

Applying to San Francisco State University's Dietetic Internship Program

To apply to SFSU's dietetic internship program for admission in Fall 2010, you must participate in the Spring 2010 computer match through D&D Digital, as well as submit a completed application packet to SFSU. The deadline for both of these is February 16, 2010.

Computer Matching:

Applicants to SFSU's Dietetic Internship Program must participate in the ADA Spring 2010 computer matching process. Please refer to D&D Digital's website at www.dnndigital.com for information about the computer matching process, timelines, and program codes. In order to participate in the computer matching process, you will register online at www.dnndigital.com. The deadline to register is February 16, 2010. There is a \$50.00 charge for participating in the computer matching that is due with the applicant's preference form.

D&D Digital Systems, Inc. contact information:

D&D Digital Systems, Inc.
304 Main Street, Suite 301
Ames, IA 50010
Phone: 515-292-0490
Fax: 515-663-9427
Web: www.dnndigital.com
E-mail: dnd@sigler.com

Applicants will be able to access the D&D Digital Systems Web site on Monday, April 5, 2010 at 6PM Central Time to review their personal matching results. Students receiving a match to SFSU's dietetic internship program must accept the match no later than 5:00PM Pacific Standard Time on Wednesday, April 7, 2010. Information on how to accept the match will be provided by D&D Digital.

If you are accepted into our Dietetic Internship Program, additional instructions on the application process to the SFSU Graduate Division will be sent to you. The Dietetic Internship Program at SFSU is a full-time, 9-10 month program, from mid-August through May. A mandatory orientation meeting is usually scheduled for one day in early August.

Criteria for Applying to our Program:

All DPD courses must be completed with a grade of C- or better. A minimum overall undergraduate GPA of 2.7 and a minimum DPD GPA of 3.0 is required to be considered for admission into our program.

Admission into our program is extremely competitive and the majority of accepted applicants have a DPD GPA ≥ 3.3 and work/volunteer experience in the field of dietetics. DPD and science GPA as well as work/volunteer experience are the two criteria that are the most important for admission, but all the following criteria are reviewed and evaluated.

- a. overall undergraduate GPA
- b. DPD coursework GPA
- c. science coursework GPA
- d. work or volunteer experience in dietetics
- e. other work experience
- f. letters of recommendation
- g. personal statement
- h. phone interview, if applicable
- i. international students who complete an ADA accredited DPD program are eligible for this dietetic internship
- j. preference may be given to SFSU DPD graduates whose qualifications are competitive with non-SFSU graduates

How to Apply to our Program:

A complete application packet must include all of the items listed below. It must be postmarked by February 16, 2010. If hand-delivered to the CFSD office, it must be stamped with a "received-by" date of February 16, 2010 or before.

Please follow the following directions carefully. Application packets that are incomplete or are not completed according to the following directions may be rejected or receive a lower overall ranking in our selection process.

Do not use plastic cover sheets, paperclips, staples, etc... unless otherwise indicated in the specific section below.

Put all of the items in the following order into a letter-sized manila file folder with your name on the tab, last name followed by first name (e.g Smith, Jane).

1. **Application fee check** and **self-addressed stamped** envelope/post-card paperclipped on top of the **Dietetic Internship Program Application**:
 - A non-refundable check for \$50.00 should be made payable to "CFSD - Dietetic Internship Program"
 - The self-addressed stamped envelope/post-card will be returned to you to let you know that your application was received in our department
 - Completed Dietetic Internship Program Application (stapled together to include #2 below) – use the standardized ADA Dietetic Internship Application form revised July 2005. It can be downloaded from the following URL: http://www.depdpg.org/index_580.cfm
2. **Science GPA** – in addition to the DPD GPA that is calculated in the standard ADA Dietetic Internship Application form, you will need to also calculate your science GPA. Please print an extra copy of the DPD Courses form, cross off DPD Courses and write in "Science GPA" at the top. Attach this form to the back of the Dietetic Internship Program Application. The Science GPA refers to all science courses required in your DPD program such as chemistry, organic chemistry, biochemistry, physiology, anatomy, and microbiology. If you have taken a course more than once, list it each time it was taken, but use only the best grade received to calculate the Science GPA.

3. Personal Statement

A narrative statement should be written describing your professional goals and objectives. Your personal statement should be approximately two pages stapled together, typed, and double-spaced. Please put your name on the back of both pages. No name should appear on the front of the statement. Include in your statement the following:

- a) how courses, practicums, work, and/or volunteer experiences have prepared you for our internship
- b) why you are interested in the dietetic internship program at SFSU
- c) information about your professional interests and goals
- d) your interest in working in the Greater San Francisco Bay Area upon completion of a dietetic internship program

4. Resume

Your resume should include education, work and volunteer experience, leadership roles, awards, scholarships, foreign language skills, and professional and academic achievements. Please include all work and/or volunteer experience in any area of dietetics. You may also include non-dietetics work or volunteer experience if it demonstrates customer service, organizational skills, and/or managerial skills that are relevant to your potential success in completing a dietetic internship program. Resume should be 1-2 pages (stapled).

5. Three letters of recommendation

Three Dietetic Internship Recommendation Forms are required. It is strongly suggested that at least one form be completed by clinical nutrition faculty or work/volunteer supervisor in a clinical setting, and one form be written by a community nutrition or foodservice management faculty or work/volunteer supervisor in community nutrition or foodservice management. The third form can be written by your DPD Director, another professor/instructor, or another work/volunteer supervisor. It is not necessary for your reference writer to write a separate letter in addition to the Recommendation form. Each recommendation form should be in a sealed envelope with the signature of the reference writer on the flap.

Use the standard ADA Waiver and Recommendation Form revised 2004. You must provide each reference letter with an original signature signed waiver (first page of the form). The Dietetic Internship Recommendation Form and Waiver can be downloaded from the following URL (use either MS Word or PDF version):

http://www.depdpg.org/index_580.cfm

6. Official transcripts

Include official transcripts from all colleges attended in college sealed envelopes. If your baccalaureate degree/DPD is in progress, include an official transcript with the most recent grades possible.

7. Verification Statement or Declaration of Intent to Complete

If your baccalaureate degree/DPD is in progress, include a completed "Declaration of Intent to Complete Degree" form signed by your DPD Program Director. If you have already completed your baccalaureate degree, include a completed "Verification Statement" signed by your DPD Program Director. If you completed your DPD prior to August 2005, then you must have taken, within the last four years, a clinical/MNT course and a physiology course. Include these courses and grades received on your application form.

8. DPD Course Requirements

Provide the listing of courses required to meet the DPD requirements at your university. You should be able to get this from your DPD Director or the dietetics department.

At this time, the G.R.E. exam is not required for our program.

TOEFL scores for international students are not required.

Mail all of the above requirements to the following address, postmarked by February 16, 2010. We recommend that you send the application packet by certified mail with a return receipt requested. If hand-delivered to the CFSD office, get a "received-by" date stamp of February 16, 2010 or before. Late applications will not be processed. Mail to:

Wanda Siu-Chan, MS, RD, Dietetic Internship Program Director
Department of Consumer and Family Studies/Dietetics
San Francisco State University
1600 Holloway Avenue, Burk Hall 329
San Francisco, CA 94132-4161

The department of Consumer and Family Studies/Dietetics department's phone number is: (415) 338-1219.

For More Information:

D&D Digital
www.dnddigital.com

SFSU Dietetic Internship Program overview
www.sfsu.edu/~cfsd/programs/gradcertinDietetics.html

ADA info listing all internships
http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/career_2191_ENU_HTML.htm

Thank you for your interest in our program.