

Program Overview:

Thank you for your interest in the Dietetic Internship program at San Francisco State University. Here is some introductory information regarding our program.

The dietetic internship at SFSU is part of the Graduate Certificate in Dietetics - Focus on Older Adults. The program provides the knowledge and practice requirements necessary to be eligible to take the Registered Dietitian (R.D.) examination. Interns will be placed in rotations in hospitals, long-term care/skilled nursing facilities, community nutrition organizations, and other health organizations in the Greater San Francisco Bay Area for practical experiences. In addition to the internship portion of the program, interns will be required to take graduate level academic courses in nutrition and geriatrics.

To apply to SFSU's dietetic internship program for admission in Fall 2008, you must participate in the Spring 2008 computer match as well as submit a completed application packet to SFSU. The deadline for both of these is February 15, 2008.

Computer Matching:

Applicants to SFSU's Dietetic Internship Program must participate in the ADA Spring 2008 computer matching process. Please refer to D&D Digital's website – <http://www.dnndigital.com> for information about the computer matching process, timelines, and program codes. In order to participate in the computer matching process, you can 1) register online at <http://www.dnndigital.com>, or 2) download a computer matching application form from <http://www.dnndigital.com> and submit the form to D&D Digital via mail, or 3) request a registration packet from your DPD director and submit the form to D&D Digital via mail. The deadline for both online registration and postmark date if you choose to mail in your form, is Friday, February 15, 2008. There is a \$50.00 charge for computer matching that is due with the applicant's prioritized ranking.

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: <http://www.dnndigital.com/ada>
E-mail: dnd@sigler.com

Applicants will be able to access the D&D Digital Systems Web site on Monday, April 21, 2008 to review their personal matching results. Students receiving a match to SFSU's dietetic internship program must accept/reject the match no later than 5:00 pm Pacific Standard Time on Tuesday, April 22, 2008. Information on how to accept/reject the match will be provided

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.

Each student's application will be evaluated on the following:

- a. overall undergraduate grade point average
- b. grade point average of DPD courses
- c. work or volunteer experience in dietetics
- d. letters of recommendation
- e. personal statement
- f. TOEFL scores if applicable
- g. preference may be given to SFSU DPD graduates whose qualifications are competitive with non-SFSU graduates

How to Apply to our Program:

The completed application must be sent in one packet to include all of the items listed below. It must be postmarked by February 15, 2008. Your application packet must include all of the following (1-7):

1. Dietetic Internship Program Application

Use the standard ADA Dietetic Internship Program Application form (revised July 2005). It can be downloaded from the following URL: .

http://www.depdpg.org/files/Dietetic_Internship_Program_Application_wtih_instructions_top_page.doc

Please include phone number(s) and an e-mail address where you can be reached or where a message can be left for you.

2. Application fee of \$40.00

A non-refundable check for \$40.00 should be made payable to the "CFSD - Dietetic Internship Program".

3. Personal Statement

A narrative statement should be written describing your professional goals and objectives. Include in your statement the following:

- a) how school practicum, work, or volunteer dietetic experiences have prepared you for our internship
- b) why you are interested in our dietetic internship program at SFSU
- c) information about your professional interests and goals

This statement should be 1-2 pages, double-spaced and typed. Please put your name on the back of this statement only. No name should appear on the front of the statement.

4. Resume

Your resume should include education, work and volunteer experience, awards, scholarships, and professional and academic achievements. Please include all work and/or volunteer experience in food service, clinical, and community 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.

5. Three letters of recommendation

Use the standard ADA Waiver and Recommendation Form (Revised 2004). It can be downloaded from the following URL:

http://www.depdpg.org/files/DEP_DI_Recommendation_Form.pdf

Three letters of recommendation are required. It is strongly suggested that at least one letter be written by clinical nutrition faculty or work/volunteer supervisor in a clinical setting, and one letter be written by community nutrition or foodservice faculty or work/volunteer supervisor in community/foodservice. The third letter can be written by your DPD Director, another professor, or another work/volunteer supervisor. Letters should be in a sealed envelope with the signature of the reference writer on the flap.

6. Official transcripts

Include official transcripts from all colleges attended in college sealed envelopes. If your baccalaureate degree is in progress, obtain an official transcript, which includes the latest grades possible. If Fall grades are not posted on your official transcript by the February postmark date, include, in addition to your official transcript, a copy of your most recent grade report to include Fall semester or quarter grades.

7. Verification Statement or Declaration of Intent to Complete/Statement of Student Status

If you have already completed your baccalaureate degree, include a completed "Verification Statement" signed by your DPD Program Director. If your baccalaureate degree is in progress, include completed "Declaration of Intent to Complete Degree"

and "Statement of Student Status" forms signed by your DPD Program Director. These forms have been slightly revised recently so be sure you get the most updated forms from your DPD director.

At this time, the G.R.E. exam is not required for our program. Applicants who have not attended a college or university for at least three full years at which English is the principal language of instruction must include TOEFL scores.

You will need to send all of the above application materials with a \$40 check (made payable to the "CFSD - Dietetic Internship Program) to the following address, postmarked by February 15th, 2008. We recommend that you send the application packet by certified mail with a return receipt requested. Incomplete and late packets will not be considered.

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&Ddigital

<http://www.dnddigital.com/ada/index.php>

SFSU DI program overview

<http://www.sfsu.edu/~cfsd/programs/graduatecertificateinDieteticsolderadults.html>

ADA info listing internships

http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/career_2191_ENU_HTML.htm

Thank you for your interest in our program.