



**Intern Selection Policies and Procedures
Georgia Department of Community Health
Division of Public Health
Dietetic Internship**

A. Intern Selection Policies/Procedures

1. Criteria for Admission to the program

The Dietetic Internship program has established eligibility criteria for admission to the program. An intern must have:

Requirements

- a. Full or part time permanent status as a DCH employee for a minimum of one year at the time of application.
- b. Complete academic requirements as defined by ADA for an undergraduate didactic program. (The verification statement from the college or university must be included in the application. The completion date on the verification form must be 1988 or later and the box for Didactic Program in Dietetics must be checked. Plan IV or other ADA-approved programs in existence before 1988 will NOT be accepted).
- c. A Baccalaureate Degree
- d. A GPA of 2.80 or above
- e. Recommendation /approval letter from current Supervisor
- f. Recommendation/approval letter from the District Nutrition/WIC Coordinator.
- g. Recommendation/approval letter from the District Health Director in which the intern is employed
- h. Community rotation preceptor agreement from RD in the district
- i. District work service agreement, which details the contractual obligation of the intern upon completion of the internship
- j. Completion of recency of education requirement if applicant has been out of college more than five year.

Regency of Education Requirements-

If an applicant has graduated from college more than five years previously at the time of submission of application, the applicant is required to take one college-level course (a minimum of 3 semester hours) from an accredited college or university in the area of dietetics (food service, nutrition or science) and to earn an A or B in that course prior to applying to the internship program. If an applicant has been out of school for ten years or more at the time of submission of application, two college-level courses (a minimum of 6 semester hours) from an accredited college or university are required. Course work must be in the area of dietetics (food service, nutrition or science) and must be completed by the July 1st application deadline with proof of coursework in the transcripts.

2. Application and Reference Forms

The application and reference form is included in the dietetic [internship application packet](#) (link to application packet). All application materials must be postmarked by July 1, preceding January admission into the program. Refer to the [applications procedures](#) (link to application procedures file) for information on the format and number of copies for submission. Incomplete applications or late applications will not be considered. Candidates will be notified of acceptance by September 1.

3. Selection of Interns

Following the application deadline, a copy of each intern's folder is circulated to the coordinating committee for review. The coordinating committee is comprised of the program manager, the preceptor coordinators, facility coordinator(s), and a graduate of the program.

4. Intern Interviews

Interns who have met the criteria and are eligible for the internship will receive a letter with the time and date for his/her interview. The committee will interview and rate each candidate for the internship. The interview process may require interns to take a test to assess their level of knowledge in basic community nutrition and dietetics.

5. Acceptance/Rejection Letters

At the conclusion of the review process, the coordinating committee will rate the applicant pool and make decisions regarding each intern's acceptance/rejection.

The applicants will be notified of his/her acceptance or rejection by Sept. 1. This letter is sent to the address noted on the application form. Accepted interns are requested to inform the program manager in writing of their acceptance/rejection of the appointment within two weeks of receipt of the letter. If the program manager has not heard from the accepted intern within this time frame, the intern will lose placement in the program.

6. Guideline for low grade point average

Earn a GPA of 3.0 or higher in a minimum of 9 semester hours in dietetics related courses from an accredited college or university after graduation and prior to application to the Dietetic Internship Program. Transcripts must include evidence of this course work. Applicants are required to first repeat Nutrition/Science related courses in which a D or F was received. The next courses that should be retaken are the Nutrition/Science related courses that the applicant received a C. The applicant should use these guidelines until the 9 semesters hours have been met.



Georgia Public Health Dietetic Internship Application Procedures

The Application packet may be downloaded from the website:
<http://health.state.ga.us/programs/nutrition/internship/index.asp> or request that one be mailed by calling the Nutrition Unit at 404-657-2884 or writing to:

Nutrition Unit
2 Peachtree Street NW
Suite 11-224
Atlanta, GA 30303-3142

Applications must be postmarked no later than July 1 to be considered. The following items must be submitted:

One original for each of the following

- Official verification of completion of CADE/ADA approved academic requirements from an accredited college or university completed in 1988 or later, signed in blue ink.
- Official transcripts from all universities attended. Transcripts must show the date of graduation and major. Interns should order official transcripts in a sealed envelope from the universities and include the unopened transcripts in the application packet.
- Recommendation Form from two academic professors and current supervisor. If the applicant agrees for the recommendation to remain confidential as indicated on the recommendation form request form, the unopened, sealed letters should be included in the application packet.
- Employee work-service agreement signed by District Health Director.
- Community rotation preceptor agreement signed by an RD in the district.

Six bound folders containing copies of each of the following documents

- Completed Application for Dietetic Internship, Supervised Practice Program
- Career aspirations and goals statement (minimum 500 words)
- Letters of support from District Health Director and District Nutrition Services Director
- One page resume

All materials submitted for application to the DPH Dietetic Internship Program become the property of the Nutrition Section of the Maternal and Child Health Program and will not be returned to the applicant

Time Line

Date	Event
July 1	Applications due
July 30	Applicants notified of applicant status ¹
August	Interviews Conducted ²
September	Notification of acceptance/rejection into internship program ³
October	Applicant notifies internship of their intent to complete the internship and submits remaining documents.
January of following year	Internship begins

¹ Applicants who will be considered for the internship will receive a letter verifying receipt of the packet and scheduling a time and date for an interview. Applicants who will not be considered will receive notification stating the reason(s) they are not eligible.

² Applicants will be interviewed by a panel comprised of the Program Director, preceptor-coordinator, facility coordinator(s), and graduate of the program. Each interviewer will rate the applicants with a score sheet provided by the internship. A test of basic nutrition/clinical/foodservice/community knowledge may be a part of the interview process.

³ Applicants will be ranked based on their performance in the interview, grade point average, length of service, ratings from supervisors and college professors, and quality of the application packet. Overall scores will determine intern selection.

WAIVER and RECOMMENDATION FORM

To the applicant: Please complete the following:

Name: _____
(Last, first, middle or maiden)

Date of Graduation:

The applicant should sign and date one of the following statements:

- 1) I wish to have access to this letter and I understand that under the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978, I have the right to read this recommendation.

Applicant's Signature _____ Date _____

- 2) I wish this letter to be confidential and I hereby waive any and all access rights granted me by the above laws to this recommendation.

Applicant's Signature _____ Date _____

Please rate the applicant on the qualities you feel you can judge on the grid below. Indicate your perception of the student's readiness to function in a dietetic internship program at this time. Provide comments of ratings and your signature on next page.

Actual or Expected

Student's Name _____

Date of Graduation _____

O – Outstanding; **MS** - More than Satisfactory; **SAT** – Satisfactory; **NI** - Needs Improvement, **U** – unsatisfactory

	O	MS	SAT	NI	U	Unable to Evaluate
Application of Knowledge						
Nutrition Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Nutrition Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foodservice Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical Skills/Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conceptual Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills						
Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills						
Peers/Co-Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers/Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaction to Stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Potential as a Dietitian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationship to Applicant: Advisor Teacher Work Supervisor Other

If other, please indicate relationship: _____

How long have you know applicant? _____

How well do you know applicant? _____

Do You: **Highly Recommend** **Recommend** **Not Recommend**
 (Check appropriate box) 5 4 3 2 1

Additional Information: Use to amplify or add to characteristics rated on previous page. Indicate applicant's strengths and those qualities that require further development. (May use a separate sheet or letter.)

Strengths:

Qualities that Require Further Development:

Name (please print or type) _____

Signature _____ **Date** _____

Position _____

Place of Employment _____

Address _____

Phone _____ **E-mail** _____

Dietetic Internship Program Application

Date _____

Name

(Last) (First) (Middle or Maiden)

Present Address

(Street) (Apt #)
XXX-XXX-XXXX

(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 Social Security Number

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 DPD Overall Graduate (If applicable)

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

College/University	Address (City/State)	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.

Experiences related to dietetics 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: priority is given to experiences from the past 5 years, if however, you have a 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:

Experiences related to dietetics 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:	
Key Responsibilities:			Phone:	
8.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
9.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
10.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
11.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
12.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	

Instructions for Completing Grade Point Averages

CALCULATING UNDERGRADUATE GPA (All credits should be converted to semester units before calculating.):

- 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 also 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 local 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 ₁	58.5		69.6		295.48	

¹To calculate Grade Points Earned, multiply the number of credits times the GPA for each respective institution separately.

²To calculate the Undergraduate GPA; divide the Total Grade Points Earned by the Total Credits. In this example: $423.58 \div 128 = 3.31$.

Total Grade Points Earned =	423.58
Total Credits =	128
Undergraduate GPA₂ =	3.31

CALCULATING DIDACTIC PROGRAM IN DIETETIC (DPD) GPA:

Each university has specific courses which meets 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.

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	<input type="checkbox"/>	Fall '03	3	B	9	
	Chem 114	Chemistry Lab	<input checked="" type="checkbox"/>	Fall '03	1	A-	4	
	A&P 202	Physiology (includes lab)	<input checked="" type="checkbox"/>	Fall '03	4	C+	8	
Centerville Comm College	Soc 100	Introduction to Sociology	<input type="checkbox"/>	Summer '03	3	A	12	
	Eng 101	English Composition	<input type="checkbox"/>	Summer '03	3	B+	9	
Eastside State University	Nutr 344	Food Management	<input type="checkbox"/>	Spring '04	3	B-	9	
	Nutr 444	Advanced Nutrition	<input type="checkbox"/>	Fall '04	INC	B-	9	
					Totals Credits	17	Total Grade Points	51
						To calculate DPD GPA, divide the Total Grade Points by the Total Credits. In this example: $51 \div 17 = 3.00$	DPD GPA	3.00