



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.