



**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.