

# APPLICATION GUIDELINES

## NORTHERN ILLINOIS UNIVERSITY SCHOOL OF FAMILY, CONSUMER, AND NUTRITION SCIENCES

### DIETETIC INTERNSHIP

#### ADMISSION CRITERIA

Use this checklist to determine if you are eligible to be admitted to the dietetic internship. Remember that eligibility does not guarantee acceptance into this program. Listed below are criteria for admission.

<b>√ Check if completed</b>	<b>Checklist for Eligibility &amp; Admission Requirements</b>
	Completion of (or intent to complete) Didactic Program in Dietetics (DPD) program. Enclose official DPD Verification Statement with application.
	Official Transcripts of Undergraduate coursework
	2.75 Cumulative Grade Point Average (GPA on 4.0 scale).
	3.0 “Major” Grade Point Average on 4.0 scale. “Major GPA” includes selected science & dietetics courses. See enclosed worksheet to calculate major GPA.
	“Supervised Practice Program” Application completed. Form available on this website.
	Statement of Career Goals- one page
	3 Letters of Recommendation (preferably two from academic instructors, one from work supervisor). Form available on this website.
	Completion of a minimum of 150 hours of dietetics-related work experience.
	Successful Interview (with the admission committee - TBA)
	GRE: Satisfactory scores – Required minimum score: 900 combined verbal and quantitative. Required by both the Graduate School and Dietetic Internship.
	Graduate School Application – Deadline dates for submission of the Graduate School application are different than to the Dietetic Internship.
	Submission of computer matching application to D&D Digital
	\$25.00 application fee for Dietetic Internship to NIU.

#### **Dietetic Internship Program Application**

Please use the standard application form which is available at:

[http://www.niu.edu/fcns/graduate/pdfs/program\\_application.pdf](http://www.niu.edu/fcns/graduate/pdfs/program_application.pdf)

The application must be word-processed. It is preferred that the application and all supporting documentation be submitted in one packet postmarked by the due date, however, original transcripts and letters of recommendation may be mailed directly to the Program Director.

NIU students must also provide an official transcript in their DI application packet. NIU faculty may give the letters of recommendation directly to the program director.

Once received, the application becomes the property of the university and is not returnable. Students applying a second time may elect to either update the first application, or submit a new application packet. Both new applicants and applicants who have applied previously should *enclose a check for \$25.00 payable to Northern Illinois University*. Return the completed application to:

Nancy Prange, M.S., R.D., L.D.N.  
 Director, Dietetic Internship  
 School of Family, Consumer, and Nutrition Sciences  
 Northern Illinois University  
 DeKalb, IL 60115-2584

**NIU Graduate School Application**

When you apply to the Dietetic Internship, you must also apply to the Graduate School for admission into the M.S. degree program in Nutrition and Dietetics. *The Graduate School application is separate and different from the application to this internship, and requires separate documentation. Deadlines for submission are also different.*

If you have not applied to the Graduate School, you should initiate that application as soon as possible. Confirm the application deadline by checking the Graduate School’s website, [www.grad.niu.edu](http://www.grad.niu.edu). Letters of recommendation are required for both applications; however, the required forms are different. You may ask the same people to write these letters, however *separate letters using different forms are required.*

**Computer Matching Application**

You can obtain this material from D&D Digital System’s website at:  
<http://www.dnndigital.com/ada/index.html>

Contact Information:

D&D Digital Systems  
 304 Main Street, Suite 301  
 Ames, IA 50010-6148  
 Phone: 515-292-0490, Fax: 515-663-9427  
 E-Mail: [dnd@netins.net](mailto:dnd@netins.net)

Go to ADA’s website for more information at:

[http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE\\_2408\\_ENU\\_HTML.htm](http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE_2408_ENU_HTML.htm)

Application and Computer Matching Due Dates

Computer Matching Period	Postmark Deadline for Submission of Applications/Computer Matching Materials	Applicant Notification Day	Applicant Appointment Day	Posting Date of Programs with Open Positions
November 2007	September 25, 2007	November 12, 2007	November 13, 2007	November 14, 2007
April 2008	February 15, 2008	April 21, 2008	April 22, 2008	April 23, 2008
November 2008	September 25, 2008	November 17, 2008	November 18, 2008	November 19, 2008
April 2009	February 17, 2009	April 20, 2009	April 21, 2009	April 22, 2009
November 2009	September 25, 2009	November 16, 2009	November 17, 2009	November 18, 2009

## **Other Helpful Information...**

### **DPD Verification Statement**

Verification of completion of the DPD undergraduate program must be provided by the official “DPD Verification Statement” or “Intent to Complete” Form. Your DPD program director can provide you with this document.

### **Grade Point Average (GPA) Requirements**

Applicants to this program are screened by two grade point averages: cumulative and “major grade point”. The required minimum cumulative GPA is 2.75 on a 4.0 scale; the calculated “major GPA” is 3.0 on a 4.0 scale. For further information regarding which courses comprise the major GPA refer to the “Calculation of Grade Point Average” form. Applicants are encouraged, *but not required* to calculate their “major GPA” prior to applying to determine whether they are eligible for acceptance. If your GPA is lower than 3.0 in the selected courses that comprise the “major GPA”, you should reconsider your decision to apply to this program.

### **Letters of Recommendation**

Three letters of recommendation are required with the internship application. Use the standard ADA recommendation form which is available on the website. It is suggested that one of those recommendations be from a dietetic-related work supervisor if possible, and the other two from your DPD director and/or other nutrition and dietetics faculty. Letters of recommendation may be duplicated; however, signatures must be original. If confidentiality is waived, envelope should be sealed with signature over the seal.

### **Transcripts Required**

You must include official transcripts with your application to verify completion of the DPD and “major grade point” courses and undergraduate degree. Transcripts must be official, may be issued to the student, but may not be a “student unofficial” copy. *NIU students must also submit official transcripts with their application.* If you have not yet completed your undergraduate degree, submit an official transcript now with your application. After you are admitted to this program, you will need to provide the program director with an official transcript verifying the B.S. degree.

### **Work Experience**

A minimum of 150 hours of dietetics-related work experience is required. A balance between food service, clinical or community dietetics experience is preferred but often not available. Some examples of appropriate work experience include working in a long-term care facility, hospital diet office, shadowing a dietitian performing clinical care duties, or food service experience in production and/or management. Certain types of business work experience may be eligible for consideration. Volunteer experiences relevant to the profession are acceptable but paid work experience is preferred.

You may apply to the program without having completed the work experience however; your application will be less competitive. Completion of the work experience requirement must be accomplished prior to the pre-practicum semesters.

### **Graduate Record Examination (GRE) Scores**

Satisfactory GRE scores are required for acceptance in the internship and Graduate School. GRE scores of 900 or greater (verbal plus quantitative) are considered satisfactory. Please note

that GRE scores are mailed directly to the Graduate School may not be available to the director of the dietetic internship, therefore a copy of your scores should accompany the internship application.

**Application Fee**

An application fee of \$25 payable to Northern Illinois University must accompany the application. *Applicants who are re-applying must also submit the application fee.*

**Use this checklist to prepare your application packet:**

Enclosed	NIU Internship Application Packet – Required Contents
	Supervised Practice Program Application (completed form)
	Official DPD Verification Statement or “Intent to Complete the DPD”
	Official Transcripts (documenting DPD course work and B.S. degree)
	3 Letters of Recommendation
	Statement of Career Goals
	Copy of Graduate Record Examination (GRE) scores.
	Application Fee - \$25.00 check - payable to Northern Illinois University

**Interview with Admission Committee**

Applications will be screened and eligible applicants will be selected to interview in person or by telephone. Interviews will be scheduled within six (6) weeks of the application deadline date. In-person interviews are required, however, applicants from far distances may request a telephone interview. After interviews are completed, a list of prioritized candidates will be submitted to D&D Digital Systems for computer matching. D& D Digital will notify both applicants and the Dietetic Internship Program Director of the results of the computer matching process.

**Re-application to this program**

In most cases, students who have participated in the application process and have been denied entry to the internship more than twice may not reapply. *An allowable exception to this policy would include an applicant who has been found to be acceptable, but failed to secure entry into this program through the computer-matching process.* In that situation, re-application at a subsequent date would be acceptable.