may extend the supervised practice. Personal vacations for students may be arranged at the discretion of the facility. Any extension of the internship will extend the duration of the supervised practice which may result in additional units of enrollment of NuFs280A.

Note: The educational training that the dietetic intern receives during the internship is for the benefit of the intern who will work closely under the supervision of a preceptor. The intern will not displace a regular employee and the intern is not entitled to wages for time spent in the internship, nor job placement upon program completion.

Once student has successfully completed the internship and submitted all the required work, the DI Director will provide them with a DI Verification Form and will submit necessary material to the Commission of Dietetic Registration and take the registration exam.

Your signature indicates that you have read and understood the terms and conditions related to the DI at San Jose State University and that you agree to participate in the DI as described.

Student Name _____
(printed or typed)

Student Signature/Date _____

DI Director Signature/Date _____

Procedure for Complaints against Accredited Programs

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.*

1. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint.
2. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail. At the request of the complainant, the name of the complainant is "blocked out" within the body of the written complaint that is sent to the program.
5. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation or approval.
12. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation or approval.

*Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 S. Riverside Plaza Suite 2000, Chicago, 60606-6995, 800/877-1600, ext. 5400