

# **Nutritional Sciences**

## **Didactic Program in Dietetics (DPD) Handbook 2019 – 2020**

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## USE OF THIS HANDBOOK

This handbook is designed to serve as a guide for students in the Didactic Program in Dietetics (DPD) Program at Texas A&M University. Objectives of this handbook are as follows:

- Identify the Texas A&M University DPD philosophy, mission, goals, objectives, policies and procedures;
- Understand the purpose of accreditation and the Accreditation Council for Education in Nutrition and Dietetics (ACEND);
- Identify and explain the specific educational path one must follow to become a Nutrition and Dietetics Technician, Registered (NDTR) and Registered Dietitian (RD) / Registered Dietitian Nutritionist (RDN); and
- Identify and provide resources to assist DPD students in their educational path to becoming a NDTR and RD/RDN

Resources referenced in the compilation of this handbook include the *Applicant Guide to Supervised Practice Experience* (for Dietetic Internship (DI) programs; <https://nfs.tamu.edu/students/dpd-program>), ACEND website, D&D Digital website, GRE® website, and The University of Wisconsin-Madison website and handout. **Students should read through the DPD Handbook thoroughly and use it as a resource throughout their academic careers, specifically in preparation to match a DI program.**

## WHAT IS THE SIGNIFICANCE OF THE TEXAS A&M UNIVERSITY DPD PROGRAM?

Understanding the significance of the Texas A&M University DPD program and proper terminology will help students decide if they should select this track.

Features of the Texas A&M University DPD Program are as follows:

- The Texas A&M University DPD program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND)
- ACEND-accreditation requires the DPD Program does the following:
  - Provides students a scientific research-based educational program enabling them to get the NDTR credential and/or match a DI program and pass the national registration examination to become RDN's;
  - Involves students in a variety of practical experiences that integrate their academic skills with current practice;
  - Increases exposure to the various nutrition and dietetic services and specialty areas to help students plan their careers; and
  - Provides students with opportunities to strengthen their skills in areas of interest and network with experts in the dietetic profession.
- The DPD program has a defined program mission, goals, and outcomes.
- DPD students must meet eligibility requirements for participation.
- Successful completion of the DPD program results in a Bachelor of Science (BS) degree, ACEND-verification statement and preparation of graduates for NDTR credential, progression into a DI program and ultimately the dietetic profession.

Clarification of terminology is necessary to help students navigate their career path and understand the importance of the **Nutrition and Dietetics Technician, Registered (NDTR)** and **Registered Dietitian (RD)** or **Registered Dietitian Nutritionist (RDN)** credentials.

A **Nutritionist** is an individual who:

- Uses the science of nutrition to help individuals improve their health. *Miller-Keane Encyclopedia and Dictionary of Medicine, Nursing, and Allied Health*
- Chooses to use the title and/or call themselves a “nutritionist.” There is not an established accreditation process that results in one claiming the title of nutritionist.

A **Nutrition and Dietetics Technician, Registered (NDTR)** is an individual who has successfully completed:

- An ACEND-accredited education program that relies on research and science, meets identified knowledge and competency requirements, and results in a Bachelor of Science (BS) degree; and
- The Commission on Dietetic Registration (CDR) national NDTR exam of competence (Boards) and maintains ongoing continued education requirements.

A **Registered Dietitian (RD)** or **Registered Dietitian Nutritionist (RDN)** is an individual who has successfully completed:

- An ACEND-accredited education program that relies on research and science, meets identified knowledge and competency requirements, and results in a BS degree; most RDs/RDNs also have graduate degrees. A graduate degree will be required to take the national exam for registered dietitians effective 2024.
- An ACEND accredited supervised practice (DI) program that meets identified knowledge and competency requirements; and
- The CDR national RD/RDN exam of competence (Boards) and maintains ongoing continued professional education (CPE) requirements.

Most Texas RDs/RDNs also obtain state licensure and the Licensed Dietitian (LD) credential. It is important to obtain Texas state licensure because it is required by some employers for employment and is mandatory to use the titles "Licensed Dietitian" and "Provisionally Licensed Dietitian" for insurance reimbursement. Texas state licensure is managed by the Texas Department of Licensing & Regulation (TDLR) (<https://www.tdlr.texas.gov/diet/diet.htm>). The RD and RDN credential is national licensure and will be referred to as RDN throughout the remainder of the handbook.

## TEXAS A&M UNIVERSITY DPD PHILOSOPHY AND MISSION

The Texas A&M University DPD Program is designed to provide the knowledge and skills at the undergraduate level that are needed to advance into an ACEND-accredited dietetic internship (DI) or supervised practice (SP) program followed by competent dietetics practice. The curriculum is composed of courses in nutrition, foods, biochemistry, physiology, management, social and behavioral sciences, and other supporting courses. Emphasis is placed on the development and demonstration of technical and critical thinking skills, oral and written communication ability and professionalism with the intent of thoroughly preparing our undergraduates for DI, SP, and graduate programs and the dietetic profession. Opportunities for the application of theoretical knowledge are provided through laboratory experiences, practicum exercises, and experiences with professionals in dietetics, nutrition, and food service operations on campus and in the Bryan/College Station community, and/or simulation in the classroom.

*The mission of the Texas A&M University DPD Program is to prepare future leaders in the dietetic profession by providing a high-quality undergraduate level education and high impact and experiential learning activities that generate strong technical knowledge, critical thinking, communication skills, and professionalism.*

The mission of the DPD Program is in accord with the Texas A&M University goal of achieving educational excellence while contributing to scholastic advancement, discovery research and community engagement that leads to economic development in Texas.

## **DPD PROGRAM GOALS AND MEASURABLE OUTCOMES**

The DPD program has established program goals with specific measurable achievement targets that are used to assess the achievement of each of the program's goals. Data is collected on an ongoing basis to assess the achievement of the program goals and targets. Goals and measurable program outcomes are identified below.

### **Program Goal 1**

To prepare Didactic Program in Dietetics (DPD) graduates with the technical knowledge and skills for successful admission into ACEND-accredited dietetic internships (DI) and supervised practice (SP) programs, graduate school, and/or employment in nutrition, dietetics, and related areas.

#### **Program Objectives for Goal 1**

- 90% of DPD graduates will agree that the Nutritional Science curriculum provided technical knowledge, communication skills, and life science courses that enhanced their critical thinking skills in preparation for ACEND-accredited DI and SP programs, graduate school, and/or employment in nutrition, dietetics and related areas as indicated by the annual graduate survey outcomes.
- 90% of employers and DI Directors will agree that Texas A&M University DPD graduates demonstrated technical foundation knowledge, critical thinking, and communication skills as indicated by the supervisor and DI Director survey outcomes.
- 80% of students who enter the Texas A&M University DPD program will graduate with a Bachelor of Science degree or complete the DPD course requirements within three and a half years, which is within the ACEND 150% time frame requirement.
- 60% of DPD graduates will apply to ACEND-accredited DI and SP programs within 12 months of graduation and/or completion of DPD requirements.
- 80% of DPD graduates who apply for ACEND-accredited DI and SP programs within 12 months of graduation and/or completion of DPD requirements will match.
- 25% of DPD graduates will apply and enter graduate programs within 12 months of graduation and/or completion of DPD requirements.
- 25% of DPD graduates who do not apply to or enter a graduate, DI or SP program will be employed within nutrition, dietetics and related areas within six months of graduation.
- 85% of first-time test takers will pass the registration exam for dietitians as indicated by Commission on Dietetic Registration (CDR) registration exam passage records.

### **Program Goal 2**

To prepare DPD graduates to exhibit leadership and professionalism in all components of ACEND-accredited DI and SP programs and/or employment within nutrition, dietetics and related areas.

#### **Program Objectives for Goal 2**

- 90% of DPD graduates will display professional ethics by honoring their acceptance to the specified DI and SP program that they matched during the match process as indicated by DPD program match records.

- 90% of DPD graduates will agree that the Nutritional Science curriculum provided the opportunity to strengthen their leadership and team member skills through group projects and assignments as indicated by annual graduate survey outcomes.
- 90% of employers and DI Directors will agree that DPD graduates displayed professionalism, leadership, and the ability to effectively work as a team member in collaborative efforts as indicated by employer and DI Director survey outcomes.

DPD student learning outcome (SLO) assessment data is collected each semester and formal SLO assessment is conducted annually. SLO assessment and DPD program outcome data is used to prepare reports of progress and performance and reported annually to the DPD Advisory Committee. Assessment and program outcomes are available on request. Contact Karen Beathard, DPD Director, at [kbeathard@tamu.edu](mailto:kbeathard@tamu.edu) to see annual data.

The Texas A&M University DPD program is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs. ACEND is recognized by the United States Department of Education and is a member of the Association of Specialized and Professional Accreditors.

## **ACEND ACCREDITATION COMPLAINT PROCEDURE**

Any complaints related to ACEND accreditation of the Texas A&M DPD Program and/or specific concerns regarding the DPD curriculum or experiential learning experiences should be submitted in writing to Dr. Steve Talcott, Department of Nutrition and Food Science (NFSC) Associate Head for Academics, at [stalcott@tamu.edu](mailto:stalcott@tamu.edu). Accreditation complaints will be addressed by the Texas A&M University DPD Accreditation Advisory Committee for resolution within thirty days.

Students should only submit complaints directly to ACEND only after failed resolution by the Texas A&M University DPD Program. Complaints to ACEND can be made at [ACEND@eatright.org](mailto:ACEND@eatright.org) or 1-800-877-1600 ex.5400. All complaints other than those related to accreditation should follow the Texas A&M University Student Grievance Procedures: <http://student-rules.tamu.edu/studentgrievanceprocedures>.

Additional questions pertaining to the accreditation of DPD programs may be referred to the following:

## **ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION AND DIETETICS (ACEND) CONTACT INFORMATION**

### Headquarters

The Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
800-877-1600 ex.5400, <http://www.eatright.org>  
[ACEND@eatright.org](mailto:ACEND@eatright.org)

### Washington, DC Office

The Academy of Nutrition and Dietetics  
1120 Connecticut Avenue NW, Suite 480  
Washington, DC 20036  
202-775-8277



## ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN THE DIDACTIC PROGRAM IN DIETETICS (DPD) PROGRAM \*

Undergraduate Nutrition majors and post-graduates/graduate students who have not previously met DPD course requirements can participate in the DPD program as long as they meet the eligibility requirements for participation.

To be eligible for participation in the Didactic Program in Dietetics (DPD) Program, students must meet all of the following requirements based on their respective classification:

<u>DPD Eligibility Requirements</u>	
<b><u>All</u> interested students must meet the following criteria for admission to the DPD program:</b>	
Attend DPD Orientation on the semester you will begin the program	
Texas A&M GPR 3.0	
Grade of "B" or better on all nutrition (NFSC) courses listed in DPD course requirements	
Grade of "C" or better on all-non nutrition courses listed in DPD course requirements	
Obtain and maintain annual student membership in the Academy of Nutrition and Dietetics (the Academy) Note: all Academy members are expected and required to honor the Academy Code of Ethics ( <a href="https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/codeofethicshandout.pdf?la=en&amp;hash=1DEF8BAE3548732AC47E3827D9E6326DA5AED496">https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/codeofethicshandout.pdf?la=en&amp;hash=1DEF8BAE3548732AC47E3827D9E6326DA5AED496</a> )	
Sign an annual DPD contract of agreement for participation by the provided deadline	
<b>Undergraduate Students Must Also Meet These Criteria:</b>	<b>Graduate Students Must Also Meet These Criteria:</b>
Complete a minimum 12 credits at Texas A&M University	Complete a minimum 9 credits at Texas A&M University
Complete both NFSC 203 and NFSC 210 with a "B" or better	Complete NFSC 203, NFSC 202, or equivalent and NUTR 641 with a "B" or better
	Must provide all official transcripts and proof of Baccalaureate degree granted by a U.S. regionally accredited college/university or foreign equivalent to Karen Beathard (kbeathard@tamu.edu) for approval
	Must meet with Karen Beathard to identify required courses for completion of the DPD program

## Didactic Program in Dietetics (DPD) Program Course Requirements

DPD Science Courses	DPD Professional Courses
<b>All DPD Students Must Make a "C" or Better</b>	<b>All DPD Students Must Make a "B" or Better in the NFSC Courses Below</b>
CHEM 119 FUND OF CHEMISTRY I & LAB <sup>2</sup> Must be complete before participation in the DPD program	NFSC 203 SCIENTIFIC PRIN NUTRITION Must be complete before participation in the DPD program
CHEM 120 FUND OF CHEMISTRY II & LAB <sup>2</sup> Must be complete before participation in the DPD program	NFSC 210 HORIZONS IN NUTRITION AND FOOD SCIENCE Must be complete before participation in the DPD program (Only required for undergraduate students)
BIOL 111 Introductory Biology I <sup>2</sup>	NFSC 211 SCIENTIFIC PRIN OF FOODS
BIOL 112 Introductory Biology II <sup>2</sup>	NFSC 301 NFSC THROUGH LIFE
CHEM 227 ORGANIC CHEMISTRY I <sup>2</sup>	NFSC 304 FOOD SERVICE SYSTEM MGMT
CHEM 237 ORGANIC CHEMISTRY LAB <sup>2</sup>	NFSC 365 VITAMINS AND MINERALS
CHEM 228 ORGANIC CHEMISTRY II <sup>2</sup>	NFSC 404 NUTR ASSESSMENT & PLAN
GENE 301 COMPREHENSIVE GENETICS <sup>3</sup>	NFSC 407 NUTRITION CARE & THERAPY
BIOL 319 INTEGRATED HUM AN/PHY I <sup>3</sup>	NFSC 430 COMMUNITY NUTRITION
BIOL 320 INTEGRATED HUM AN/PHY II <sup>3</sup>	NFSC 475 NUTR & PHYSIOLOG CHEM <sup>3</sup>
BICH 410 COMPREHEN BIOCHEM I <sup>3</sup>	NFSC 481 SEMINAR <sup>3</sup>
BICH 411 COMPREHEN BIOCHEM II <sup>3</sup>	<b>All DPD Students Must Make a "C" or Better in Courses Below</b>
	ANTH 205 PEOPLES & CULT OF WRLD or ANTH 210 SOCIAL AND CULTURAL ANTHROPOLOGY <sup>2</sup>
	PSYC 107 INTRODUCTION TO PSYCHOLOGY <sup>2</sup>
	NFSC/DASC 326 FOOD BACTERIOLOG <sup>3</sup>
	POLS 206 AMERICAN NATIONAL GOVERNMENT <sup>2</sup>
	STAT 301, 302, or 303 STATISTICAL METHODS <sup>3</sup>
	MGMT 309 SURVEY OF MANAGEMENT <sup>3</sup>

<sup>1</sup> Full course descriptions included in appendix

<sup>2</sup> Courses may be taken at a community college and transferred in to Texas A&M University. See DPD Transfer Course and Experiential Learning Equivalency Policies

<sup>3</sup> Applicable graduate courses may be substituted with DPD Director approval. See listing of alternative graduate courses in the appendix.

## DPD PROGRAM POLICIES AND PROCEDURES

### Texas A&M University and DPD Student Policies and Procedures

- Admission Requirements: <http://www.tamu.edu/future-students>
- Student Privacy Policies: <http://registrar.tamu.edu/Catalogs,-Policies-Procedures/FERPA/FERPA-for-Faculty-Staff>
- Access to Personal Files: <https://howdy.tamu.edu>
- Student Complaint or Grievance Procedures: <http://student-rules.tamu.edu/studentgrievanceprocedures>
- Academic Calendar Including Student Holidays: <http://www.tamu.edu/current-students/>
- Financial Aid Resources: <http://financialaid.tamu.edu>
- Student Support Services (Counseling, Disability and Health Services, etc.): <https://studentlife.tamu.edu/>
- Student Withdrawal Procedures Including Leave of Absence: <http://student-rules.tamu.edu/rule17>
- Student Conduct Code Including Disciplinary Procedures: <http://student-rules.tamu.edu/rule24>
- DPD Off-Campus Labs or Observational Experience Policy: Students are required to participate in identified labs or observational experiences to meet specific course learning outcomes. While students are not intended to replace employees, they are expected to meet the requirements of the respective course. This policy will be provided to students enrolled in the respective courses prior to participation in the identified activities. It is the responsibility of the student to become familiar with the policies and comply with them during all off-campus experiences. (See complete policy in appendix)

### Tuition and Fees (For the DPD Program)

- Estimated Cost of Attendance for Undergraduate Students: <https://financialaid.tamu.edu/Undergraduate/Cost-of-Attendance#0-CostofAttendanceDetail>
- Estimated Cost of Attendance for Graduate Students: <https://financialaid.tamu.edu/Graduate/Cost-of-Attendance#0-GraduateStudents>
- Required additional expense includes annual student membership in the Academy of Nutrition and Dietetics (The Academy): Annual Dues: \$58.00; must be updated annually on June 1<sup>st</sup>; Proof of Academy student membership is required. <https://www.eatrightpro.org/membership>
- Optional annual professional membership fees for the Texas A&M University Nutrition and Dietetic Association (NDA), Texas Student Dietetic Association, and Texas Academy of Nutrition and Dietetics Southeast Region: \$40
- Note: Tuition and fees for DI programs vary by program. Please view the website of each DI program of interest to determine their respective tuition and fees.

### DPD Program Participation Policies

- All DPD students (undergraduate and graduate) must maintain an overall minimum GPR of 3.0 at Texas A&M University and meet all DPD eligibility requirements including grade requirements in coursework.

- No DPD students will be paid compensation as part of the program.
- Prospective DPD students must attend the DPD orientation during the semester they are planning to move into the DPD program. DPD Orientation attendees will receive a copy of the DPD Handbook that includes the eligibility requirements and DPD probation policy.
- Dr. Poppy Capehart, one of the NFSC Advisors, will confirm prospective DPD students meet eligibility requirements and communicate results with them at the end of the semester they attend the DPD Orientation.
- Prospective DPD students who meet eligibility requirements will be required to provide proof of the Academy of Nutrition and Dietetics (Academy) membership and confirm their receipt of the DPD Handbook before the semester they enter the DPD track.
- All DPD students are required to maintain student membership in the Academy and uphold the Academy Code of Ethics (<https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/codeofethicshandout.pdf?la=en&hash=1DEF8BAE3548732AC47E3827D9E6326DA5AED496>)
- All DPD students will be required to sign and submit a DPD contract to Dr. Poppy Capehart annually confirming they understand the DPD requirements and have updated their annual Academy membership.
- Dr. Poppy Capehart will review DPD student academic performance at the end of each semester and will proceed with probation protocol for students who do not meet academic requirements.

## Probation and Dismissal from the DPD Program

- Current DPD students who do not meet the following requirements will be placed on DPD probation and provided remediation assistance:
  - Students who fall below an overall 3.0 GPR at Texas A&M University and
  - Students who do not meet the grade criteria for DPD courses.
- The following protocol will be followed for students who fall below academic requirements:
  - A list of students who fail to meet DPD requirements will be provided to Karen Beathard, DPD Director
  - Dr. Poppy Capehart will contact the identified DPD students via email to inform them that they will be blocked from all registration activities until they meet with an advisor to discuss DPD probation requirements and sign the DPD probation agreement.
  - Students will be required to sign and meet the requirements of the DPD probation contract
- Remediation Assistance
  - Students will meet with meet with an advisor to receive remediation guidance
  - Students will be referred to the Academic Success Center for Undergraduate Studies: <http://asc.tamu.edu/>
  - Students will have one semester to (1) raise their overall GPR to 3.0 and/or (2) retake the course(s) and make an acceptable grade in the respective course(s).
    - Students who cannot enroll in a course that must be retaken due to existing enrollment issues will be permitted to stay in the DPD program until they are eligible to retake the required course.
    - Permission must be provided by DPD Director to continue in the DPD program due to course enrollment issues. See the DPD Probation Policy.
- Students who fail to meet the terms of the DPD probation contract will be removed from the DPD program and moved to the General Nutrition Track
- Students can be reconsidered for the DPD program if they meet the following criteria:
  - Have an overall minimum GPR of a 3.0 or
  - Have "C" or better in all non-nutrition DPD Courses and a "B" or better in all nutrition DPD courses as listed in the original DPD eligibility requirements.

Students who are dismissed from the DPD program and/or do not meet the GPR or grade requirements **will not** receive a verification statement from the Texas A&M University DPD program. (Note: a verification statement from an accredited DPD program is mandatory to enter a DI program.)

Note that successful completion of the DPD program **does not guarantee placement in an accredited DI program.**

## DPD Transfer Course and Experiential Learning Equivalency Policies

- The Texas Common Course Numbering System website is used to determine what course numbers will Transfer from Texas Community Colleges into the Texas A&M University DPD Program.
- The Texas A&M University Transfer Student Equivalency (<https://compassx-ssb.tamu.edu/HCA/ssb/transferCourseEquivalency#!/>) webpage should be used to determine transfer course equivalencies for four-year colleges and universities located in the United States.
- Coursework not found on the Transfer Student Equivalency webpage, including coursework from colleges outside of Texas, will be evaluated by the Texas A&M University Office of Admissions and/or the NFSC Advisors at the time of application.
- International students completing a degree from another country should reference the Academy of Nutrition and Dietetics information for international students located at <http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr/international-students>.
- Post-graduate/graduate students must provide all official transcripts and proof of a Baccalaureate degree granted by a U.S. Regionally accredited college/university or foreign equivalent to Karen Beathard, DPD Director, and meet with her for coursework evaluation prior to consideration for admission into the DPD program.
- Texas A&M University DPD Program does not offer distance instruction.
- Texas A&M University DPD Program does not accept experiential learning as substitution for DPD coursework.

## Program Completion Requirements

- All DPD students are expected to graduate with a Bachelor of Science degree and/or successfully complete all DPD program requirements within three and one-half years from the date they officially enter the DPD program.
- All undergraduate DPD students must meet the requirements for a Baccalaureate Degree: <http://catalog.tamu.edu/undergraduate/agriculture-life-sciences/nutrition-food-science/nutrition-bs-didactic-dietetics-track/#programrequirements>
- All post-graduate/graduate students must take a minimum of 12 credits of DPD coursework at Texas A&M University.

All DPD students must meet the eligibility requirements for a verification statement of completion of the DPD program.

# Didactic Program in Dietetics (DPD) Program Schedule by Semester <sup>7</sup>

## Curriculum in Nutritional Sciences

Catalog No. 142 (2019-2020)<sup>1,2</sup>

### FRESHMAN YEAR

#### First Semester

ENGL 103 or 104	3
Any TAMU Core Math	3
CHEM 119	4
BIOL 111	4
NFSC 210	2
NFSC 204	<u>1</u>
	17

#### Second Semester

History Elective <sup>3</sup>	3
Any TAMU Core Math	3
CHEM 120	4
BIOL 112	<u>4</u>
	14

### SOPHOMORE YEAR

#### First Semester

NFSC 203 <sup>5</sup>	3
CHEM 227/237	4
ENGL 210	3
PSYC 107	3
History Elective <sup>3</sup>	<u>3</u>
	16

#### Second Semester

CHEM 228	3
NFSC 211	4
Free Elective	3
POLS 206	3
Creative Arts Elective <sup>3</sup>	<u>3</u>
	16

### JUNIOR YEAR

#### First Semester

BIOL 319 <sup>4</sup>	4
MGMT 309	3
POLS 207	3
NFSC 301	<u>3</u>
	13

#### Second Semester

BIOL 320 <sup>4</sup>	4
GENE 301/312	4
NFSC 304	4
NFSC 365	<u>3</u>
	15

### SENIOR YEAR

#### First Semester

NFSC 326/ ANSC 326	3
BICH 410	3
NFSC 404	3
NFSC 430 "W"	3
STAT 301, 302 or 303	<u>3</u>
	15

#### Second Semester

BICH 411	3
NFSC 475	3
NFSC 481 "W"	1
NFSC 407	4
ANTH 205 or ANTH 210 <sup>6</sup>	<u>3</u>
	14

A total of 120 hours is required for graduation; 36 hours of 300/400 level courses are required to meet the TAMU residency requirement.

<sup>1</sup> Catalog should correspond with your first semester.

<sup>2</sup> Course prefixes were changed from NUTR and FSTC to NFSC in the 2019-2020 academic year. Full course descriptions are included in the appendix.

<sup>3</sup> University Core Curriculum. Six hours of international and cultural diversity are required. Selection must be from courses on the approved list. Selection can be courses that also satisfy the requirement for social and behavioral sciences, visual and performing arts, humanities, or electives.

<sup>4</sup> Students may choose BIOL 319 and BIOL 320 or VTPP 423 and VIBS 305.

<sup>5</sup> CHEM 119 is the prerequisite for NFSC 203.

<sup>6</sup> Take either ANTH 205 or 210; Either satisfy Language, Philosophy, & Culture requirements as well as International and Cultural Diversity requirements

<sup>7</sup> The DPD Program Schedule will correspond with the Texas A&M University academic calendar including holiday and semester breaks.

## DPD Courses by Catalog

### CURRICULUM IN NUTRITIONAL SCIENCES CATALOG NO. 142 (2019-2020) <sup>1</sup>

#### University Core Curriculum <sup>2</sup>

##### *Citizenship*

- \_\_\_\_\_ Am. History Elective (3) (**TCCN: HIST 1301**)
- \_\_\_\_\_ Am. History Elective (3) (**TCCN: HIST 1302**)
- \_\_\_\_\_ POLS 206 (3) (**TCCN: GOVT 2305/2302**)
- \_\_\_\_\_ POLS 207 (3) (**TCCN: GOVT 2306/2301**)

##### *Communication*

- \_\_\_\_\_ ENGL 104 (3) (**TCCN: 1301**)
- \_\_\_\_\_ ENGL 210 (3) (**TCCN: 2311**)

##### *Natural Sciences*

- \_\_\_\_\_ CHEM 119 (4) (**TCCN: 1411**)
- \_\_\_\_\_ CHEM 120 (4) (**TCCN: 1412**)

##### *Language, Philosophy, and Culture*

- \_\_\_\_\_ ANTH 205 or ANTH 210(3) <sup>5</sup>

##### *Mathematics and Statistics*

- \_\_\_\_\_ Any Core Math (3) (may take TCCN: 1324)
- \_\_\_\_\_ Any Core Math (3) (may take TCCN: 1325)
- \_\_\_\_\_ STAT 301, 302, or 303 (3) (*must be taken at TAMU/or AP Credit*) <sup>6</sup>

##### *Behavioral and Social Sciences*

- \_\_\_\_\_ PSYC 107 (3) (TCCN: 2301)

##### *Creative Arts*

- \_\_\_\_\_ Creative Arts Elective (3)

##### *International & Cultural Diversity*

- \_\_\_\_\_ 3 hours (can be used to satisfy other
- \_\_\_\_\_ 3 hours requirements)

##### *Writing Intensive Credits (must be NFSC/2 required)*

- (1) NFSC 430
- (2) NFSC 481

#### Science Courses (Credit hours)

##### *Anatomy/Physiology*

- \_\_\_\_\_ BIOL 319 (4) <sup>3</sup> (*Cannot substitute BIOL 2401*)
- \_\_\_\_\_ BIOL 320 (4) <sup>3</sup> (*Cannot substitute BIOL 2402*)

##### *Biochemistry*

- \_\_\_\_\_ BICH 410 (3) <sup>6</sup>
- \_\_\_\_\_ BICH 411 (3) <sup>6</sup>

##### *Biology and Genetics*

- \_\_\_\_\_ BIOL 111 (4) (**TCCN: 1406**)
- \_\_\_\_\_ BIOL 112 (4) (**TCCN: 1407**)
- \_\_\_\_\_ GENE 301/312 (4) <sup>6</sup>

##### *Chemistry*

- \_\_\_\_\_ CHEM 227 (3) (**TCCN: 2423**)
- \_\_\_\_\_ CHEM 237 (1) (**TCCN: 2423**)
- \_\_\_\_\_ CHEM 228 (3) (**TCCN: 2425**)

#### Required Nutrition/Food Science Courses

- \_\_\_\_\_ FSTC 326 (3) <sup>6</sup>
- \_\_\_\_\_ NFSC 203 (3)
- \_\_\_\_\_ NFSC 210 (2)
- \_\_\_\_\_ NFSC 301 (3)
- \_\_\_\_\_ NFSC 365 (3)
- \_\_\_\_\_ NFSC 475 (3) <sup>6</sup>
- \_\_\_\_\_ NFSC 481 (1) <sup>6</sup>

#### Technical Electives (ADA Approved)

- \_\_\_\_\_ MGMT 309 (3) <sup>6</sup>
- \_\_\_\_\_ NFSC 211 (4)
- \_\_\_\_\_ NFSC 304 (4)
- \_\_\_\_\_ NFSC 404 (3) <sup>4</sup>
- \_\_\_\_\_ NFSC 407 (4) <sup>4</sup>
- \_\_\_\_\_ NFSC 430 "W" (3)

#### Free Electives (6 total)

- \_\_\_\_\_ Free Electives
- \_\_\_\_\_ Free Electives

A total of 120 hours is required for graduation; 36 hours of 300/400 level courses are required at TAMU.

1. Catalog should correspond with your first semester.
2. University Core Curriculum.
3. Student may choose to take biomedical anatomy and physiology. Choose VIBS 305 and VTPP 423
4. NFSC 404 is offered in Fall terms only; 404 is the prerequisite to NFSC 407 which is offered in Spring terms only.
5. Take either ANTH 205 or ANTH 210. Either will satisfy International, Cultural Diversity as well as Language, Philosophy and Culture requirements
6. Applicable graduate courses may be substituted with DPD Director approval. See listing of alternative graduate courses in the appendix.

# OPPORTUNITIES FOR DPD GRADUATES

## I. Nutrition and Dietetic Technician Registered (NDTR)

DPD program graduates qualify to take the national Commission on Dietetic Registration (CDR) Nutrition and Dietetics Technician, Registered (NDTR) registration examination. Passage of this national exam qualifies one as a NDTR. The NDTR credential enables employment as a dietetic technician and other nutrition-related positions.

### Career Opportunities for NDTRS

NDTRs work independently or as a team member under the supervision of RDNs in a variety of employment settings, including the following:

#### Healthcare

- Help treat and prevent disease by conducting screens, gathering data and performing other tasks to assist the registered dietitian in providing medical nutrition therapy as an important part of health-care teams
- May work with hospitals, HMOs, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities

#### Food Service Management

- Manage employees, purchasing and food preparation and preparing budgets within foodservice operations
- May work in schools, nursing home facilities, healthcare facilities, hotels, restaurants, colleges, daycare centers, or the military

#### Community Nutrition

- Develop and teaching nutrition classes for the public
- May work in Women, Infant, & Children (WIC) programs, public health agencies, Meals on Wheels and community health programs

#### Wellness

- Help educate clients about the connection between food, fitness, and health
- May work in health clubs, weight management clinics, and community or corporate wellness programs

#### Business, Industry, and Sales

- Develop menus, overseeing food-service sanitation and food safety and preparing food labeling information and nutrient analysis
- May work in food companies, contract food management companies or food vending and distributing operations

Reference:

<http://www.eatrightpro.org/resources/about-us/what-is-an-rdn-and-dtr/what-is-a-dietetic-technician-registered>

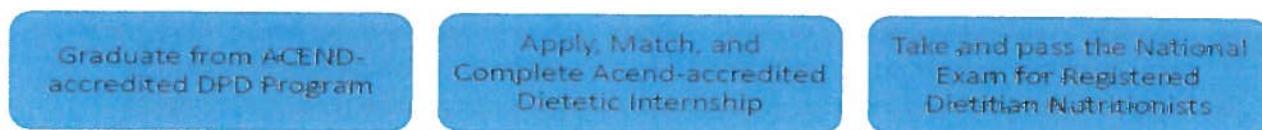
While the NDTR credential is an option, DPD graduates should be aware the RDN credential will offer many more employment and career opportunities. It is not required that DPD graduates get the NDTR certification before pursuing the RDN credential.



## II. Registered Dietitian Nutritionist (RDN)

Pathways to enter the dietetic profession as a RDN include an ACEND-accredited (A.) Didactic Program in Dietetics (DPD) followed by a Dietetic Internship (DI) or (B.) Coordinated Program (CP). A description of these pathways is as follows:

- A. The pathway to becoming a RDN that is offered by Texas A&M University is as follows (Note that only DPD graduates with a verification statement qualify to participate in a DI program):



- B. A CP integrates classroom learning and internship experiences in one program. Successful completion of a CP program allows graduates to take the RDN exam. The Texas A&M University DPD program is not a CP and Texas A&M DPD graduates should not apply to CP undergraduate or graduate programs because they will have to retake course work already completed in their undergraduate career.

## CAREER OPPORTUNITIES FOR RDNS

Based on the United States Department of Labor job outlook statistics, employment projections for RDNs suggest 15% growth from 2016 to 2026, which is more rapid than the average of all occupations (<https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm>). Job opportunities in the field of dietetics continue to grow in a variety of areas including health care, sports nutrition, and public policy. RDNs serve as an integral role in each of these settings. The educational background and training provided prepares RDNs to work among diverse populations with various needs.

Some of the major areas of employment include:

### Clinical Dietetics

- As part of a healthcare team, RDNs educate and counsel patients about nutrition, provide medical nutrition therapy through assessment of nutritional needs, nutritional diagnosis, and an individual nutrition care plan
- May work in hospitals, nursing homes, outpatient settings or the military.

### Food Service Management

- As part of the management team, RDNs plan and oversee everything from food purchasing and preparation to managing of staff
- May work in schools, nursing home facilities, healthcare facilities, hotels, restaurants, colleges, day care centers, or the military

## **Business, Industry, Wellness and Sales**

- Food firms need RDNs with nutrition expertise for communications, consumer affairs, public relations, marketing, and product development
- May work in sales and promotion, the food industry, corporate wellness programs, marketing, and even supermarkets

## **Community Nutrition**

- As a member of the community health care team, RDNs work with the community to plan and coordinate community- wide health programs to improve their quality of life through healthy eating habits.
- May work in a variety of settings including WIC, community gardens, extension agencies and community-based clinics

## **Private Practice/Entrepreneurial**

- Working in their own business or under contract with health-focused companies, RDNs may provide advice on services in nutrition care, sports nutrition or food service management
- May contract with food vendors, restaurant managers, nursing home residents, company employers, extension agencies, supermarkets and/or private clients

## **Sports Nutrition and Wellness Programs**

- Applying sports nutrition science to fueling fitness, sport and athletic performance, sports RDNs provide nutritional information for those seeking to achieve optimal performance
- May work for colleges and university athletic departments, corporations, health care organizations, professional sports organizations, private practice, health and fitness centers, or the military

## **Public Policy**

- Public policy RDNs work to assist in developing dietary recommendations or guidelines that benefit the public's health and well-being
- May work at the local, state, or national level

## **Education/Research**

- Working closely with investigators and colleagues, RDNs implement, evaluate, and provide educational experiences for dietetic, medical, nursing or other allied health students
- May work in a clinical research center in hospitals or academic centers

If the preceding career opportunities appear appealing, continue reading through this handbook thoroughly and use the guidance provided as a resource throughout your academic career to match a DI program and ultimately become a RDN.

# **PREPARING EARLY TO MATCH A DIETETIC INTERNSHIP (DI) PROGRAM**

## **Purpose of ACEND Accredited DI Programs**

The main objectives of an ACEND Accredited DI program are to:

- Prepare students to take the national registration examination to become RDNs;
- Involve students in a variety of practical experiences that integrate their academic skills with current practice;
- Increase exposure to the various nutrition and dietetic services and specialty areas to help students plan their careers; and
- Provide students with opportunities to strengthen their skills in areas of interest and network with experts in the dietetic profession.

Competition for DI programs is intense and comparable to applying to other allied health professional school programs. While the most recently documented statistics on the ACEND website report a 61% national match rate (<https://www.eatrightpro.org/-/media/eatrightpro-files/acend/supply-and-demand-chart.pdf?la=en&hash=D980DE0F836AAB57E7050D9C5760F8A79EE0D97C>) Texas A&M University Fall 2018 to Spring 2019 DI match rate was 88% (Table 1). The following information is designed to help students successfully navigate the DI match and career progression.

## 2018-2019 DI Match Outcomes of Texas A&M DPD Students Based on GPR

Year of Graduation	Total Matched Graduates	≥3.5	3.49-3.3	3.29-3.0	2.99-2.0
Prior to Aug 2017	2	0	1	0	1
2017-2018	2	1	0	1	0
2018-2019	25	9	5	12	0
Totals	29 (100%)	10 (34%)	6 (21%)	13 (45%)	0

Year of Graduation	Total Unmatched Graduates	>3.5	3.49-3.3	3.29-3.0	2.9-2.0
2018-2019	0	0	0	0	0
Totals	0	0	0	0	0

Table 1 Texas A&M University DPD Program Fall 2018 to Spring 2019 DI Match Outcomes; 97% match rate

## Preparing to be the Most Qualified Applicant

### Start early

It is critical that students start early in preparation for the DI program application process. Students who follow the ACEND and DPD Director's recommendations as outlined in this handbook for applying to DI programs are more successful in a DI match. The following areas are strongly considered in preparation for a DI match and should be given attention as soon as a student moves into the DPD program. Generally qualified and successful applicants participate in one or more of each of the experience areas listed below. See the Advisement Timeline for Success in Competing for a DI Match at the end of this section.

### Academic performance

Many programs require an overall GPR and DPD GPR of 3.0 or higher to be considered for DI admission. It is essential to confirm that your overall and DPD GPR is above the minimum required by the DI.

- Students who do not meet identified grade requirements in a course can retake it; however, the original grade will still appear on the transcript. Retaking a course and receiving an improved grade may be indicative of motivation and ensure that the student has the knowledge base required for the DI program.

- Participation in the University (<http://honorsprograms.tamu.edu/Home>) or NFSC Honors program (<http://nfs.tamu.edu/students/honors-program-in-nutritional-sciences/>) is recommended for students who meet eligibility requirements.
- All collegiate coursework will be considered when averaging the overall GPR and DPD GPR on the DI application for undergraduate and graduate students. Therefore, students should seek to perform well in all collegiate coursework.
- Note that a strong academic performance is important, but it is **NOT** enough in most cases for a DI match. DI Directors desire a balanced portfolio that includes strong academics, employment and organizational experience and leadership skills. Refer to the *Applicant Guide to Supervised Practice Experience* (<https://nfs.tamu.edu/students/dpd-program>) resource to review the evaluation criteria considered by each program, including minimum GPR requirements for admission.

## Employment Experience

Employment experience is necessary to demonstrate that the student is motivated, productive, reliable, and competent. Work experience in a foodservice, clinical or community environment is relevant and very beneficial. Some DI programs require nutrition-related employment experience, while other programs want to see that the student can multi-task successfully by working (including employment not related to nutrition/dietetics) and achieving academic success. When compared to other applicants, the applicant with **dietetic-related work experience** is going to have a stronger application than the one with non-dietetic work experience. Some DI programs specifically look for certain types of experience including **hospital experience**; it is important to thoroughly identify the requirements of each DI program before applying to make sure you are a good candidate. Some suggested areas for work experience are as follows:

- Healthcare establishments – Local facilities include CHI St. Joseph Hospital, Baylor Scott and White Hospital, The College Station Medical Center, The Physician Center, Crestview Retirement Community, The Langford, Isle at Watercrest Nursing Home, and CHI St. Joseph Manor;
- Food service establishments – Texas A&M University Dining Services, local hospitals and nursing homes mentioned above or restaurants; food handling experience is necessary, and wait staff positions generally do not provide the same experience. Note that any work outside of school reflects time management skills;
- Women, Infants and Children Clinics (WIC) – 12 credits of nutrition coursework are required to work at WIC;
- Summer camps - There are several summer camps that are designed for special populations and often hire nutrition students. One example is Camp LaJolla Weight Loss Camp in California (<https://www.wellspringcamps.com/>);
- Nutrition research labs – This employment is especially good for students who are applying to combined graduate degree DI programs; and
- NASA Lab – Located in Texas A&M University Research Park; Contact Mickey Speakmon at [mspeakmon@poultry.tamu.edu](mailto:mspeakmon@poultry.tamu.edu), 979-255-8216.

## Undergraduate Research Experience

The Academy encourages all DPD students participate in undergraduate research experiences to strengthen their critical thinking skills and prepare them for a DI, graduate school, and the dietetic profession. Suggestions include:

- NFSC 285 or NFSC 485 Directed Studies - Directed study on diverse areas of nutrition; Requires approval of instructor; see <https://nfs.tamu.edu/researchprograms> to view researchers and their interests;
- NSFC 291 or NFSC 491 Research - Research conducted under the direction of faculty member in nutrition; Requires approval of instructor; see <https://nfs.tamu.edu/researchprograms> to view researchers and their interests; and
- Undergraduate Research Scholars Program - <http://hur.tamu.edu/Undergraduate-Research/About-Undergraduate-Research>

## Volunteer Experience

Volunteer experience should reflect student commitment; consistent volunteer work over a semester minimum with one program is preferred over one or two visits. Volunteering does not replace employment experience and is usually evaluated separately. Volunteer opportunities include:

- Health care establishments – Local facilities include CHI St. Joseph Hospital, Baylor Scott and White Hospital, The College Station Medical Center, The Physician Center, Crestview Retirement Community, Isle at Watercrest Nursing Home, and CHI St. Joseph Manor;
- Twin City Community Café – 979-822-1492;
- Brazos Valley Food Bank – 979-779-3663;
- Howdy Farm - Student-run organic, sustainable farm on the campus of Texas A&M University. <http://tamuhowdyfarm.weebly.com/>
- WIC – Contact Natie Villar at [nvillar@bvcaa.org](mailto:nvillar@bvcaa.org) or 979-260-2942;
- Texas Lions Camp (Diabetes Med Staff) - [www.lionscamp.com](http://www.lionscamp.com);
- DaVita Dialysis (Village Greeter) - [villagegreeter@davita.com](mailto:villagegreeter@davita.com);
- Fork Friendly Program (College Station-based program) – Contact Linda Kapusniak, MS,RD,LD at [ljkrd@yahoo.com](mailto:ljkrd@yahoo.com); and
- Texas A&M University Nutrition Dietetic Association (NDA) student organization - NDA offers many opportunities for volunteerism in the local community. More information about NDA is available under organizational involvement.

## Internship Experience (Note: These experiences are used to prepare applicants for an ACEND-accredited DI and do not fulfill the requirements to become a RDN)

Paid and unpaid internship experiences are often available in the summer. Some internships are available through the NFSC and/or Texas A&M University, while others are independent of these programs. Examples are as follows:

- Agricultural and Natural Resources Policy (ANRP) Internship Program in Washington, D.C. - Available in the fall, spring and summer semesters. The ANRP Internship is available in Texas in the spring biannually. Information is available online at <http://agintern.tamu.edu>;

- Camp for All Food Services Internship - Tentative Dates: May-August. Intern will receive room, board, and a bi-weekly stipend. For more information, contact Sterling Nell Leija at [sleija@campforall.org](mailto:sleija@campforall.org);
- Camp Ronald McDonald at Eagle Lake Summer Food Service Internship - Visit <http://www.campronald.org> for job descriptions and application. The traditional application deadline is in February;
- Camp Tejas - Summer Job as Food Service Assistant or Food Service Intern; For more info contact Seth Gordon at [seth@camptejas.org](mailto:seth@camptejas.org) or 979-220-9691. <http://www.camptejas.org>;
- Food Management Internship (FMI) - Sponsored by the National Association of College and University Food Services (NACUFS). This program allows student interns the opportunity for a paid eight-week summer internship that provides experience in college and university food service settings. Additional information can be found at <http://www.nacufs.org>. The traditional application deadline is in January;
- Pepsi-Co Frito Lay Summer Internship Program - Internship Dates – mid-May-early August. Application deadline is usually in February;
- International Food Information Council (IFIC) - Sylvia Rowe Fellowship Award: Internship in Nutrition, Food Safety, Risk Communication. The goal of the recipient of this award should be to develop communication skills that he or she can and will apply to communicating nutrition and food safety information to the public in an academic setting, professional situation, or other public venue. The recipient will be awarded a six to 12 week paid internship at the IFIC Foundation offices in Washington, DC. Additional information can be found at <http://www.ific.org>;
- James A. Haley Annual Summer Career Experience Program (SCEP) - Contact Anne Brezina or Melody Chavez for more information: (813) 972-2000, ext. 7234 or ext. 4756 or via email at [melody.chavez@med.va.gov](mailto:melody.chavez@med.va.gov) and/or [anne.brezina@med.va.gov](mailto:anne.brezina@med.va.gov). Application deadline is usually in April.
- Norton Sound Health Corporation Nutrition and Health Summer Internship in Nome, Alaska - Contact Kelly Keyes, CAMP Director at [kkeyes@nshcorp.org](mailto:kkeyes@nshcorp.org) or (907)-443-3480
- Undergraduate Outreach Program in Space Life Sciences Sponsored by Texas A&M University and the National Space Biomedical Research Institute (NSBRI) - See <http://www.nsbri.org/summerapprenticeship/>
- Tarrant County Meals on Wheels - Application deadline is usually at the end of March. Contact Lilly Frawley at [lilly@mealsonwheels.org](mailto:lilly@mealsonwheels.org). See [www.mearsonwheels.org](http://www.mearsonwheels.org)
- Methodist Hospital, Houston, Texas - Application deadline is usually in February. See <http://www.houstonmethodistcareers.org/students-summer-intern-prog.html>
- Robin Plotkin, Dallas, TX (<http://www.robinplotkin.com/>) - Contact Robin at [robin@robinplotkin.com/](mailto:robin@robinplotkin.com/)
- Jennifer Neily, Dallas, TX (<http://neilyonnutrition.com>) – Contact Jenn at [Neily@NeilyonNutrition.com](mailto:Neily@NeilyonNutrition.com)

## Organizational Involvement Experience\*

Students are advised to participate in university, college, professional, and community activities. Participation in a variety of organizations and activities with identified leadership involvement is essential in preparation for a DI program and career in the dietetic profession. DI programs look for students who are leaders and display a commitment to the dietetic profession through professional memberships and involvement. Often DI Directors would prefer to see leadership and involvement in one or two organizations including a professional organization rather than membership in every possible one. While DPD students may have memberships in non-professional organizations, it is highly encouraged to consider participation and leadership in professional organizations including:

- The Academy – <http://www.eatright.org> (membership is required for all DPD students); additional professional membership resources and opportunities include:
  - Student Scoop: <http://www.eatrightpro.org/>;
  - Student Online Community of Interest Message Board: <http://www.eatrightpro.org/resources/membership/student-member-center>
  - Dietetic Practice Groups (DPG's) (professional-interest groups who wish to connect with other members within their areas of interest and/or practice; student memberships available): <http://www.eatrightpro.org/resources/membership/academy-groups/dietetic-practice-groups>
  - Member Interest Groups (MIG's) (groups of Academy members with common interests; focus is on areas other than the practice of dietetics or geographic location): <http://www.eatright.org/migs>
- The Texas Academy: <http://www.eatrighttexas.org/>
- Texas Student Dietetic Association (TSDA): <http://www.eatrighttsda.org/>\*
- Southeast Region Academy of Nutrition and Dietetics: <https://www.eatrighttexas.org/regions/southeast-region>
- American Society of Nutrition (ASN): <http://www.nutrition.org/>
- Collegiate and Professional Sports Dietitians Association: [www.sportsrd.org](http://www.sportsrd.org)
- Society for Nutrition Education (SNE): <https://www.sneb.org/>
- Nutrition and Dietetic Association (NDA)\*\*: <https://ndatamu.wordpress.com>
- Nutrition Honors Association (NHA): <https://stuactonline.tamu.edu/app/organization/profile/public/id/1808> (students must be in the Honors Program to participate)
- Gluten Free Aggies: <http://glutenfreeaggies.tamu.edu/>
- Vegetarian/Vegan Aggies: <https://www.facebook.com/groups/veganaggies/>
- Food Recovery Network: <https://www.facebook.com/tamufrn>
- Food Science Club: <https://www.facebook.com/groups/TAMUFSTCC/>
- Maroon & White Leadership Fellows/Society: <http://maroonandwhite.tamu.edu>
- List of all TAMU student organizations: <http://getinvolved.tamu.edu/>

\* TSDA is the student organization associated with the Texas Academy of Nutrition and Dietetics. It is composed of Texas DPD students who are also members of the Academy and Texas Academy. There is no fee to join TSDA, but students must sign-up to be TSDA members. Annually, TSDA meetings occur in the fall (at Texas A&M) and spring and provide great networking opportunities with DPD peers and professionals. All DPD students are strongly encouraged to join TSDA as soon as they enter the DPD track. Additionally, DPD students should consider running for TSDA leadership positions as these provide excellent experience and increased networking opportunities. More information on the TSDA can be found at <https://texasdieteticstudents.com/>

\*\*NDA is an on-campus organization composed of Nutritional Science majors and other students with an interest in nutrition. NDA meetings provide opportunities to learn about career possibilities in the nutrition and dietetics field and to hear speakers on current topics in nutrition. The NDA also sponsors philanthropic and social activities, promoting club member interaction. All DPD students are strongly



encouraged to join as soon as they enter the major and seek leadership/officer positions.

## **Letters of Recommendation**

Letters of recommendation are a very important part of DI, graduate school, scholarship, and employment applications. Generally, three letters of recommendation are required for both DI program and graduate school applications. Considerations related to the letter of recommendation and reference selection are as follows:

- Professors and employers are preferred references because they can address your self-motivation, leadership, time management skills, responsibility, and maturity. DI Program Directors are looking for students who come highly recommended and possess outstanding qualities.
- It is extremely important that students develop positive relationships with professors and employers and interface with them in a variety of situations so they can serve as strong references;
- Some Texas A&M University faculty cite criterion in their syllabi that is required for them to write a letter of reference for students. Be sure to meet these criteria if you want this faculty member to write a letter of recommendation for you; and

More detailed information related to letters of recommendation is addressed in Applying to the DI Match section.

## **E-Portfolios**

Some DI programs require the submission of an e-portfolio as part of the DI application. The e-portfolio is a tool that allows you to show the DI Director and selection committee about your accomplishments and goals. It is also useful in tracking your professional activities and goals. It is important to identify and follow the guidelines of any program requiring an e-portfolio. General guidelines for development of an e-portfolio are included in the appendix.

## **Professional Skills**

Successful DI applicants seek to develop professional skills, which are displayed on the applicant's resume, application and reference letters. Simply being a member in an organization is not enough; DI Directors want to see active involvement and/or leadership in the organization. Ideas to help develop professional skills are as follows:

- Communication skills (essential)
  - pay attention to both oral and written communication skills as these skills display your organization skills and attention to detail
  - use clear, concise and proper communication with faculty, employers, DI Directors, and professionals;
  - demonstrate professionalism and proper grammar and spelling in all forms of written communication including email, application, letters requesting references, etc.;
  - demonstrate professional oral communication and strong interpersonal skills in conversation, phone etiquette, and in interviews;
  - seek out situations and opportunities that will allow you to practice and develop public speaking skills;
  - manage your social networks professionally and be aware that DI Directors may look at your social media outlets when making DI match selections.
- Leadership and self-motivation



- seek key roles and officer positions in extracurricular and volunteer activities and organizations, especially in professional organizations such as TSDA, NDA, Texas Academy Regions, DPG's, etc.;
- demonstrate self-reliance and motivation by independently seeking solutions and identifying opportunities for personal growth, setting and achieving goals, and using judgment and decision-making skills.
- Time management skills
  - demonstrate the ability to multitask and be successful in academics and employment;
  - participate in extracurricular activities, especially professional organizations including TSDA, NDA, Texas Academy Regions, DPGs, etc.;
  - display organization, dependability, and responsibility in all interactions with professionals, faculty, employers, and peers.
- Resourcefulness
  - seek to be a self-learner and not rely on professors for course related information. DI Directors expect interns to be independent learners and to not require "hand holding" in the learning experience.
  - seek to self-identify answers to questions before asking (ex. read syllabus and assignments before asking related questions)

## Advisement Timeline and Checklist for Success in Competing for a DI Match\*

### Freshman

- Focus on learning course content and achieving good grades – every grade counts toward your GPR, but mastery of content ensures greater success. Keep in mind that science grades are very important. Perform your best in all courses as grades from junior colleges count toward the DI program application.
- Take time to get to know faculty and advisors.
- Get involved in extracurricular activities and become a student member of professional organizations (Nutrition Dietetic Association (NDA), Texas Student Dietetic Association (TSDA), Texas Academy of Nutrition and Dietetics (The Texas Academy) Regions, etc.) and attend professional meetings (Texas Academy Regional and Area meetings); this is extremely important for professional development.
- Seek work experience in **healthcare or foodservice** (food preparation, not wait staff). If your job is unrelated, seek quality volunteer experience in nutrition/dietetic-related programs. Work experience can be obtained during the summer, but many DI Directors prefer to see that students can balance work and school during the academic semesters.
- Start a portfolio or e-portfolio that documents all your activities and supports your career development in dietetics. This should include a professional statement of goals, resume, work samples, acknowledgements/recommendations, awards and honors, conferences, workshops or special seminars, professional memberships, and references. It is important to keep track and document all honors and awards for your resume and future DI application.
- Consider participation in the University or NFSC Honors Program.
- Apply for NFSC scholarships (by February).

### Sophomore

- Read **Preparing to be the Most Qualified Applicant** section of the DPD Handbook and apply guidelines provided
- Keep focused on learning course content and good grades.

- ☐ Build your resume – extracurricular activities, work & volunteer experience, professional organization memberships (NDA, TSDA, The Academy, The Texas Academy - network with local dietitians).
- ☐ Seek leadership roles in clubs, organization, or community service projects.
- ☐ Consider internship opportunities to gain experience and build your resume (example: Frito Lay, Camp Tejas, Ronald McDonald Camp, etc.).
- ☐ Build your academic and experience portfolio; consider an undergraduate research experience with a NFSC 285/485 Directed Studies followed by NFSC 291/491 Research.
- ☐ Read **Criteria to Consider In DI Program Selection** section of the DPD Handbook.
- ☐ Start investigating potential DI programs. Use available resources included in the resource section and attend open houses at DI programs that interest you – this will allow you to learn the selection criteria at these respective DI programs.
- ☐ Attend the DPD orientation and meet the **Eligibility Requirements for Participation in the DPD Program** in order to change to the DPD track.
- ☐ Prepare to take the GRE®. Taking the GRE® the summer between your sophomore and junior year will increase the number of opportunities to take the exam; Note the official GRE® scores can be sent to a maximum of four universities free of charge on the test day; fees are required to send GRE® scores after the test day. See [http://www.ets.org/gre/revised\\_general/about/fees/](http://www.ets.org/gre/revised_general/about/fees/) for fee details.
- ☐ Apply for NFSC scholarships (by February).

## Junior

- ☐ Reread **Preparing to be the Most Qualified Applicant** section of the DPD Handbook and apply guidelines
- ☐ Continue to focus on integration of acquired knowledge and grades, building your resume, and expanding your portfolio.
- ☐ Seek related work, volunteer, and dietitian shadowing experiences in a variety of settings.
- ☐ Consider membership in Academy Dietetic Practice Groups (DPGs) to explore your interests and enhance your professional network.
- ☐ Consider an undergraduate research experience with a NFSC 485 Directed Studies followed by NFSC 491 Research.
- ☐ Attend the DI Preparation Workshop (fall semester) and spring DPD meeting for juniors.
- ☐ Reread **Criteria to Consider In DI Program Selection** section of the DPD Handbook.
- ☐ Actively evaluate DI programs – Use available resources included in the resource section and attend DI open houses; (DPD students should have a good idea of potential DI programs to apply by the end of the spring semester of your junior year.
- ☐ If the GRE® has not been taken, take it no later than the summer between your junior and senior year; See [http://www.ets.org/gre/revised\\_general/about/fees/](http://www.ets.org/gre/revised_general/about/fees/) for fee details.
- ☐ Apply for The Texas Academy Foundation (by November), The Academy Foundation (by February), NFSC (by February) and TSDA scholarships. Note: you must be a student member of The Academy to apply for professional scholarships.
- ☐ Attend the Texas Academy Annual Conference and Expo (ACE) (April)
- ☐ Submit the completed DI Intent to Apply Form (appendix) to kbeathard@tamu.edu by May 30<sup>th</sup> – one year prior to application to a DI.

## Senior

- ☐ Read the **Applying to The DI Match** section of the DPD Handbook
- ☐ Continue to focus on integration, synthesis and application of nutrition knowledge in courses, maintaining good grades, building your resume, and expanding your portfolio.
- ☐ Re-attend open houses and/or revisit programs you are planning to apply.
- ☐ Continue to gain related work, volunteer, and dietitian shadowing experiences in a variety of settings.
- ☐ Continue to gain undergraduate research experiences.

- Attend the DI Preparation Workshop (fall semester) and fall and spring DPD meetings.
- Consider attending the Academy Food and Nutrition Conference and Expo (FNCE) (October)
- Apply for The Texas Academy Foundation (by November), The Academy Foundation (by February) and TSDA scholarships. Note: you must be a student member of The Academy to apply for professional scholarships.
- Apply for DI programs by designated deadlines.
- Attend the Texas Academy Annual Conference and Expo (ACE) (April)

## Post-graduates or Graduate Students Completing DPD Coursework

Meet with Karen Beathard and Dr. Poppy Capehart to coordinate requirements for DPD coursework.

Attend the DPD orientation and meet the Eligibility Requirements for Participation in the DPD Program in order to change to the DPD track.

Read Preparing to be the Most Qualified Applicant and Criteria to Consider In DI Program Selection sections of the DPD Handbook.

Start investigating potential stand-alone DI programs. Use available resources found in the resource section and attend open houses at DI programs that interest you – this will allow you to learn the selection criteria at these respective DI programs.

Focus on integration, synthesis and application of nutrition knowledge in courses, maintaining good grades, building your resume with dietetic-related experiences, and expanding your portfolio.

Attend open houses and/or programs you are planning to apply.

Gain related work, volunteer, and dietitian shadowing experiences in a variety of settings.

Read the Applying to The DI Match section of the DPD Handbook

Attend the DI Preparation Workshop (fall semester) and fall and spring DPD meetings.

Consider attending the Academy Food and Nutrition Conference and Expo (FNCE) (October)

Apply for The Texas Academy Foundation (by November), The Academy Foundation (by February) scholarships. Note: you must be a student member of The Academy to apply for professional scholarships.

Apply for DI programs by designated deadlines.

Attend the Texas Academy Annual Conference and Expo (ACE) (April)

\*Note: Students entering the DPD Program as a junior or senior should read through the entire advisement timeline and individualize it to your personal situation. Karen Beathard can assist you as needed. It is most important to gain relevant experience prior to applying for the match.

## CRITERIA TO CONSIDER IN DI PROGRAM SELECTION

### DI Program Types

The primary types of supervised practice programs are (1) the stand-alone and (2) the combined graduate-DI programs. Once the supervised practice program requirements are completed and verified, one is eligible to take the dietetic registration exam to become a RDN.

- Stand-alone DI programs** do not require obtainment of an advanced degree and may be full-time or part-time. Full-time programs usually last 27 weeks to 12 months; part-time programs are longer. These programs may be administered at the location of the DI program or as a distance program. Applicants need to investigate each program to identify if distance options exist. Most DI programs require admission tests such as the GRE® and require some graduate classes while completing the DI. Some DI programs have the option of getting a graduate degree. **Students should be aware that all RDN's will require a graduate degree by 2024. Refer to**

<http://www.cdrnet.org/vault/2459/web/files/Graduate%20Degree%20FAQ.pdf> for additional questions related to graduate degree requirements.

- a. Distance DI programs are designed to allow students to participate in a DI Program in the community of their preference. These programs vary in design and application requirements. Some programs require that the student coordinates their own internship experience by locating and identifying preceptors to supervise their internship activities based on the program requirements prior to applying to the program. Other distance programs assist with location of preceptors or allow submission of preceptor names after the match. It is very important to identify all of the program requirements before applying to a distance program because the preceptors and affiliations usually must be coordinated prior to submitted the program application and match.
2. **Combined graduate-DI programs** offer participants the opportunity to complete the DI and obtain an advanced degree in the same program. Combined graduate-DI programs require admission tests such as the GRE®. Combined programs are often full-time. The duration of the program may range from 18 to 30 months depending on the program and the graduate degree. Graduate programs may require a thesis or capstone project or offer both. DPD students who are working on or have completed a graduate degree may consider a stand-alone DI program to avoid additional coursework.

## **Program Emphasis**

All DI programs provide 1200 hours of supervised experience that include the following core competencies: nutrition therapy, community and food service systems management. DI programs also have emphasis areas such as medical nutrition therapy, clinical nutrition, community nutrition, research, food service, etc. Allocation of hours is the responsibility of the program provided all competencies are met. Sufficient time must be allotted in each area to ensure students practice the role of the dietitian and achieve entry-level competence. However, programs have the opportunity for flexibility and innovation in curriculum planning based on goals and resources. Applicants should consider emphasis areas when selecting a DI.

## **A Day In The Life Of A Dietetic Intern**

A day in the life of a dietetic intern should be considered when applying to a DI program. This varies depending on the type of DI program that one matches. Both stand-alone and combined graduate-DI programs include participation in supervised practice under the supervision of RDNs who serve as preceptors.

Supervised practice is equivalent to employment; full-time DI programs generally require interns work from 8am-5pm Monday through Friday under the supervision of RDNs who serve as preceptors. Applicants should reference the respective DI website and attend open house events for specific requirements for their interns.

Generally, interns are provided a schedule of “rotations” at the beginning of the DI program that they are required to follow. “Rotations” are areas of supervised practice that interns will work for a designated period of time and include clinical, community, management, staff relief and non-traditional or specialty areas. The Applicant Guide to Supervised Practice Experience (<https://nfs.tamu.edu/students/dpd-program>) publication identifies the amount of time spent and the locations for these experiences for each DI program.

Some rotations are at the same location, while others require travel to different locations. For example, most rotations including clinical and management are completed at the Michael DeBakey VA Medical

Center where another internship may have an oncology rotation at a specific hospital and a management rotation at a school. Interns are required to provide transportation between rotations when they are at different locations.

### Combined graduate-DI programs

The timing of the supervised practice portion of combined graduate-DI programs varies; common variances are as follows:

- students take coursework during the first semester of enrollment and complete supervised practice during the second semester and thereafter alternate between supervised practice and coursework by semesters;
- students take all graduate coursework first and complete supervised practice after the completion of coursework;
- graduate coursework is combined with supervised practice during each academic semester; students participate in graduate courses (in-person or on-line) 2 days/week and supervised practice 3 days/week during the fall and spring semesters.

## **Financial Constraints/Costs**

DI program costs vary. Most DI programs are unpaid; however, some programs offer stipends. Stipends are increments of money provided to the interns and vary in amount depending on the program. DI programs offering stipends tend to be more competitive. Some programs charge a set enrollment fee for the DI program while others charge tuition. Other financial considerations include DI/university application fees, clinical fees, transportation (car, public transportation, etc.), food, liability insurance, and incidentals (lab coat, textbooks, etc.). There is a minimum application fee for the first DI program application and fee for each additional application. Institutions may have additional fees. There is also a standard fee of \$55 paid to D&D Digital Systems for computer matching. DI program location will also influence costs; some locations have a higher cost of living and require travel to various internship sites.

Financial aid opportunities vary among DI programs. Some DI programs will allow interns to obtain government loans or grants to cover the expense, while others will not. Some DI programs also offer graduate assistantships, scholarships and out-of-state tuition waivers. Some DI programs allow interns to have a part-time outside job to help cover expenses; however, most do not permit outside employment. Often, time requirements of the DI rotations and assignments make it difficult to work outside of the DI program.

## **Considerations to Help Narrow Programs of Your Interest**

Deciding where to apply involves careful consideration. Below is a list of considerations that might help in deciding on DI programs to apply. Some considerations are based on personal preference, while other information can be obtained by researching resources listed on the next page.

- DI Program Characteristics/Emphasis
- People
- Location
- Weather
- Price
- Financial assistance: <http://finaid.org>

## **RESOURCES TO ASSIST IN RESEARCHING DI PROGRAMS**

The following resources are recommended when researching DI program characteristics and requirements:

## Specific DI Program Websites

DI programs have websites that provide specific information and application materials that are unique to their programs. Review these sites thoroughly to determine the application requirements for programs of your interest. The information on the DI website should take precedence over all other resource information since it belongs to and is managed by the respective program. Be resourceful by reading the website for information prior to calling or emailing the DI Director to ask questions. Professionalism is critically important when communicating with the DI Director via email or telephone conversation. Remember first impressions are lasting impressions.

### Texas A&M University DPD E-campus Website

This website includes relevant DPD and DI program forms and information that is exclusively for DPD students. DPD students who do not appear to have access to this website should email Karen Beathard, DPD Director at [kbeathard@tamu.edu](mailto:kbeathard@tamu.edu).

### Texas A&M University DI Preparation Workshop and Fair

The DI Preparation Workshop and Fair is an annual student-led event that is generally scheduled early in the fall semester and open to all DPD students. This event provides participants:

- guidance in the steps to preparing to apply to DI programs;
- the opportunity to discuss varying DI Programs with DI Directors at the DI Fair;
- the opportunity to meet and listen to presentations from RDNs who work in various areas of industry;
- the opportunity to engage with DPD students across Texas;
- a handbook that provides slides from workshop presentations and additional information to assist with applying to a DI program; and
- the opportunity to participate in the TSDA fall meeting.

## Applicant Guide to Supervised Practice Experience

The *Applicant Guide to Supervised Practice Experience* (<https://nfs.tamu.edu/students/dpd-program>) publication is a resource that includes a detailed information sheet on each DI program. It provides basic program information, application requirements, locations for rotations, financial details, and criteria used in ranking applicants. This is one of the best resources that DPD students can use to learn more about individual DI programs. Sample pages from this publication are located in the appendix.

### DI Program information on the ACEND website (<http://www.eatright.org/acend>)

The ACEND website provides information about each DI program including the DI Program Director's contact information and the program web link. Once on the ACEND website, information can be accessed by clicking on "Accredited Education Programs" located on the left column. Then click on "Dietetic Internships". An example of information found at this site is located in the appendix.

## Open Houses or Site Visits

It is highly recommended that students visit programs of interest. Many programs offer open house events or opportunities for students to visit individually. This provides the opportunity to meet the DI Director and/or faculty and become more familiar with the program, the facilities, and the city. Dates of open house events may be found on the DI program website. Open House events that are advertised to the DPD Director will be emailed to DPD students. Register for the open house events according to the information given. It is appropriate to contact the DI Program Director directly to schedule a visit at programs that do not offer an open house event. Professional dress is very important on these occasions as this may be your first and most lasting impression.

## **Current and/or Former Interns**

It is acceptable to contact current and/or former interns via email to ask them questions regarding their experience with the DI program. It is very important to remember that this is subjective information, but it can sometimes be useful in making a decision about a program. The best way to obtain this contact information is to attend the DI Preparation Workshop, ask the DI Director for current or past intern contact information, and/or ask Karen Beathard for former students contact information.

## **The Academy Annual DI Fair**

The Academy Annual DI Fair is a national event where the majority of DI Programs exhibit and DI Directors provide information about their respective programs to attendees. This event is held annually in October at the Academy Food and Nutrition Conference and Exposition (FNCE).

## **CONSIDERATIONS IN DECIDING THE NUMBER OF DI APPLICATIONS TO COMPLETE**

While there is no ideal number (and no limit) to the number of DI programs to apply, applicants generally apply to three to four programs. This is an individual decision that should be based on the following factors:

### **Risk Associated with Applying to Too Few or Too Many Programs**

There is a risk of not matching a DI program if applicants apply to too few programs. For example, if a student applies to only one program during the initial match, they may not match this program. However, they can apply in the second round match to a DI program that has openings. Note that applicants should only apply to DI programs they are willing to attend if they match. Therefore, if there is only one program that the applicant is willing to attend, then they should only apply to that one program.

Additionally, applying to too many programs can result in the loss of focus, compromising the strength of the DI application and more expense since there is an application fee for all programs.

### **Competitiveness of the DI Program**

The *Applicant Guide to Supervised Practice Experience* (<https://nfs.tamu.edu/students/dpd-program>) publication, located in the resource section, can be used to determine the competitiveness of the DI programs by evaluating the number of applicants who applied to each program for the last two years and comparing it to the number of intern positions available.

Additionally, DPD students should consider the number of Texas A&M University graduates applying to this same program during the same match. Competing against other Texas A&M University students can be limiting. Students are encouraged to consider out-of-state DI programs and not limit program selection to one geographic location. Selecting to apply to DI programs with fewer applicants and/or fewer Texas A&M University graduates may enhance the likelihood of a DI match.

### **Qualifications as a Candidate (GPR, experience, etc.)**

Research the DI program requirements by reading their website, contacting the DI Director and reviewing the evaluation ranking criteria in the *Applicant Guide to Supervised Practice Experience* (<https://nfs.tamu.edu/students/dpd-program>) publication, located in the resource section, to determine the qualifications and documentation required to prepare the most competitive application. Make sure that basic qualifications are met before applying; do not apply to a DI program if your GPR or GRE® score is lower than the program requirements, you don't have all the required experience, and/or you cannot afford the tuition, relocation or local living expenses.



## Financial Requirements

Consider the amount of fees associated with the number of DI applications that will be submitted. There is a minimum application fee of \$40 for the first DI program application and \$20 fee for each additional application. Individual programs may have additional fees; these should be included in their program information. Additionally, there is a \$55 D&D Match Fee.

## The GRE® General Test Information

The GRE® is required for combined DI graduate programs and for most stand-alone DI programs. It is recommended that all DPD students take the GRE® even if the DI program a student is planning to apply does not require it. Past graduates who did not match in the first round needed the GRE to qualify for a second round match but were unable to participate in the second round since programs of interest required it. GRE® scores are good for five years and can be used when applying to DI programs within that respective time frame. Requirements for taking the test are available at [http://www.ets.org/gre/revised\\_general/register/id](http://www.ets.org/gre/revised_general/register/id).

The GRE® General Test measures verbal reasoning, quantitative reasoning, critical thinking, and analytical writing skills. A general description of the test content is below. Additional information is located at <http://www.gre.org>.

- **Verbal Reasoning** — Measures the test taker's "ability to analyze and evaluate written material and synthesize information obtained from it, analyze relationships among component parts of sentences, recognize relationships between words and concepts." (GRE®, <http://www.gre.org>)
- **Quantitative Reasoning** — Measures the test taker's "problem-solving ability, focusing on the basic concepts of arithmetic, algebra, and geometry and data analysis." (GRE®, <http://www.gre.org>)
- **Analytical Writing** — Measures the test taker's "critical thinking and analytical writing skills, specifically your ability to articulate and support complex ideas clearly and effectively." (GRE®, <http://www.gre.org> 2012)

The GRE® General Test scoring is as follows. Additional GRE® General Test scoring information can be found at <http://gre.org>.

### GRE® General Test

Measure	Scores Reported
Verbal Reasoning	130 – 170, in 1 point increments
Quantitative Reasoning	130 – 170, in 1 point increments
Analytical Writing	0 – 6, in half point increments

Programs that require the GRE® usually specify minimum scores needed by the applicant in the *Applicant Guide to Supervised Practice Experience* publication (<https://nfs.tamu.edu/students/dpd-program>) or on the DI program web site.

## Fees

The cost for the GRE® General Test is \$205.00. Credit card registration is required and can be completed at [www.gre.org](http://www.gre.org). On test day the official GRE® scores can be sent to a maximum of four universities free of charge with options to send your scores from the current or most recent test. The programs will only see the scores sent to them. There is a fee to send scores to additional universities beyond the four free



programs and/or after the test day. Therefore, it is economical to know the programs that you plan to apply before taking the GRE so you can send them your scores free. Additional GRE® fee information can be found at [http://www.ets.org/gre/revised\\_general/about/fees/](http://www.ets.org/gre/revised_general/about/fees/).

## Frequency of Testing

GRE® General Testing sessions are offered continuously at computer-based test centers in the United States. Local testing is conducted at the General Services Complex, 750 Agronomy Rd, Suite 1101. The exam takes approximately 3½ -4½ hours to complete. Unofficial scores are provided immediately at the completion of the exam. Official scores will be mailed to registration address and identified locations approximately 10-15 days after testing. Additionally, scores can be viewed online free of charge and obtained via telephone for a fee. Please note that some programs require a paper copy of the GRE® scores, so advanced preparation is required to ensure application deadlines are met. The GRE® can be taken once every 21 days with a maximum of five times per year; scores are good for five years.

## GRE® Preparation

The GRE® preparation time is different for each individual; however, it is recommended that you prepare in advance to improve your overall score. The following resources are available to assist in preparation for the GRE®:

- GRE® review courses;
- GRE® computer practice problems that are offered from 9am-4pm on M-R and 9am-2pm on Friday in Room 526
- Blocker Building. For additional information, contact the Center for Academic Enhancement at 845-2724;
- GRE® practice books that can be purchased at most bookstores; and/or
- GRE® preparation materials on the GRE® web site at [http://www.ets.org/gre/revised\\_general/prepare?WT.ac=grehome\\_greprepare\\_b\\_130807](http://www.ets.org/gre/revised_general/prepare?WT.ac=grehome_greprepare_b_130807).

Consult the GRE® website for any additional information. The information that is posted at [www.gre.org](http://www.gre.org) supersedes any information that is printed in this information form.

## APPLYING TO THE DI MATCH

### Preparing the DI Program Application Using the Dietetic Internship Centralized Application System (DICAS)

Most DI programs use the Dietetic Internship Centralized Application System (DICAS) online applicant portal (<https://portal.dicas.org>), a centralized application process, for the DI match.

- Applicants are required to create a personal account and are assigned a unique identification number that will be used on all communication with DICAS Online customer service and the selected internship programs.
- Access to DICAS is variable and depends on the DI match that the applicant is participating; DICAS is open during the fall before the spring match and the summer for the fall match. It will close for a period of time but will reopen and applicants can return to their saved application.
- DICAS has tutorials that should be watched before starting your DICAS application.
- Once on the portal, DI applicants will be prompted by an application checklist that includes all information that must be entered into the portal during the application process; required information includes demographic data, coursework, activities, honors, volunteerism, and work experience. Applicants are also required to enter grades for DPD science and professional

courses. Use the DPD Course List located in the appendix to identify Texas A&M University DPD science and professional courses. The online program will calculate the GPR based on the entered data. Be sure to confirm the GPR calculations.

- There are occasional challenges that occur with DICAS such as unexpected crashes, difficulty uploading documents, etc., so it is highly recommended to have the majority of the application completed by January 1<sup>st</sup> preceding the Spring match and by mid-Summer for the Fall match so students can have time to resolve unforeseen problems.
- The following sections describe the requirements for preparation of the DICAS application. Your transcripts, personal statement, letters of recommendation, resume, DPD Supplemental Form, Declaration of Intent or Verification Statement and any other forms identified on the respective DI website are required to complete your DICAS application. Failure to meet the DICAS DI application and the D&D Digital deadlines will result in your application not being considered in the match and your paid fees will not be refunded.
- More information regarding DICAS is located at <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students>.

## Transcripts

Applicants must request official collegiate transcripts from all previously attended colleges including study abroad using the Transcript Request Form. The Transcript Request Form and directions to complete and print it are on the DICAS online program. Be sure to advise the Registrar Office to enclose the Transcript Request Form with your official sealed transcript and mail it directly to the DICAS Online Transcript Processing Center at: **DICAS Transcript Department, PO Box 9118, Watertown, Massachusetts 02472**. DICAS online has difficulties matching official transcripts that are not accompanied by the Transcript Request Form, and this may delay application processing. Some students report ordering the transcript from the Registrar in-person may reduce the potential for mistakes.

Students who are applying to DI programs that include graduate credit will probably be required to submit a separate transcript to the graduate program as part of the graduate application process.

## Personal Statement (Letter of Application)

Applicants are required to write a personal statement (letter of application) for the DI application. DI program requirements may vary based on their specific guidelines. Therefore, it is critical to refer to the DI program website and write the personal statement according to the specific guidelines provided. A separate personal statement should be written for each DI program.

Consider the following when drafting the personal statement:

- Customize the personal statement to each DI program.
- Questions that should be addressed in the personal statement include the following:
  - Why did you choose dietetics as a career?
  - What are your immediate and long-term goals?
  - What can you contribute to the dietetic profession as a whole?
  - What experiences do you have that relate to dietetics? Discuss work, volunteer, and extracurricular experiences that have helped to prepare you for your career
  - Why are you interested in this program? What influenced you to apply here?
- Make this personal. Be yourself! This is like an interview.
- Display a **POSITIVE ATTITUDE!** Point out your strong points and provide examples to support them.
- Appear confident and use “when” not “if.”

- State personal/career goals clearly & precisely. Identify your characteristics that “stand out” and make you a strong candidate for this program. This is an opportunity to “sell” yourself.
- Always keep your writing professional, cordial, and factual. Never write or communicate in a tone that could be construed as derisive or complaining.
- Start writing the personal statement early. Do not worry about length at first. Write everything that you can think of, and condense later.
- Be sure to demonstrate good written communication skills and active voice with accurate spelling, grammar, and punctuation. (Use “spell check” as needed.) One small error may eliminate you from the applicant pool.
- Compose the statement in Word and cut and paste the final statement into the applicant portal. This will provide the opportunity to print it out and have others proof it before submitting it.
- Consider taking your statement to the University Writing Center that is located in the Evans and West Campus Libraries. Have the letters reviewed and seek advice on form and grammar. This is a free service. The web site for the University Writing Center is <http://writingcenter.tamu.edu>; this site provides several helpful resources.
- Solicit feedback from RDNs you may work, volunteer, or network to proofread your writing and seriously consider their comments. Karen Beathard, DPD Director, does not proofread letters of application, as this is not fair to all applicants. Please refrain from asking her to do so.
- Offer a copy of the personal statement to those writing letters of recommendation for your DI application packet; this will help them write a stronger recommendation.

## Resume

Applicants are required to submit a professional resume. A competitive professional resume is concise and relevant, includes work experience, professional organizational involvement, leadership, and honors and is free of spelling and/or grammatical errors. It is recommended that a resume should be one page and a maximum of two pages. An example of a competitive professional resume is located in the appendix.

The Texas A&M Career Center conducts resume development workshops and provides many other helpful resources for students; this information can be viewed at <http://careercenter.tamu.edu> under the current student link. Resume evaluators are also available at the Career Center and will individually review resumes and make suggestions for improvement. Walk-in resume evaluation is from 8:30-11:00 am and 1:30-4:00 pm on Monday-Friday in room 209 Koldus. Resumes can also be submitted to evaluators online via email if they cannot attend an in-person meeting. There is no charge for this service.

## Letters of Recommendation

DI *and* graduate programs will each require three letters of recommendation from professionals who can support your application. The same references can be used for the DI and graduate program recommendations. **Professionals** such as professors and employers should be the writers of these letters; personal letters from friends, religious figures, or employers related to “household” functions (i.e. babysitting, house cleaning, etc.) should not be used. Many programs specify and require certain professionals, such as the DPD Director, write a letter of recommendation. It is very important to check the DI program website for specific application directions and honor *all* requests.

When selecting professionals to write letters of recommendation, select those who know you personally and academically and will write an honest recommendation that accurately reflects your character, work ethic, and potential as a nutrition professional. Make sure the professionals asked to write for you will be able to cover all aspects of the recommendation form. Allow adequate time for the writer to complete the recommendation; *a minimum of one month in advance is required. Requesting letters of recommendation more than two months in advance is appropriate when asking a faculty member who may be writing letters for many students.* The path to obtaining letters of recommendation is as follows:

1. Identify professional references;
2. Complete a letter of recommendation request form (appendix);
3. Contact the professional **in-person** to ask them to write a letter of recommendation for you and give them the letter of recommendation request form (**Do not assume someone will write for you**);
4. Enter the reference name and contact information including email address into the DICAS portal;
5. An email request will be sent to the reference writer requesting completion of a reference form;
6. Recommender will digitally enter one letter of recommendation for all DI programs that the applicant is applying;
7. Applicant will be notified when letter of recommendation is entered into the DICAS portal; and
8. The applicant should write a "thank you" note to the reference writer.

**Note:** It is the responsibility of the applicant to monitor the status of the application and ensure the letters of reference are completed and received at DICAS by the application deadline. The status section on the main page of the application will provide information regarding completion of the letters of recommendation. The recommendations are not considered complete until they have been marked as "Completed"; a status of "In-Progress" indicates that the recommendation has been started, but has not been submitted. It is acceptable to send polite reminders to writers who have not responded in a timely manner. DICAS cannot accept letters of reference via fax or email under any circumstances. Additionally, members of the Texas A&M University DI Selection Committee cannot write letters of recommendation for candidates applying to the Texas A&M University DI program.

## **Declaration of Intent/Verification Statements**

A **"Declaration of Intent"** is a digital form that Karen Beathard, DPD Director, must complete on DICAS for students who have not finished their DPD coursework at the time of application to a DI Program. This form identifies the remaining coursework required for graduation for undergraduates and remaining DPD courses for post-graduates. It serves as a written contract between the student and the DPD Director confirming the identified course will be completed before being eligible to receive the Verification Statement and start the DI Program. DPD students who are planning to apply for a DI in the spring must complete the "Request for a Declaration of Intent" form by the completion of the fall semester prior to the spring semester they plan to apply for a DI.

A **"Verification Statement"** is a document that Karen Beathard, DPD Director, will complete on DICAS for graduate students who finished their DPD coursework and DPD undergraduate students who graduate with their Bachelor of Science (BS) degree. Verification Statements will be mailed to DPD graduates and graduate students who complete DPD coursework within a month of their graduation or completion date.

Graduate students who completed their DPD coursework and undergraduate DPD students who are graduating should complete and submit the "Request for a Verification Statement" form when they are applying for graduation. Failure to submit this form will delay the delivery of the Verification Statement in a timely manner. DPD graduates or graduate students who have completed DPD coursework and have not received a Verification Statement or have misplaced it should contact Karen Beathard at [kbeathard@tamu.edu](mailto:kbeathard@tamu.edu) or 979-845-4403 for assistance.

## **Requesting the Declaration of Intent and Verification Statements on DICAS**

All DI applicants are required to request either the "Declaration of Intent" or "Verification Statement" in the DPD Program Information section of the DICAS online application. Only undergraduate DPD graduates and graduate students who have completed DPD coursework should request a Verification Statement. Currently enrolled DPD students should request a Declaration of Intent. All applicants must

identify Karen Beathard as the Texas A&M University DPD Director. The proper email to use for this request is [kbeathard@tamu.edu](mailto:kbeathard@tamu.edu). Once the request has been submitted, the DPD Director will receive an email indicating that she is required to submit the identified document.

If the Declaration of Intent form is selected, the DPD Director will list the applicant's remaining coursework required for graduation and submit it back to the applicant for confirmation of accuracy. The applicant should accept the form once they confirm its accuracy. If any information on the form is inaccurate, the applicant should deny the form, identify the inaccuracy, and return it to the DPD Director. This section will be complete once all parties are satisfied. This section must be complete to submit your DI application.

All applicants who match a DI program will be required to submit a Verification Statement with an original signature of the DPD Director to the DI Director before starting the program. It is the responsibility of all DI program applicants to submit a personal Verification Statement to the DI Director of the program they matched before they can begin the program. Karen Beathard does not mail Verification Statements to DI Directors.

## Supplemental Application Forms

### DPD Course List Required Supplemental Form

This form lists the required DPD courses at Texas A&M University and must be uploaded to DICAS as part of the DI application packet. The form is located in the appendix.

### Graduate School Application

Combined graduate-DI programs usually require a separate graduate school application. The due dates for the graduate application often do not coincide with the due date of the DI application and may occur in the fall prior to the spring match. Be aware of graduate program admission requirements and due dates to ensure application deadlines are met. Students can find the specific program requirements by carefully reading information on DI and graduate program websites.

### Other Supplemental Application Forms

Some DI programs require additional supplemental application forms including a physical examination, a specific academic record, class rank information, or a copy of the DPD requirements signed by the DPD Director, etc. Read the application instructions on each DI program website *very carefully* to identify any supplemental application requirements because DI programs vary. Be sure to honor all requirements including deadlines for additional forms; overlooking a small detail can make a big difference on match day. Submit any additional forms that need to be signed by the DPD Director to Karen Beathard.

## Computer Matching Procedures

The majority of DI programs select applicants through a computer matching process that is coordinated by D&D Digital Systems and follows the ACEND spring and fall DI application timelines. Note that the D&D Digital Systems is different from the Dietetic Internship Centralized Application System (DICAS) online applicant portal and each has specific procedures. It is important that DI applicants follow the procedures for both and submit all required components **by the DI application deadline**.

Computer matching simulates the steps of the traditional recruitment process using the rank order lists completed by applicants and programs. Each applicant ranks the list of their preferred DI programs on the D&D Digital Systems website. D&D Digital Systems will match applicants with their highest ranked program that offers the applicant a position. Not all applicants will match; however, those who do match will match only one position. Applicants who receive a match are expected to accept it and

participate in that DI program. Computer matching program information is obtainable from the D&D Digital website at <http://www.dnndigital.com>.

Applicants who participate in the computer matching process may select any **one** of the following options to apply:

- Register online by paying the standard \$55 registration fee by credit card. You will receive a username and password after payment is completed that will allow online access for you to enter, verify and change, if necessary, your contact information, release information, and DI choices. **OR**
- Click *Download Application Form*. A registration form with personal contact information, DI choices, and release option can be printed out and mailed to D&D Digital with the \$55 Registration Fee. The registration form and check should be sent to D&D Digital via certified mail; this will provide a receipt to document the date that it was mailed. Request to be notified of receipt of the form. The D&D Digital match form must be postmarked by the application deadline (mid-February for spring applications or mid-September for fall applications). Applicants should check with D&D Digital if certified mail receipt is not returned within three weeks.

Applicants should carefully enter their DI choices on the D&D Digital Systems website! Be sure to mark the box allowing your name to be released if you don't receive an appointment. This will enable DI programs with openings to contact you after the appointment date if you do not match during the first round. Even if your DI application is perfect, a mistake on the computer matching, like completing the D&D Digital form after the time deadline, can completely eliminate your DI program application.

D&D Digital ranking priorities are confidential, and the DI Program Directors will not know how you ranked their programs. It is important to rank programs according to individual preferences. **Do not** list any DI program you are unwilling to attend. As a participant in the computer matching process, it is expected that applicants who receive a match adhere to the results and accept that match. It is professionally unethical to decline a match in order to pursue appointment to another DI program; it is also inconsiderate to the DI Director, other DI applicants and future Texas A&M University DI applicants. If for any reason you decide that you are unable to accept an appointment from a computer match after submitting the D&D Digital match information, you should withdraw from the match by the identified deadlines. Deadlines for withdrawal from the computer match are included on the ACEND website at <http://www.eatright.org/acend> or on the D&D Digital web site at <http://www.dnndigital.com> and are expected to be honored.

See <http://www.eatright.org/acend> for further information on computer matching policies and procedures including guidelines for DI participation in the preselect option, computer matching timelines, computer matching statistics, applicant responsibilities, and FAQ: Top 10 Questions about Computer Matching for Dietetic Internships (DIs).

The Computer Matching process **MUST** be completed by the standard DI application date (mid-February or mid-September) to participate in the process.

## DI Match Application Timelines

Students who wish to attend internship programs that BEGIN between January and April should participate in November computer matching. It is important to note that fewer programs participate in the Fall Match, which limits the number of intern positions available.

- August – Portal site opens for applicants participating in the November computer matching.
- September - (See <http://www.eatright.org/ACEND> for the exact date; this date applies to the DI application and computer matching)

- DI application is due and DICAS Portal site closes at 11:59pm
- Students must register online for computer matching through D&D Digital prior to the application deadline (\$55 fee) - <http://www.dnndigital.com>
- November - Students will be notified of their match via D&D Digital website and DI programs with open positions will post for non-matched applicants (See <http://www.eatright.org/ACEND> for exact dates)

Students who wish to attend internship programs that BEGIN between May and November should participate in April computer matching. All DI programs participate in the Spring Match so there are more intern positions available.

- December– Portal site opens for applicants participating in the April computer matching.
- Mid-February - (See <http://www.eatright.org/ACEND> for the exact date; this date applies to the DI application and computer matching)
  - DI application is due and DICAS Portal site closes at 11:59pm
  - Students must register online for computer matching through D&D Digital prior to the application deadline (\$55 fee) - <http://www.dnndigital.com>
- April - Students will be notified of their match via D&D Digital website and DI programs with open positions will post for non-matched applicants (See <http://www.eatright.org/ACEND> for exact dates)

See the ACEND website (<http://www.eatright.org/ACEND>) or D&D Digital website (<http://www.dnndigital.com>) for exact dates.

## **DI Match Application Checklist (Prior to the Match)**

### **Sophomores / Juniors**

- ☐ Identify programs of interest by using available resources and attending open houses
- ☐ Take GRE® during the summer between your sophomore and junior and no later than between your junior and senior year

### **Academic Year that Student is Actually applying to a DI Program - DPD Seniors, Postgraduates and Graduate Students**

#### **Early Fall**

- ☐ Use DI Program web site to confirm the application requirements of the specific program and identify any additional supplemental forms that are required
- ☐ Apply for graduate school (if required)
- ☐ Initiate DICAS Application
- ☐ Write personal statement(s)
- ☐ Apply for the Texas Academy Foundation scholarship (Due November)

#### **By the End of the Fall Semester**

- ☐ Request three letters of recommendation using the Letter of Recommendation Request Form
- ☐ Complete either the Request for Declaration of Intent or Verification Statement form (forms in appendix) and submit to Karen Beathard
- ☐ Request Declaration of Intent or Verification Statement on DICAS



## Early Spring

- ☐ Apply for financial aid and scholarships (including The Academy Foundation scholarship)
- ☐ Order all original transcripts in early January (Be sure most recent grades are included)
- ☐ Finalize resume including all employment and volunteer experience
- ☐ Complete computer matching procedures at the D&D Digital website – <http://dnddigital.com>
- ☐ Make final adjustments to your original DI application on DICAS and submit your application by the identified deadline (Timeline is available at <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485425>)
  - **Note:** a lot of DI Directors will be expecting applications prior to the deadline
- ☐ Prepare for interview (if necessary based on program)

## Mid-Spring (usually Early March)

- ☐ DI priority rankings can be modified before 11:59 pm Central Time on the D&D Digital website <http://www.dnndigital.com> website; however, no additional internships can be added to the list.
- ☐ If you make other arrangements and will not be able to accept a match that may occur, you must notify D&D Digital in writing of your decision to withdraw from DI matching by the date specified on the <http://www.dnndigital.com> website. The \$55 matching fee is not refundable. If you do not withdraw from the match by the identified time, you **WILL** be expected to attend the DI program you match.

## DI INTERVIEW PREPARATION

Some programs require an interview in-person or via the telephone, email and/or other distance methods. This is done after the DI application is submitted. Interview formats vary based on the requirements of the DI Program; some emphasize personal character and others are skills-based and emphasize applied questions like case studies, etc. It is important to identify the type of interview that will be conducted. Interview requirements including the requirement for an in-person interview are found in the *Applicant Guide to Supervised Practice Experience* publication (<https://nfs.tamu.edu/students/dpd-program>) or on the program's website. Applicants that apply to a program requiring an in-person interview will be required to travel to the interview. This will be an added expense to the application process. Interviews are usually held in October/November for the fall match and March/April for the spring match. Programs who conduct interviews often interview a select number of applicants.

Programs usually call or email to arrange an appointment for the interview. Applicants should make sure to have a voicemail with a professional message for two to six weeks after the DI application deadline unless someone is available to accept the call. Additionally, routinely check the email address supplied on your DICAS application for communication from a DI Director.

## Preparing for the Interview

- Learn as much information about the DI as possible: DI facts, processes, program requirements, etc.
- Use available resources to prepare for the interview – Texas A&M Career Center - <http://careercenter.tamu.edu>; The Riley Guide to Interviewing –



<http://www.rileyguide.com/interview.html>; Monster Interview Center –  
<https://www.monster.com/career-advice/article/100-potential-interview-questions>

- Be prepared with specific examples that demonstrate your strengths, areas for improvement, learning experiences, and why you want to enter the dietetic profession, etc.;
- Familiarize yourself with ethics of the profession and nutrition hot topics;
- Prepare and always ask relevant questions during the interview process; and
- Display professionalism, manners, interpersonal skills, and interest in the DI program.

## Sample Interview Questions

- Why do you want to enter the dietetics profession?
- Why do you want to attend this DI program?
- Tell us something about yourself you want the selection committee to know that isn't in your application.
- What is the most important skill for a dietitian to have?
- List two of your strengths and one of your weaknesses.
- Tell me about a time when you had an objective to complete and you failed. How did you respond?
- Do you think you are a good leader? Tell me about what would make you a qualified leader.
- What would you do if you were asked to do something unethical?

## Interview Day

If the interview is in person, interviewees should dress professionally, be on time and bring their personal portfolio. The personal portfolio should include an updated resume, professional goals, personal samples of work from DPD courses, honor certificates, leadership certificates, etc.

Applicants preparing for a telephone interview should consider “dressing the part” by dressing professionally to enhance confidence. One should select a quiet, comfortable location without distractions to accept the interview call. Complete attention should be focused on the interview; this is an impression of the applicant's technical knowledge, oral communication, interpersonal skills, and professionalism and will influence the DI match.

## NOTIFICATION AND APPOINTMENT OF DI MATCH

### Notification Day

All applicants will receive a personal login and password from D&D Digital prior to notification day. Applicant matching results will be posted on [www.dnndigital.com](http://www.dnndigital.com) at 6:00 PM central time on the identified date. Applicants who receive a match will match only one program. The matched DI program name and contact information will be provided; applicants should immediately contact the DI Director to accept the matched appointment. The DI Director will provide additional instructions after accepting the match. The DI Director and Karen Beathard, Texas A&M DPD Director, expects all matched applicants to accept the appointment and no arrangements should be made with any other DI programs. If matching results are not available to you via the web site by the identified date, it is the applicant's responsibility to contact D&D Digital directly at 515-292-0490.

Please notify Karen Beathard at [kbeathard@tamu.edu](mailto:kbeathard@tamu.edu) or 979-845-4403 of your matching results on Notification Day. This information is required for Texas A&M University assessment records. Mrs. Beathard can also assist with second round applications as needed.

Additionally, applicants should notify the professionals who wrote letters of recommendation of their match status. These professionals supported the DI application with their time by writing a letter and notification of the match outcome is a professional and respectful courtesy.

## **Appointment Day**

Matched applicants must contact the DI Program Director on or before 5:00 p.m. (time zone of the program) on the designated appointment day to confirm acceptance of the match.

## **Failure to Match in First Round Match**

Applicants who fail to match a DI program in the first round match have the following options:

### **Second Round Match**

DI programs that did not receive enough applicants that met their program criteria or their selected students matched other programs may have openings after the first round match and participate in the “second round match.” The “second round match” offers applicants who fail to match in the first round match the opportunity to apply to DI programs that have openings after the first round match. The protocol for the second round match is different from the initial match. DI programs that are participating in the second round match will be identified on the D&D website. Unmatched applicants should refer to the respective DI program websites for second round application instructions. Applicants can apply to any DI program that has openings. It is important to follow the application instructions to programs of interest in a timely manner. There is a \$20 fee per program.

The original DI application packets of those interested in participating in the second round match will be saved on the DICAS portal; the application information can be updated for the second round match. This allows programs that did not fill 100% of their intern positions in the first round match to view the applications of unmatched applicants and consider them for a potential second round match.

It is important to note that the DI programs considered in the second round match often have different prerequisites than programs previously applied including the GRE®. Due to the short timeline in the second round match, it is impossible to take the GRE® in time to meet the application deadline. Therefore, the GRE® is highly recommended when preparing for the initial DI match.

## **Individualized Supervised Practice Pathways (ISPPs)**

Individualized Supervised Practice Pathways (ISPPs) are alternative supervised programs that allow graduates who did not match a DI in the first round to gain supervised practice experience and qualify to take the RDN exam. ISPPs are similar to distance DI programs and have specific eligibility requirements and options that vary by program. Students can view DI programs that offer ISPPs by visiting <http://eatright.org/acend>. Students interested in applying to an ISPP should research the program eligibility requirements, including the requirements to self-locate preceptors before contacting the program director. Additional information on ISPP programs can be found at <https://www.eatrightpro.org/acend/students-and-advancing-education/ispp-for-students>.

## **Become a Nutrition and Dietetics Technician, Registered (NDTR)**

A DPD program graduate who does not match a DI program should consider becoming a Nutrition and Dietetics Technician, Registered (NDTR) by taking the national CDR NDTR registration examination. The NDTR credential will enable employment as a dietetic technician and development of skills that will prepare them for applying for a DI program in the future. More information on the NDTR credential can be viewed at <https://www.cdrnet.org/certifications/dietetic-technician-registered-dtr-certification>. DPD graduates who are interested in pursuing the NDTR credential should email Karen Beathard to notify her and submit official transcripts to her to initiate processing. Once Karen Beathard has processed the online paperwork, CDR will email the survey form that is required for completion to the graduate.

## Seek Experience and Reapply in the Future

Students who do not match should evaluate the situation and identify why they did not match. Often students have a deficiency in their resume and/or portfolio such as work experience that inhibits a DI match. Students who do not match and have limited work experience should consider building their resume or portfolio by gaining work experience in a related area and reapply in the future. Applicants should plan to apply to a DI program within four years of graduation; most DI programs will not consider an applicant's application five or more years after their completion of the DPD program requirements without requiring they take additional coursework.

## Post DI Match Application Checklist (After the Match) For Students Who Matched a DI

- ☐ Contact the DI Director immediately to confirm your match; the DI Director will provide additional instructions
- ☐ Contact Karen Beathard ([kbeathard@tamu.edu](mailto:kbeathard@tamu.edu)) to notify her of your match status and future plans
- ☐ Notify the professionals who wrote your letters of recommendation of your match status
- ☐ Obtain an original copy of your Verification Statement and submit it to your DI Director; Karen Beathard will automatically mail the verification statements to graduates after graduation
- ☐ Order your final transcript that posts final grades and the actual date of graduation and submit it to your DI Director

## Post DI Match Application Checklist (After the Match) For Students Who Did Not Match a DI

- ☐ Contact Karen Beathard ([kbeathard@tamu.edu](mailto:kbeathard@tamu.edu)) to notify her of your match status and future plans
- ☐ Notify the professionals who wrote your letters of recommendation of your match status
- ☐ Consider options 1, 2, or 3 below Order your final transcript that posts final grades and the actual date of graduation and submit it to your DI Director

### Option 1

- ☐ Go to the D & D Digital website (<http://www.dnndigital.com>) to identify DI programs with openings and decide if you are going to apply for the second round match
- ☐ If you are going to participate in the second round match, go to the specific DI programs website to identify the second round match protocol. Follow the specific protocol of the DI program(s) you are interested in applying.

### Option 2

- ☐ Consider applying for an ISSP. View DI programs that offer ISPPs by visiting <http://eatright.org/acend>.
- ☐ Research the ISSP program eligibility requirements, including the requirements to self-locate preceptors before contacting the program director. Follow the specific protocol of the ISSP you are interested in applying

### Option 3

- ☐ Consider becoming a NDTR, work and gain more experience before applying for DI programs in the future
- ☐ Complete and submit the required paperwork to become a NDTR to Karen Beathard; See <https://www.cdrnet.org/program-director/grad-info-dpd-pathway-iii> for details

## FINANCIAL AID AND SCHOLARSHIPS

### Financial Aid

Financial aid consists of scholarships and grants, loans and part-time employment. To determine your eligibility to receive financial assistance, you must submit the Free Application for Federal Student Aid (FAFSA) each academic year. You may access the electronic version of the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To contact a financial aid counselor call (979) 845-3236. Information concerning tuition, fees, and financial aid is published in the Texas A&M University Undergraduate Catalog or online at <http://financialaid.tamu.edu/>.

As a reminder, financial aid is **not** accepted by all DI programs. DI programs will not permit part-time employment. DI applicants should research respective programs to determine if they accept financial aid and/or will permit part-time employment.

### Scholarships

#### DPD Undergraduates

- **Department of Nutrition & Food Science (NFSC)** - <http://nfs.tamu.edu>
  - Deadline: Check with the NFSC advising office for exact date - usually around the **end of February**
  - Recipients are recognized at a NFSC Scholarship and Awards Event
  - Amounts vary depending upon the scholarship awarded; usual range ~\$500-\$2000 annually
- **Texas Student Dietetic Association (TSDA)** - <http://www.eatrighttsda.org/>
  - Deadline: **Usually April**
  - Must be an TSDA and Academy student member
- **Morrison's Scholarship Program (SODA)** - <http://iammorrison.com/>
  - Deadline: **May**
  - Seniors in DPD programs, who will attend a DI or Juniors of a Coordinated Program

#### DPD Juniors, Seniors, or Dietetic Interns in a Graduate Program

- **The Texas Academy Foundation** - <http://tandfscholarships.org/>
  - Deadline: **Usually November**
  - Amounts range from \$500 to \$1200
  - Must be an Academy student member.
- **The Academy Foundation** - <http://www.eatright.org/Foundation/scholarships/>
  - Deadline: **Mid-February**. Deadline date usually coincides with the DI application deadline
  - Amounts range from \$500 to \$3,000
  - Must be an Academy student member

## HELPFUL WEBSITES

- The Academy of Nutrition and Dietetics (The Academy) homepage: <http://www.eatright.org/>
- Accreditation Council for Education in Nutrition and Dietetics (ACEND) homepage: <http://www.eatright.org/acend>
- Commission on Dietetic Registration (CDR): <http://www.cdrnet.org>
- D & D Digital: <http://www.dnndigital.com>
- Department of Nutrition and Food Science (NFSC): <http://nfs.tamu.edu>
- Free Application for Federal Student Aid (FAFSA): <http://www.fafsa.ed.gov>
- GRE® : <http://www.ets.org/gre/>
- Texas A&M University (TAMU) Office of Admissions and Records: <http://admissions.tamu.edu/>
- TAMU Office of Professional School Advising (OPSA): <http://honorsprograms.tamu.edu/>
- TAMU Office of Registrar: <http://registrar.tamu.edu/>
- TAMU Student Financial Aid: <http://financialaid.tamu.edu/>
- TAMU Course Catalogs: <http://catalog.tamu.edu>
- TAMU homepage: <http://www.tamu.edu/>
- TAMU Student Organizations: <http://studentactivities.tamu.edu/>
- TAMU Career Center: <http://careercenter.tamu.edu>
- TAMU University Writing Center: <http://writingcenter.tamu.edu>

## PROFESSIONAL EMPLOYMENT AND CAREER DEVELOPMENT

There are a variety of resources available to assist you in locating professional employment. Involvement in professional organizations including the Academy, DPGs, MIGS, Texas Academy and Texas Academy Regions provide numerous networking opportunities and professional leadership experiences. Each of these organizations have websites that often list employment and/or career opportunities. Attending and networking at professional meetings and conferences such as the Academy Food and Nutrition Conference and Expo (FNCE) and the Texas Academy Annual Conference and Expo (ACE) are also very helpful when seeking career opportunities. Further, the Academy provides career development tool kits and a mentor- mentee program that members can participate.

## ADDITIONAL RECOMMENDED REFERENCE

Ernst, Jennifer Adkins. Untangling the Nutrition Web in Career Development, 3<sup>rd</sup> edition, Silver Brooks Publisher, 2008.

# APPENDIX

## DPD Program Nutrition Course Descriptions

The following list includes a description and the prerequisites of the DPD Program Nutrition courses. DPD students must make a "B" or better in these courses to remain in the DPD Program. Please see the Texas A&M University course catalog (<http://catalog.tamu.edu/undergraduate/course-descriptions/nutr/>) or the departmental handbook for a description and prerequisites of other DPD course requirements.\*\*

### **NFSC 203 Scientific Principles in Human Nutrition (Credit 3); offered fall and spring semesters**

Chemistry and physiology of proteins, carbohydrates, lipids, vitamins and minerals; their ingestion, digestion, absorption, transport, and metabolism.

Prerequisites: Completion of CHEM 119. Majors only.

### **NFSC 204 Current Perspectives in Nutrition and Food Science (Credit 1); offered fall and spring semesters**

Current trends in the fields of nutrition and food science; critical review of relevant literature in these fields ranging from popular press to peer-reviewed research; study of original research and market trends in understanding food, food processing, nutrients, health and diseases.

Prerequisites: Majors only.

### **NFSC 210 Horizons in Nutrition and Food Science (Credit 2); offered fall and spring semesters**

Introduction to nutrition and food science career opportunities through presentations by nutrition and food science researchers and industry professionals; addresses issues of professionalism including portfolio development, teamwork, and critical thinking skills.

### **NFSC 211 Scientific Principles of Foods (Credit 4); offered fall and spring semesters**

Basic principles underlying selection, preparation, and preservation of food in relation to quality standards, acceptability, and aesthetics; Introduces the composition, nutritive value, chemical and physical properties of foods and the experimental study of foods; includes lecture and lab that meets three hours weekly.

Prerequisites: CHEM 119; NFSC 202 or NFSC 203; sophomore classification or above.

### **NFSC 301 Nutrition Through Life (Credit 3); offered fall and spring semesters**

Analysis of nutrition with emphasis on human biological needs through stages of the life cycle. The biochemical, physiological, and anthropometric aspects of nutrition.

Prerequisites: NFSC 203; junior classification or approval of department head.

### **NFSC 304 Food Service Systems and Management (Credit 4); offered fall and spring semesters**

#### ***Dietetics Students Only***

Principles of food service management used in selecting, storing, preparing and serving food in quantity; emphasis on menu planning, quality control, purchasing, equipment and layout/design; application of basic management principles in food service operations, including financial planning and personnel issues; includes lecture and lab that meets three hours weekly. Students will participate in off-campus lab activities; they will be given the Texas A&M DPD Off-Campus Labs or Observational Experiences Policy and required to confirm understanding of the guidelines.

Prerequisites: NFSC 203 and NFSC 211, junior or senior classification.

### **NFSC 365 Nutritional Physiology of Vitamins and Minerals (Credits 3) \***

Fundamental nutritional significance of fat soluble and water soluble vitamins and minerals to human metabolism, cell biology and physiology; micro-nutrient groups as per metabolic function or biochemical and physiological actions; important dietary sources, absorption, storage, metabolism, biochemistry, deficiency and toxicity of individual nutrients in this context and basis of DRIs.

Prerequisites: NFSC 203 and NFSC 301; junior or senior classification.



**NFSC 404 Nutrition Assessment and Planning (Credit 4); offered fall semester ONLY**

***Dietetics Students Only***

Methods of determining the nutritional status of individuals; dietary assessment techniques; planning nutritional care including diet modifications and nutrition support; nutrition counseling; documentation on nutritional care; includes lecture and lab that meets three hours weekly. Students will participate in off-campus observational activities; they will be given the Texas A&M DPD Off-Campus Labs or Observational Experiences Policy and required to confirm understanding of the guidelines.

Prerequisites: NFSC 203; NFSC 211; NFSC 301; junior classification or approval of department head.

**NFSC 407 Nutritional Care and Therapy (Credit 4); offered spring semester ONLY**

Application of the Nutrition Care Process for clinical diagnoses and conditions; planning of nutritional care plans for complex patients, including the formulation and planning for enteral and parenteral nutrition support.

Prerequisites: NFSC 203, NFSC 211, NFSC 301 and NFSC 404; junior classification, dietetics track; or instructor approval

**NFSC 430 Community Nutrition (Credit 3); offered fall, spring, & summer semesters; *Meets Writing-Intensive Course Requirements***

Health and nutrition programs, food labeling, cultural and religious food practices, consumer education.

Prerequisites: Completion of NFSC 203 and 301 or instructor approval.

**NFSC 475 Nutrition and Physiological Chemistry (Credit 3); offered fall and spring semesters**

This course is designed to integrate Nutrition, biochemistry and physiology. Students will learn how carbohydrates, lipids and proteins are used for energy.

Prerequisites: NFSC 203; NFSC 301; BICH 410; senior classification or approval of department head.

**NFSC 481 Seminar (Credit 1); offered fall, spring, & summer semesters; *Meets Communication Intensive Course Requirements***

Review of current literature and research in nutrition; oral presentations and critical discussions.

Prerequisites: Senior classification in Nutritional sciences or allied area, or instructor approval.

*NOTE: This course should be taken your last semester at TAMU.*

\*New course required for all students entering the DPD program in the 2018-2019 academic year.

\*\*Note: Course prefixes changed from NUTR to NFSC in the 2018-2019 academic year.

## DPD Program Graduate Course Substitutions

Undergraduate Course Requirement	Acceptable Graduate Course Substitutions
NFSC 475 NUTR & PHYSIOLOG CHEM	NFSC 641 Nutritional Biochemistry I
NFSC 481 SEMINAR	NFSC 681 Seminar
NFSC/DASC 326 FOOD BACTERIOLOGY	NFSC 606/DASC 606 Microbiology of Foods
NFSC 365 NUTRITIONAL PHYSIOLOGY OF VITAMINS AND MINERALS	NFSC 645/POSC 645 Nutrition and Metabolism of Vitamins
	NFSC 650/POSC 650 Nutrition and Metabolism of Minerals
GENE 301 COMPREHENSIVE GENETICS GENE 312 COMPREHENSIVE GENETICS LAB	GENE 603 Genetics
BIOL 320 INTEGRATED HUM AN/PHY II	VTPP 605 Systemic Veterinary Physiology I
MGMT 309 SURVEY OF MANAGEMENT	MGMT 655 Survey of Management
BICH 410 COMPREHEN BIOCHEM I	BICH 601 Fundamentals of Biochemistry I
BICH 411 COMPREHEN BIOCHEM II	BICH 602 Fundamentals of Biochemistry II
STAT 302 STATISTICAL METHODS	STAT 601 Statistical Analysis

## Dietetic Internship (DI) Intent to Apply Form

(Undergraduates, Postgraduates and graduate students  
completing DPD coursework should  
submit this form by May 30th one year prior to application to a DI)

Date \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_ UIN \_\_\_\_\_

Permanent Address \_\_\_\_\_  
\_\_\_\_\_

Local Phone ( ) \_\_\_\_\_ Permanent Phone ( ) \_\_\_\_\_

Expected Graduation Date \_\_\_\_\_

Overall grade point at this time \_\_\_\_\_ (grade point of transferred credit \_\_\_\_\_)

GRE Scores: \_\_\_\_\_ (verbal) \_\_\_\_\_ (quantitative) \_\_\_\_\_ not taken, will take on \_\_\_\_\_ (date)  
(if applicable)

Paid Work Experience (List position title and approximate dates)

1.

2.

3.

Volunteer Work Experience in a Dietetics-related Position

1.

2.

3.

Honors/Extracurricular Activities as College Student (for organization, give office held if applicable)

1.

4.

2.

5.

3.

6.

Prioritize the programs you plan to apply on the following table:

Prioritization	DI Programs You Plan to Apply	DI Web Address	Emphasis
First			
Second			
Third			
Others			

When are you planning to apply for a DI internship?

## Dietetic Internship Reference Form

(Note: This is sample of the standard reference form that your writers will use to complete their letter of recommendation electronically on DICAS; Applicants are unable to review their reference forms)

Please rate the applicant on the qualities you feel you can judge on the grid below. Indicate your perception of the student's readiness to function in a dietetic internship program at this time. Provide comments of ratings and your signature on next page.

Student's Name \_\_\_\_\_ Actual or Expected Date of Graduation \_\_\_\_\_

O – Outstanding; MS - More than Satisfactory; SAT – Satisfactory; NI - Needs Improvement, U - unsatisfactory

	O	MS	SAT	NI	U	Unable to Evaluate
<b>Application of Knowledge</b>						
Nutrition Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Nutrition Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foodservice Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Analytical Skills/Problem Solving</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Conceptual Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication Skills</b>						
Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpersonal Skills</b>						
Peers/Co-Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers/Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership Potential</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative/Motivation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adaptability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaction to Stress</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Perseverance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Creativity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Organizational Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Works Independently</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Responsibility/Maturity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Potential as a Dietitian</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationship to Applicant: Advisor: ☐ Teacher: ☐ Work Supervisor: ☐ Other: ☐

If Other, please indicate  
relationship:

\_\_\_\_\_

How long have you known applicant?

\_\_\_\_\_

How well do you know applicant?

\_\_\_\_\_

Do You:	Highly Recommend		Recommend		Not Recommend
(Check appropriate box.)	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

**Additional Information:** Use to amplify or add to characteristics rated on previous page.

Indicate applicant's strengths and those qualities that require further development. (May use a separate sheet or letter.)

**Strengths:**

**Qualities that Require Further Development:**

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Position

\_\_\_\_\_

Place of  
Employment

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone

\_\_\_\_\_

E-mail

\_\_\_\_\_

APPLICANT GUIDE TO SUPERVISED PRACTICE SAMPLE PAGES *Prepared by The Academy of Nutrition and Food Science and Dietetic Educators of Practitioners Practice Group for optional use by dietetics education programs (2004).*

# Sample Page from the Applicant Guide to Supervised Practice Experience.

Texas A&M University Internship w/Advanced Degree			
<b>PROGRAM TYPE:</b>	<input checked="" type="checkbox"/> Internship <input type="checkbox"/> Distance Internship	<input type="checkbox"/> Internship w/ Advanced Degree <input type="checkbox"/> Coordinated Program-Grad	<input checked="" type="checkbox"/> Internship w/ Advanced Degree Opt. <input type="checkbox"/> Coordinated Program-Undergrad <input type="checkbox"/> ISPP
Director: Karen S. Geismar		Phone: 979-845-5713 Fax: 979-845-6842	
Institution: Texas A&M University Internship w/Advanced Degree		Email: ksg-ismar@tamu.edu	
Website: <a href="http://nfs.tamu.edu/dietetic_internships">http://nfs.tamu.edu/dietetic_internships</a>			
<b>MAILING ADDRESS:</b>			
College/School: Texas A&M University		Street: Olsen Blvd.	
Department: Dept. Nutrition & Food Science		Mail Drop: 2253 TAMU	
Hall/Bldg: 100 Cater-Matill		P.O. Box	City: College Station State: TX Zip: 77843-7253
<b>PROGRAM INFORMATION:</b>			
Start Date 1:	Aug/Fall	Start Date 2:	
Program Length:	33 Months	Number of openings:	12
Number of applicants 2 years ago:	78	Number of Interns or Students 2 Years Ago:	8
Number of applicants Last year:	32	Number of Interns or Students Last Year:	9
<b>FOCUS OF PROGRAM:</b>			
Concentration: Clinical Dietetics		Additional Concentration: Research	
<b>CLINICAL PRACTICE EXPERIENCES:</b>			
Length of Clinical Experience:		5 Months	
<input checked="" type="checkbox"/> Academic Medical Center <input checked="" type="checkbox"/> Regional Medical Center <input type="checkbox"/> Medical Center <input checked="" type="checkbox"/> Small Medical Center <input checked="" type="checkbox"/> Pediatric Hospital <input type="checkbox"/> Rehabilitation Center <input checked="" type="checkbox"/> VA Medical Center <input checked="" type="checkbox"/> Community Hospital <input type="checkbox"/> State Hospital <input checked="" type="checkbox"/> Long-term Care Facility <input checked="" type="checkbox"/> Out Patient Clinic Other:			
<input checked="" type="checkbox"/> Medicine <input checked="" type="checkbox"/> Nutrition Support <input type="checkbox"/> Women's Health <input checked="" type="checkbox"/> Pediatrics <input checked="" type="checkbox"/> Bariatrics <input type="checkbox"/> Psychiatric Care <input checked="" type="checkbox"/> Trauma <input checked="" type="checkbox"/> Pulmonary <input checked="" type="checkbox"/> GI <input checked="" type="checkbox"/> Surgery <input checked="" type="checkbox"/> Renal/Dialysis <input checked="" type="checkbox"/> Critical Care <input type="checkbox"/> Burn Care <input checked="" type="checkbox"/> Eating Disorders <input checked="" type="checkbox"/> Geriatrics <input type="checkbox"/> Neurology/Spinal Cord Injury <input checked="" type="checkbox"/> NICU <input checked="" type="checkbox"/> Oncology <input type="checkbox"/> HIV/AIDS <input checked="" type="checkbox"/> Cardiology <input type="checkbox"/> Organ Transplant Other:			
<b>COMMUNITY PRACTICE EXPERIENCES:</b>			
Length of Community Experience:		2-3 Months	
<input type="checkbox"/> Child Services <input checked="" type="checkbox"/> Schools <input type="checkbox"/> Food Banks <input checked="" type="checkbox"/> Cooperative Extension <input type="checkbox"/> Meals on Wheels <input type="checkbox"/> Senior Services <input type="checkbox"/> Community Meal Sites <input checked="" type="checkbox"/> Fitness/Wellness Other:			
<b>MANAGEMENT PRACTICE EXPERIENCES:</b>			
Length of Management Experience:		2-3 Months	
<input type="checkbox"/> Community Facilities Other: Clinical <input checked="" type="checkbox"/> Healthcare <input checked="" type="checkbox"/> Public Schools <input type="checkbox"/> College/University <input type="checkbox"/> Commercial/Retail			
<b>STAFF RELIEF PRACTICE EXPERIENCES:</b>			
Length of Staff Relief:		2-3 Weeks	
<input checked="" type="checkbox"/> Intern Choice <input checked="" type="checkbox"/> Eating Disorders <input type="checkbox"/> Health Department <input type="checkbox"/> State/Federal Agency <input checked="" type="checkbox"/> Community <input checked="" type="checkbox"/> Food Service <input checked="" type="checkbox"/> Public Health Other:			
<b>NON-TRADITIONAL AND SPECIALTY PRACTICE EXPERIENCES:</b>			
Non Traditional Practice Experience:		2 Weeks	
Specialty Practice Experience:		2-3 weeks	
<input type="checkbox"/> Hospitality <input type="checkbox"/> Dental <input checked="" type="checkbox"/> Corporate Wellness <input checked="" type="checkbox"/> Rural Health <input type="checkbox"/> Community Agriculture/Urban Gardening <input type="checkbox"/> Information System <input type="checkbox"/> Independent Study <input type="checkbox"/> Sales and Marketing <input checked="" type="checkbox"/> Renal <input type="checkbox"/> Culinary <input checked="" type="checkbox"/> Sports Nutrition <input type="checkbox"/> Research <input checked="" type="checkbox"/> Advanced Practice <input type="checkbox"/> Program Planning <input type="checkbox"/> Public Health <input type="checkbox"/> Pediatrics <input type="checkbox"/> Eating Disorders <input type="checkbox"/> Underserved <input checked="" type="checkbox"/> Diabetes <input type="checkbox"/> Media/Communication <input type="checkbox"/> Neonatal <input type="checkbox"/> Leadership <input type="checkbox"/> Indian Health <input type="checkbox"/> Military Skills <input type="checkbox"/> Surgery <input checked="" type="checkbox"/> Private Practice/Entrepreneurship <input type="checkbox"/> Retail Other:			
<b>OTHER IMPORTANT PROGRAM INFORMATION:</b>			



# Texas A&M University Internship w/Advanced Degree

## ESTIMATED COST OF LIVING:

**Stipends** ☐ Monetary ☐ Tuition Waiver ☐ Assistantship ☐ Fee Waiver ☐ Parking ☐ Other Stipend  
☐ Available to all students/interns ☐ Available to all students/interns ☐ Available to all students/interns ☐ Available to all students/interns ☐ Available to all students/interns ☐ Available to all students/interns

*If checked, stipend is available to all students without restrictions, however, this does not guarantee a student will be awarded a stipend even if a stipend is available and the student is eligible. Any eligibility restrictions are explained below.*

Stipend Restrictions:

Percentage of students/interns awarded stipend (5 year average):

Estimated Stipend Value Year one: Year two: Year three:

**Living Expenses** **Meals**  
 Meals Meals are not provided % of Meals Provided: Estimated Meal Cost: \$1000.00-\$5000.00

### Insurance

Liability Insurance provided? No If not provided, cost of liability insurance per year \$: \$25.00-\$35.00

Health Insurance provided? No If not provided, cost of health insurance per year \$: \$200.00-\$1200.00

### Housing and Transportation

Housing assistance provided? No If not provided, estimated rent per month \$: \$150.00-\$500.00

Is a car required? Yes Estimated transportation cost per year \$:

### Dues

Academy student membership required? Yes

## Fees

### Application Fees

Program Application Fee: 50 Grad School Application Fee: 50

### Program Fees

Year One All Students/Interns: Resident: Non-resident  
 Year Two All Students/Interns: Resident: Non-resident  
 Year Three All Students/Interns: Resident: Non-resident

## Tuition and Course Work

**Tuition**  
 Year One All Students/Interns: Resident: 8000 Non-resident 13600  
 Year Two All Students/Interns: Resident: 8000 Non-resident 13600  
 Year Three All Students/Interns: Resident: 2000 Non-resident 3500

### Course Work (cost if not included in tuition)

Graduate credits required? Yes Number of graduate credits required:

Cost per Credit All Students/Interns: Resident: 226 Non-resident 739

## Finances

### Employment Opportunities during Program

Job opportunities:

Program recommendations: Outside employment not recommended

### Financial Aid

Any financial aid: No Government loans: Yes Scholarships: Yes Assistantships: yes

Financial aid website: [finance.tamu.edu](http://finance.tamu.edu)

Other:

### Other Expenses

Item

Expense

Other:

page 2

## Texas A&M University Internship w/Advanced Degree

### ADMISSION REQUIREMENTS:

Minimum total GPA: 3 Minimum DPD GPA: 3 Minimum science GPA: 3 Mean Total GPA of current interns: 3.5  
 GRE required Yes Verbal: 146 Quantitative: 140 Writing: 4.0 Total Score  
 Work Experience Desired Volunteer Experience Desired Interview Required Yes Email, Telephone

### EVALUATION OF APPLICANTS: Please rank the following selection criteria, 1 represents the most important on the scale.

Rank 1	GRE	Rank 3	Total GPA	Rank 5	Pers. Statement	Rank 7	Work Exp.
Rank 2	DPD GPA	Rank 4	References	Rank 6	Interview	Rank 8	Vol. Exp.

Other: Applicants will not be matched if they have not been accepted into graduate school at Texas A&M, and applicants will not be matched if they have not identified a TAMU faculty committee chairperson.

APPLICATION INFORMATION: Spring Match Yes Fall Match No DICAS Participation Yes page 3

**Note** the financial aid information on the previous page; financial aid, government loans, scholarships and assistantships are available.

**Notice** the ranking of the criteria when evaluating applicants; the GRE score is the top consideration, followed by the DPD GPA, Total GPA, references, personal statement, interview and work experience. Additionally, this program participates in the February match and uses the DICAS application.



# Sample Page from the Applicant Guide to Supervised Practice Experience

## University of Houston

**PROGRAM TYPE:** ☒ Internship ☐ Internship w/ Advanced Degree ☐ Internship w/ Advanced Degree Opt.  
☐ Distance Internship ☐ Coordinated Program-Grad ☐ Coordinated Program-Undergrad ☐ ISPP  
 Director: Sharon Bode Phone: 713-743-4112 Ext: Fax:  
 Institution: University of Houston Email: sbode@uh.edu  
 Website: <http://www.hhp.uh.edu/internship>

### MAILING ADDRESS:

College/School: University of Houston  
 Department: Health and Human Performance Street 3875 Holman Mail Drop: 6015  
 Hall/Bldg: 104 Garrison P.O. Box City: Houston State: TX Zip: 77204 6015

### PROGRAM INFORMATION:

Start Date 1: January Start Date 2: July Number of openings: 21  
 Program Length: 27 Weeks ☒ Full-time Hours: 40-50 hours ☐ Part-time Hours:  
 Number of applicants 2 years ago: 150 Number of Interns or Students 2 Years Ago: 24  
 Number of applicants Last year: 160 Number of Interns or Students Last Year: 21

### FOCUS OF PROGRAM:

Concentration: Clinical or MNI Additional Concentration:

### CLINICAL PRACTICE EXPERIENCES:

Length of Clinical Experience: 10 Weeks

☒ Academic Medical Center ☒ Regional Medical Center ☒ Medical Center ☒ Small Medical Center ☒ Pediatric Hospital  
☐ Rehabilitation Center ☐ VA Medical Center ☒ Community Hospital ☐ State Hospital ☒ Long-term Care Facility  
☒ Out Patient Clinic Other:

☒ Medicine ☒ Nutrition Support ☐ Women's Health ☒ Pediatrics ☒ Bariatrics ☐ Psychiatric Care ☒ Trauma  
☒ Pulmonary ☒ GI ☒ Surgery ☒ Renal/Dialysis ☒ Critical Care ☐ Burn Care ☒ Eating Disorders  
☒ Geriatrics ☐ Neurology/Spinal Cord Injury ☐ NICU ☒ Oncology ☒ HIV/AIDS ☒ Cardiology ☒ Organ Transplant  
 Other:

### COMMUNITY PRACTICE EXPERIENCES:

Length of Community Experience: 4 Weeks ☒ Community Clinics/Programs ☐ Public Health/Health Departments ☒ WIC  
☐ Child Services ☐ Schools ☒ Food Banks ☐ Cooperative Extension ☐ Meals on Wheels ☐ Senior Services ☐ Community Meal Sites  
☒ Fitness/Wellness Other:

### MANAGEMENT PRACTICE EXPERIENCES:

Length of Management Experience: 4 Weeks ☒ Healthcare ☒ Public Schools ☒ College/University ☐ Commercial/Retail  
☐ Community Facilities Other:

### STAFF RELIEF PRACTICE EXPERIENCES:

Length of Staff Relief: 2 weeks ☒ All Rotations ☒ Clinical ☐ Clinical Administration ☐ Nutrition Education/Counseling  
☐ Intern Choice ☐ Eating Disorders ☐ Health Department ☐ State/Federal Agency ☐ Community ☐ Food Service ☐ Public Health  
 Other:

### NON-TRADITIONAL AND SPECIALTY PRACTICE EXPERIENCES:

Non-Traditional Practice Experience: 4 Weeks Specialty Practice Experience: 1-2 Weeks  
☐ Hospitality ☐ Dental ☒ Corporate Wellness ☐ Rural Health ☐ Community Agriculture/Urban Gardening ☐ Information System  
☐ Independent Study ☐ Sales and Marketing ☒ Renal ☐ Culinary ☒ Sports Nutrition ☒ Research ☐ Advanced Practice  
☐ Program Planning ☐ Public Health ☒ Pediatrics ☒ Eating Disorders ☐ Underserved ☐ Diabetes ☒ Media/Communication  
☐ Neonatal ☐ Leadership ☐ Indian Health ☐ Military Skills ☐ Surgery ☐ Private Practice/Entrepreneurship ☐ Retail  
 Other:

### OTHER IMPORTANT PROGRAM INFORMATION:



# University of Houston

## ESTIMATED COST OF LIVING:

**Stipends** ☐ Monetary ☐ Tuition Waiver ☐ Assistantship ☐ Fee Waiver ☐ Parking ☐ Other Stipend  
☐ Available to all students/interns ☐ Available to all students/interns ☐ Available to all students/interns ☐ Available to all students/interns ☐ Available to all students/interns ☐ Available to all students/interns

If checked, stipend is available to all students without restrictions, however, this does not guarantee a student will be awarded a stipend even if a stipend is available and the student is eligible. Any eligibility restrictions are explained below.

### Stipend Restrictions:

Percentage of students/interns awarded stipend (5 year average):

Estimated Stipend Value Year one: Year two: Year three:

## Living Expenses

### Meals

Meals Some meals are provided % of Meals Provided: 0 2 Estimated Meal Cost:

### Insurance

Liability Insurance provided? Yes If not provided, cost of liability insurance per year \$:

Health Insurance provided? No If not provided, cost of health insurance per year \$: 100

### Housing and Transportation

Housing assistance provided? No If not provided, estimated rent per month \$: \$600.00-\$1000.00

Is a car required? Yes Estimated transportation cost per year \$:

### Dues

Academy student membership required? No

## Fees

### Application Fees

Program Application Fee: 50 Grad School Application Fee:

### Program Fees

Year One All Students/Interns: Resident: Non-resident

Year Two All Students/Interns: Resident: Non-resident

Year Three All Students/Interns: Resident: Non-resident

## Tuition and Course Work

### Tuition

Year One All Students/Interns: 6500 Resident: Non-resident

Year Two All Students/Interns: Resident: Non-resident

Year Three All Students/Interns: Resident: Non-resident

### Course Work (cost if not included in tuition)

Graduate credits required? No Number of graduate credits required:

Cost per Credit All Students/Interns: Resident: Non-resident

## Finances

### Employment Opportunities during Program

Job opportunities:

Program recommendations: Outside employment not recommended Part-time employment only

### Financial Aid

Any financial aid: No Government loans: No Scholarships: No Assistantships: No

Financial aid website:

Other:

### Other Expenses

Item

Expense

Other:

**ADMISSION REQUIREMENTS:**

Minimum total GPA: Minimum DPD GPA: 3.4 Minimum science GPA: Mean Total GPA of current interns:  
 GRE required No Verbal: Quantitative: Writing: Total Score  
 Work Experience Required Volunteer Experience Not necessary Interview Required No

**EVALUATION OF APPLICANTS: Please rank the following selection criteria, 1 represents the most important on the scale.**

Rank 1 DPD GPA Rank 3 Pers. Statement Rank 5 Rank 7  
 Rank 2 Work Exp. Rank 4 References Rank 6 Rank 8  
 Other:

**APPLICATION INFORMATION:** Spring Match Yes Fall Match Yes DICAS Participation Yes page 3

Notice the ranking of the criteria when evaluating applicants; the DPD GPA is the top consideration, followed by work experience, personal statement, and references. Additionally, this program participates in the February and November match and uses the DICAS application.

**Note** the financial aid information: Financial aid, government loans, scholarships and assistantships are not available.

# ACEND's List of Dietetic Internship Programs from Website – Sample Pages

(From ACEND web site: <http://www.eatright.org/acend>)

“To apply to a DI, individuals must complete at least a bachelor’s degree and ACEND-accredited coursework requirements (Didactic Program in Dietetics). Currently, all DIs must provide at least 1200 hours of supervised practice. This is usually completed in 8-24 months depending on the availability of a part-time schedule or requirement of graduate credit. Individuals completing the program who are verified by the program director are eligible to write the CDR registration examination for dietitians.

Appointments to DIs are awarded on a competitive basis and most use a national computer matching process. Programs not participating in computer matching accept applications only from individuals employed by the sponsoring organization. Prospective applicants must contact program directors for current information, including application deadline dates. Programs will provide application forms and detailed information on program requirements, tuition and financial aid upon request.”

“The information in this listing, including program details, is intended to be as accurate as possible when posted but is subject to change without notice. The Academy of Nutrition and Dietetics and the Accreditation Council for Education in Nutrition and Dietetics assume no responsibility for changes or errors in the compilation of this information, and no one accessing and using the information shall have any right of recovery on account of its use.”

Updated July 2015

ALABAMA	
<p>The University of Alabama at Birmingham Program in Clinical Nutrition 1675 University Boulevard, Webb 447 Birmingham, AL 35294-0001  Accredited  Next Review: 1/1/2012</p>	<p>M Amanda Brown, Ph.D., RD 205/934-7005 Fax: 205/996-2072 E-Mail: <a href="mailto:marbrown@uab.edu">marbrown@uab.edu</a> <a href="http://www.uab.edu/nutrition">http://www.uab.edu/nutrition</a></p>
<b>Full Time Non Degree</b>	
<b>Annual Enrollment: 12</b>	
<b>Enrollment:</b> August, Fall term, Graduate school	
<b>Program Length:</b> 09 Months	
<b>Emphasis:</b> General	
<b>Estimated Total Tuition:</b> Resident = \$13675 Non Resident = \$25591	
<b>Graduate Credit Offered:</b> Graduate degree available	
<b>Financial Stipend:</b> Full Time Non Degree: \$1500	

## DICAS DPD Course List (Required Supplemental Form)

DPD Course List for the 2017-2018 Academic Year

To Be Completed by the DPD Program Director - Contact Karen Beathard if your course list needs modification based on your graduation date.

<b>DPD Program Institution:</b>	Texas A&M University
<b>DPD Director:</b>	Karen Beathard, FAND,MS,RD,LD
<b>Website for Course Catalog:</b>	<a href="http://catalog.tamu.edu/">http://catalog.tamu.edu/</a>

DPD Professional Courses	DPD Science Courses
NUTR or NFSC 203 SCIENTIFIC PRIN NUTRITION	BIOL 111 INTRODUCTORY BIOL I
NUTR or NFSC 210 HORIZONS IN NUTRITION AND FOOD SCIENCE	BIOL 112 INTRODUCTORY BIOL II
NUTR or NFSC 211 SCIENTIFIC PRIN OF FOODS	CHEM 119 FUND OF CHEMISTRY I
NUTR or NFSC 301 NUTR THROUGH LIFE	CHEM 120 FUND OF CHEMISTRY II
NUTR or NFSC 304 FOOD SERVICE SYSTEM MGMT	CHEM 227 ORGANIC CHEMISTRY I
NFSC 365 NUTRITIONAL PHYSIOLOGY OF VITAMINS & MINERALS	CHEM 237 ORGANIC CHEMISTRY LAB
NUTR or NFSC 404 NUTR ASSESSMENT & PLAN	CHEM 228 ORGANIC CHEMISTRY II
NFSC 407 NUTRITION CARE & THERAPY	GENE 301 COMPREHENSIVE GENETICS
NUTR or NFSC 430 COMMUNITY NUTRITION	GENE 312 COMPREHENSIVE GENETICS LAB
NUTR 470 or NFSC 475 NUTR & PHYSIOLOG CHEM	BIOL 319 INTEGRATED HUM AN/PHY I
NUTR OR NFSC 481 SEMINAR	BIOL 320 INTEGRATED HUM AN/PHY II
ANTH 205 PEOPLES & CULT OF WRLD or ANTH 210 SOCIAL AND CULTURAL ANTHROPOLOGY	BICH 410 COMPREHEN BIOCHEM I
FSTC/DASC/NFSC 326 FOOD BACTERIOLOGY	BICH 411 COMPREHEN BIOCHEM II
MGMT 309 SURVEY OF MANAGEMENT	BICH 412 BIOCHEM LAB I (not required after Catalog 130)
POLS 206 AMERICAN NATIONAL GOVERNMENT	
PSYC 107 INTRO TO PSYCHOLOGY	
STAT 302 STATISTICAL METHODS	



## Letter of Recommendation Request Form

Complete this form and provide one to each individual you are asking to serve as a reference. You must also include a current resume and unofficial transcripts from all colleges attended. Please sign the permission to release education records only if you permit the writer to include GPR or class rank information in your letter of recommendation. Only one form is required per student.

Student \_\_\_\_\_

Date \_\_\_\_\_

—

Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

—

- A. List all programs that you are planning to apply. (Program Name, Director and the top two criteria for this program as found in the Applicant Supervised Guide)
- B. Letters of recommendation requested by \_\_\_\_\_ (date). **(a minimum of one month in advance is required.)**
- C. Background Information
1. Schools Attended and Dates – **Unofficial transcripts from all colleges attended must be attached to this form.**
  2. Please check the following categories regarding your employment experience in a nutrition/health related area during the fall and spring semesters for each class year. **An updated resume must be attached to this document.**

Year	Beginning/Ending Dates (Month/Year)	<10 h/wk.	10-20 h/wk.	>20 h/wk.
Freshman				
Sophomore				
Junior				
Senior				
Post-graduate or Graduate Students completing DPD courses				

3. Please check the following categories regarding your volunteer experience in a nutrition/health related area during the fall and spring semesters for each class year.

Year	Beginning/Ending Dates (Month/Year)	<10 h/wk.	10-20 h/wk.	>20 h/wk.
Freshman				
Sophomore				
Junior				
Senior				
Post-graduate or Graduate Students completing DPD courses				

4. What would you like to be doing professionally in 5 years beyond acceptance and completion of a dietetic internship and passage of the RD exam? In 10 years beyond acceptance and completion of a dietetic internship and passage of the RD exam?

I give permission to \_\_\_\_\_ to write a letter of recommendation to:

\_\_\_\_\_ has my permission to include my **grades, GPA, & class rank** in this letter.

Signature

Date

### Request for a Declaration of Intent

Note: Courses listed do not reflect the current prefix of NFSC

#### Texas A&M University

This form is required to identify the remaining coursework required for graduation for undergraduates and remaining DPD courses for post-graduates/graduate students. It identifies the courses that must be completed before being eligible to receive the Verification Statement and start the DI Program. DPD students who are planning to apply for a DI in the spring must complete the "Request for a Declaration of Intent" form by the completion of the fall semester prior to the spring semester they plan to apply for a DI. The program director for the Didactic Program in Dietetics at Texas A&M University who must issue and sign the form is:

**Karen Beathard MS, RD, LD, FAND, 102 Cater Mattil, 979-862-7621**

Please complete this form by providing your personal information and identifying the courses that you have completed at Texas A&M University by writing your grade in the "Completion at Texas A&M" column. For course work completed elsewhere or graduate work, write a course designation, number, school at which it was taken and final grade in the "substitution" column (Example: CHEM 1031 at Stanford – A). You may write "in progress" for coursework currently enrolled.

Student Name \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Birthdate \_\_\_\_\_ UIN \_\_\_\_\_

GPR \_\_\_\_\_ DPD GPR \_\_\_\_\_ Colleges or Universities Attended \_\_\_\_\_

Course Requirement	Completion at TAMU - Grade	Substitution (graduate course or transferred course) - Grade
NUTR or NFSC 203 SCIENTIFIC PRIN NUTRITION		
NUTR or NFSC 210 HORIZONS IN NUTRITION AND FOOD SCIENCE		
NUTR or NFSC 211 SCIENTIFIC PRIN OF FOODS		
NUTR or NFSC 301 NUTR THROUGH LIFE		
NUTR or NFSC 304 FOOD SERVICE SYSTEM MGMT		
NFSC 365 NUTRITIONAL PHYSIOLOGY OF VIT & MINERALS		
NUTR or NFSC 404 NUTR ASSESSMENT & PLAN		
NFSC 407 NUTRITION CARE & THERAPY		
NUTR or NFSC 430 COMMUNITY NUTRITION		
NUTR 470 or NFSC 475 NUTR & PHYSIOLOG CHEM		
NUTR OR NFSC 481 SEMINAR		
MGMT 309 SURVEY OF MANAGEMENT		
BIOL 111 INTRODUCTORY BIOL I		
BIOL 112 INTRODUCTORY BIOL II		
BIOL 319 INTEGRATED HUM AN/PHY I		
BIOL 320 INTEGRATED HUM AN/PHY II		

Course Requirement	Completion at TAMU - Grade	Substitution - Grade
GENE 301 COMPREHENSIVE GENETICS		
GENE 312 COMPREHENSIVE GENETICS LAB		
CHEM 119 FUND OF CHEMISTRY I		
CHEM 120 FUND OF CHEMISTRY II		
CHEM 227 ORGANIC CHEMISTRY I		
CHEM 237 ORGANIC CHEMISTRY LAB		
CHEM 228 ORGANIC CHEMISTRY II		
BICH 410 COMPREHEN BIOCHEM I		
BICH 411 COMPREHEN BIOCHEM II		
PSYC 107 INTRO TO PSYCHOLOGY		
ANTH 205 PEOPLES & CULT OF WRLD or ANTH 210 SOCIAL & CULTURAL ANTH		
STAT 302 STATISTICAL METHODS		
POLS 206 AMERICAN NATIONAL GOVERNMENT (Post-grad and Grad Students only)		

List All Remaining Coursework That Must Be Completed for Graduation (List course designation and number, semester the course will be taken, and college/university where course will be taken)

List All DI Programs That You Are Planning to Apply (Prioritize These with One Being Your First Choice.)

Prioritization	Institution	Location	Emphasis Area
First Choice			
Second Choice			
Third Choice			
Remaining Choices			

Permanent Email Address:

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**Request for a Verification Statement**  
**Note: Courses listed do not reflect the current prefix of NFSC**

**Texas A&M University**

Applications for dietetic internships and permission to take the Registration examination for Dietitians require the submission of a Verification of Completion of the Didactic Program in Dietetics form. In order to receive a verification statement, all courses on this checklist must be completed and verified by program director. The program director for the Didactic Program in Dietetics at Texas A&M University who must issue and sign the form is:

**Karen Beathard MS, RD, LD, FAND, 102 Cater Mattil, 979-862-7621**

Please complete this form by providing your personal information and identifying the courses that you have completed at Texas A&M University by writing your grade in the "Completion at Texas A&M" column. For course work completed elsewhere, write a course designation, number, school at which it was taken and final grade in the "substitution" column (Example: CHEM 1031 at Stanford- A.) You may write "in progress" for coursework currently enrolled.

Student Name \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Birthdate \_\_\_\_\_ UIN \_\_\_\_\_

GPR \_\_\_\_ DPD GPR \_\_\_\_ Colleges or Universities Attended \_\_\_\_\_

Course Requirement	Completion at TAMU - Grade	Substitution - Grade
NUTR or NFSC 203 SCIENTIFIC PRIN NUTRITION		
NUTR or NFSC 210 HORIZONS IN NUTRITION AND FOOD SCIENCE		
NUTR or NFSC 211 SCIENTIFIC PRIN OF FOODS		
NUTR or NFSC 301 NUTR THROUGH LIFE		
NUTR or NFSC 304 FOOD SERVICE SYSTEM MGMT		
NFSC 365 NUTRITIONAL PHYSIOLOGY OF VIT & MINERALS		
NUTR or NFSC 404 NUTR ASSESSMENT & PLAN		
NFSC 407 NUTRITION CARE & THERAPY		
NUTR or NFSC 430 COMMUNITY NUTRITION		
NUTR 470 or NFSC 475 NUTR & PHYSIOLOG CHEM		
NUTR OR NFSC 481 SEMINAR		
MGMT 309 SURVEY OF MANAGEMENT		
BIOL 111 INTRODUCTORY BIOL I		
BIOL 112 INTRODUCTORY BIOL II		
BIOL 319 INTEGRATED HUM AN/PHY I		
BIOL 320 INTEGRATED HUM AN/PHY II		

Course Requirement	Completion at TAMU - Grade	Substitution - Grade
GENE 301 COMPREHENSIVE GENETICS		
GENE 312 COMPREHENSIVE GENETICS LAB		
CHEM 119 FUND OF CHEMISTRY I		
CHEM 120 FUND OF CHEMISTRY II		
CHEM 227 ORGANIC CHEMISTRY I		
CHEM 237 ORGANIC CHEMISTRY LAB		
CHEM 228 ORGANIC CHEMISTRY II		
BICH 410 COMPREHEN BIOCHEM I		
BICH 411 COMPREHEN BIOCHEM II		
PSYC 107 INTRO TO PSYCHOLOGY		
ANTH 205 PEOPLES & CULT OF WRLD or ANTH 210 SOCIAL & CULTURAL ANTH		
STAT 302 STATISTICAL METHODS		
POLS 206 AMERICAN NATIONAL GOVERNMENT (Post-grad and Grad Students only)		

List All DI Programs That You Are Planning to Apply (Prioritize These with One Being Your First Choice.)

Prioritization	Institution	Location	Emphasis Area
First Choice			
Second Choice			
Third Choice			
Remaining Choices			

Please complete the following contact information so Karen Beathard can mail your verification statement to you after you graduate:

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Permanent mailing  
address \_\_\_\_\_

Permanent email address \_\_\_\_\_

## Electronic Portfolio (e-portfolio) Guidelines

An e-portfolio is an electronic way for students to display their skills in a professional and competitive manner for Dietetic Internship (DI) Directors and future employers, track professional progress, reflect on their time as a Didactic Program in Dietetics (DPD) student and assess their completion and evolution of professional and academic goals. Further, some DI Directors require an e-portfolio as part of the DI application.

The following are suggested guidelines to be followed when creating an e-portfolio.

- I. Identify sites (free with fee-based options available) for development of an e-portfolio
  - A. [www.webstarts.com](http://www.webstarts.com)
  - B. [www.yola.com](http://www.yola.com)
  - C. [www.web.com](http://www.web.com)
  - D. [www.wix.com](http://www.wix.com)
  - E. [www.weebly.com](http://www.weebly.com)
- II. Develop an e-portfolio outline
  - A. About me
    1. Provide brief amount of information about yourself.
    2. Include your personal mission statement
    3. Include a professional image of yourself
    4. Include a PDF version (or hyperlink) to your resume
    5. Note: this page should be somewhat minimal and be used to direct the reader to other parts of the website
  - B. Undergraduate career (Post-graduates should include relevant undergraduate experiences in development of their e-portfolios)
    1. Include a brief description of the Texas A&M University (TAMU) DPD program.
    2. Use the following wording when describing the mission statement of the program: "The mission of the Texas A&M University DPD Program is to prepare future leaders in the dietetic profession by providing a high quality undergraduate level education and high impact and experiential learning activities that generate strong technical knowledge, critical thinking, communication skills, and professionalism."
    3. It is an option to include grade point, transcript, and a list of nutrition related courses and descriptions.
      - a. An example class description is as follows: "The Scientific Principles of Food (NSFC 211). Under the direction of Ms. Sandra Lorenz, we explored the different components of food, taste, food texture, and the outcome of cooking with different ingredients. We worked our way through each major food category and included baked goods as well to understand the need of certain ingredients when cooking and baking. Attached below is a project completed when learning about the various cuts of meat on swine and cattle." (\*taken from the website of Morgan Sinclair)
      - b. Students are required to contact their instructors prior to posting projects or original work as part of their study at TAMU. (Information from classes should not include exams, case studies, or other assignments which the instructor may deem unnecessary)
  - C. Experience
    1. Provide more details on nutritionally relevant experiences listed on their resume. Examples include study abroad, leadership positions, mentor-mentee participation, etc.
    2. Use this area to reflect on the experience
      - a. Address lessons that you learned from the experience and why this lesson was important to your development



- b. Discuss how this experience influenced you to act or behave differently
- c. Discuss how this experience helped to develop your leadership ability, skills and professionalism.
- d. Include a few pictures that support this learning experience (remember this is not social media, but a chance for a future employer to know you better; see guidelines of professionalism)

#### D. Volunteerism

- 1. Use this section should mirror the experience section, but focus and reflections should be specifically on volunteer experiences.

#### E. Sample Work

- 1. Provide examples of unique projects you have completed including projects for class or another organization.
- 2. Ask your professor before posting work done for their class
- 3. Avoid sharing work that is unapproved or will give future students an unfair advantage when completing the same assignment.
- 4. Sample work
  - a. Work samples that you developed including nutrition pamphlets, videos, and writing assignments.
  - b. Avoid including documents or forms which you did not develop yourself and/or work that all DPD students do such as case studies.
  - c. Consider inclusion of projects that you were particularly proud of or ones that professors were pleased.
  - d. Reflect on what you learned from this sample work and why you included it on your website.

#### F. Reflections

- 1. Ask professors or others that you shadowed or worked with to provide a review of your skill set and performance.

#### G. Miscellaneous

- 1. Inclusion of this section is optional and used to provide more personal information about themselves such as hobbies or non-nutritionally relevant experience.
- 2. Include a few pictures that support this learning experience (remember this is not social media, but a chance for a future employer to know you better (see guidelines of professionalism).

### III. Guidelines of Professionalism

- A. Select a professional, simple template that emphasizes your skills and ability
- B. Be creative but professional in all your postings
- C. Make sure all pictures are professional and reflect the intended experience
- D. Make your site aesthetically appealing
  - 1. Confirm that it is neat and organized
  - 2. Make sure it is easy to navigate, read and understand
- E. Design your website to demonstrate your commitment to wanting to be a part of the dietetic profession
- F. Include material and personal reflections that represent the scope of your interests and skills
- G. Explain the items that you include and indicate why you included them.
- H. Refer to the Ted Talk "How Great Leaders Inspire" by Simon Sinek

### IV. Publish and Share

- A. Invite a mentor to view your site for content and professionalism
- B. Once you have confirmed the website meets professional standards, click "publish" and create access
- C. If you decide to password protect your site, include that password when sharing it with others

- D. Share your website with potential DI Directors, prospective employers, etc.
- E. Make sure to continually update your site so the content continues to be current and relevant to your stated goals.

# Sample Resume

Student Name  
Address • Phone Number • Email

## EDUCATION

Texas A&M University, College Station, TX

Graduated: Spring 2014

Bachelor of Science in Nutritional Sciences – Dietetics

Major GPA: 3.86

Cumulative GPA: 3.36

## LEADERSHIP

Academy of Nutrition and Dietetics

Student Representative

Student Advisory Committee, June 2014 - 2015

Mid-East Texas Dietetic Association

Fundraising Chair, 2013 - 2014

Texas A&M Aggie Mentor Program

Mentor, 2013 - 2014

Texas A&M Navigators Campus Ministry

Servant Leader Team, 2011- 2014

Texas A&M Nutrition and Dietetics Association

Vice-President, 2012 - 2013

Texas Student Dietetic Association

Secretary, 2012 – 2013

-Organized student track at Texas FNCE

## DIETETICS RELATED EXPERIENCE

Epicures Catering - Food Service, Bryan, TX

June 2013 – May 2014

- Server, food preparation and event set-up

JTA Wellness – Community & Clinical Nutrition, San Antonio, TX

- Director of Interns

Spring 2013

- Provided direction for dietetic intern with University of Houston Distance Dietetic Internship Community Rotation.
- Wrote job description for Abilene Christian University Family Studies Practicum Program - JTA internship.

- Intern

Summer 2011, 2012, Winter 2011

- Conducted one-on-one initial consultations with 23 patients in weight loss research study.
- Collaborated with fellow intern to perform recipe analysis for over 500 recipes using ESHA program.
- Assisted in 9 learn-at-lunch corporate nutrition-wellness event presentations and handout planning.
- Created handouts for patients.
- Assisted in reviewing grocery store items for Healthy Item of the Week in electronic newsletter.
- Wrote blog entry for Dairy MAX guest blog.
- Wrote various responses for city newspaper nutrition stories as part of partnership with Coca-Cola.

SJ Best Bets Program Community Nutrition, Bryan & College Station, TX

Summer 2013

- Conducted grocery store aisle review under grocery store dietitian.

St. Joseph Hospital - Clinical Nutrition, Bryan, TX

Spring 2012 - Fall 2012

- Dietitian Assistant

- Provided clinical diet education to nutritionally compromised patients under dietitian supervision.
- Charted nutrition education to patient medical record.

National School of Martial Arts - San Antonio, TX

2006 - 2010

- Taekwondo Instructor

- Official coach at USA-Taekwondo tournaments.

- Worked with team to instruct Taekwondo classes in after-school Taekwondo program with 87 children.
- Trained and supervised 3 new instructors.

#### Other Dietetics Related Volunteer Work

- National Nutrition Month-Nutrition Dietetic Association event
- National Food Day - Nutrition Dietetic Association event
- Various A&M Nutrition and Dietetic Association events
- The Big Event - community service: Spring 2012, 2013, 2014
- Brazos Valley Food Bank, 4 times 2012 - 2013 school year
- Volunteered at Texas Academy's RD promotion booth at HEB's It's Time School Summit convention
- Casa Helotes-Meals-on-Wheels During Spring Breaks, food preparation

#### PROFESSIONAL MEMBERSHIP

- Academy of Nutrition and Dietetics 2000-2004
- Texas Academy of Nutrition and Dietetics 2000-2004
- Mid-East Texas Dietetic Association 2000-2004
- Pediatric Nutrition Practice Group 2000-2004

## **Texas A&M DPD Off-Campus Labs or Observational Experience Policy**

Students currently participate in identified lab or observational experiences to meet specific course learning outcomes in the following DPD courses: NFSC 304 Food Service Systems Management and NUTR 404 Nutritional Assessment and Planning. NFSC 304, NSFC 404, NFSC 407 and any other DPD courses that initiate off-campus labs or experiences are required to adhere to the identified policies.

Off-campus experiences are intended to meet specific course learning outcomes. While students are not intended to replace employees, they are expected to meet the requirements of the respective course (i.e. NFSC 304 – students are expected to participate in “hands on” experiences to enhance their technical knowledge and skills, etc.)

This policy will be provided to students enrolled in the respective courses prior to participation in the identified activities. It is the responsibility of the student to become familiar with the policies and comply with them during all off-campus experiences.

### **I. Facility Requirements**

- A. Affiliation agreements will be created between the facility and Texas A&M University that will exist for a maximum of five years.
- B. Policies or procedures may change at any time during the affiliation agreement; changes will be communicated to affected individuals.
- C. Facilities will make students aware of facility emergency guidelines including, but not limited to, fire safety procedures and location of Hazard Communication Safety Data Sheets [formerly known as Material Safety Data Sheets (MSDS)].
- D. Facilities will make students aware of general facility policies and procedures that are specific to their establishment and may apply during the experience.

### **II. Student Requirements**

- A. Students will be required to provide the respective course instructor with emergency contact information, which will be submitted to the administrative offices of the Department of Nutrition and Food Science and maintained by the course instructor.
- B. Student will be required to indicate they understand their responsibilities related to the experience by signing a form in the respective course; the form should be kept on file by the course instructor.
- C. Student Responsibilities
  1. Participating facilities are located in various locations throughout Bryan/College Station. Students are responsible for their own transportation to and from lab experiences. Travel policies are consistent with Texas A&M University travel requirements (<http://agrilifecdn.tamu.edu/collegecouncils/files/2014/04/University-Rule-Student-Travel.pdf>)
  2. Students who drive to lab are responsible for maintaining a valid Texas or other state driver's license, current state vehicle inspection and registration, personal automobile insurance coverage, wearing seat belts and obeying traffic laws and regulations.
  3. Students are expected to comply with Texas A&M University Student Conduct Rules (<http://student-rules.tamu.edu/>).
  4. Students who are injured or involved in any type of accident should immediately notify the lab preceptor for assistance and course instructor for assistance and guidance.
  5. Students should not attend the lab experience if they are ill. If they become ill at the experience, they should notify the lab preceptor and course instructor and go home.
  6. Students should maintain personal health insurance.

### **III. Liability**

- A. Students are not covered by liability insurance coverage of the lab locations or by Texas A&M University.
- B. Liability information is included in the affiliation agreements between Texas A&M University and each respective facility.

These are the minimum policy requirements for off-campus labs or observational experiences that must be included in the course syllabus. Any additional requirements specific to the course should also be included as needed.

**Lab Confirmation Form**

**(Sample from NFSC 304)**

Lab experiences are designed and intended to meet the NFSC 304 course and lab learning outcomes. I have read and understand that it is my responsibility as a student to become familiar with the policies and comply with them during all off-campus experiences.

Student Name	Emergency Contact Information			
	Contact Name	Relationship	Contact email	Contact Phone Number

Please initial next to the following statements to indicate your agreement with them:

- \_\_\_\_\_ I am responsible for my own transportation to and from lab experiences that are located in various locations throughout Bryan/College Station.
- \_\_\_\_\_ I agree that I am responsible for maintaining a valid Texas or other state driver's license, current stat vehicle inspection and registration, personal automobile insurance coverage, wearing seat belts and obeying traffic laws and regulations.
- \_\_\_\_\_ I agree to comply with Texas A&M University Student Conduct Rules: <http://student-rules.tamu.edu/>.
- \_\_\_\_\_ If I am injured or involved in any type of accident, I will immediately notify the lab preceptor for assistance and course instructor for assistance and guidance.
- \_\_\_\_\_ I will not attend the lab experience if I am ill. If I become ill at the lab, I will notify the lab preceptor and course instructor and go home.
- \_\_\_\_\_ I understand that I should maintain personal health insurance.
- \_\_\_\_\_ I understand that I am not covered by liability insurance coverage of the lab locations or by Texas A&M University.
- \_\_\_\_\_ I agree to arrive to lab at the designated time in the proper dress code and will notify the lab preceptor and Karen Beathard if I am unable to arrive at the lab at the designated time.
- \_\_\_\_\_ I have received a copy of the student lab handout and the Texas A&M DPD Off-Campus Lab or Observational Experience Policy.

My signature below indicates my understanding of the NFSC 304 lab requirements and the Texas A&M DPD Off-Campus Lab or Observational Experience Policy and that I commit to honoring my responsibilities associated with it.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Course Instructor Signature

\_\_\_\_\_  
Date