



**SAN FRANCISCO
STATE UNIVERSITY**

Applying to San Francisco State University's Dietetic Internship Program

To apply to SFSU's dietetic internship program for admission in Fall 2009, you must participate in the Spring 2009 computer match through D&D Digital, as well as submit a completed application packet to SFSU. The post-mark deadline for both of these is February 17, 2009.

Computer Matching:

Applicants to SFSU's Dietetic Internship Program must participate in the ADA Spring 2009 computer matching process. Please refer to D&D Digital's website – 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 www.dnndigital.com, or 2) download, print, and submit by mail the 2009 ADA Dietetic Internship Preference form from the D&D Digital website www.dnndigital.com. The deadline for both online registration and postmark date if you choose to mail in your form, is Tuesday, February 17, 2009. 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 20, 2009 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 21, 2009. 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 GPA
- b. DPD coursework GPA
- c. work or volunteer experience in dietetics
- d. letters of recommendation
- e. personal statement
- f. phone interview, if applicable
- g. TOEFL scores, if applicable
- h. 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 is required to include all of the items listed below. It must be postmarked by February 17, 2009. If hand-delivered to the CFSD office, it must be stamped with a "received-by" date of February 17, 2009 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) – 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. **Personal Statement**

A narrative statement should be written describing your professional goals and objectives. 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

Please include two copies of your personal statement in your packet. The statement should be two pages, stapled, double-spaced, and typed. Please put your name on the back of both pages of the statement. No name should appear on the front of the statement.

3. 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).

4. 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 a 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.depdp.org/index_580.cfm

5. 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.

6. 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 2004, then you must have taken, within the last five years, a clinical/MNT course and a physiology course. Include these courses and grade received on your application form.

7. 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. Applicants who have not attended a college or university for at least four full years at which English is the primary language of instruction must include TOEFL scores.

Mail all of the above requirements to the following address, postmarked by February 17th, 2009. 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 17, 2009 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.