Georgia Department of Public Health Dietetic Internship Program Application

Verify application requirements of each program to which you wish to apply.

Not all programs use this form. All information must be typed/printed.

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| **Date** |  |

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| --- | --- | --- | --- |
| **Name** |  |  |  |
|  | (Last) | (First) | (Middle or Maiden) |

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| **Present Address** |  | | | | |  |
| (Street) | | | | (Apt #) | |
|  |  | |  | **xxx-xxx-xxxx** | |
| (City) | | (State) | (Zip Code) | (Phone) | |
| **Permanent Address**  **(If different)** |  | | | | |  |
| (Street) | | | | (Apt #) | |
|  |  | |  |  | |
| (City) | | (State) | (Zip Code) | (Phone) | |

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|  |  | **xxx-xxx-xxxx** |
| Cell Phone Number |  | (Phone number where you can be reached on Appointment Day.) |

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|  |  | **N/A** |
| E-mail address |  | Social Security Number |

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| Actual or Date (Month/Year)  Baccalaureate Degree conferred. |  | Actual or Date (Month/Year)  Verification Statement issued. |

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| **Foreign Applicants:** Designate Immigration Status |  | Expiration Date: |  |

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| **Grade Point Averages:** |  |  |  |  |  |
| Overall Undergraduate  (See page 7.) |  | Food/Nutrition/Dietetic  (See page 5.) |  | Overall Graduate  (If applicable) |

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| **Graduate Record Exam Results:**  (If taken, include a copy with your application.)   * Not all programs require GRE scores. * Check each program’s admission requirements. * Leave blank if not applicable. |  |  |  |  |  |  |  |
| Date Taken (Month/Year) |  | Verbal  Score |  | Quantitative Score |  | Analytical Writing Score |

Use the following steps with Word 2007, to unlock this document so it is editable, i.e. you are able to modify box sizes, font etc.

1. Open the file in Word.
2. Click on Review tab (at top of page)
3. Click on Protect Document (usually at far right)
4. Click on Restrict Formatting and Editing
5. Click on Stop Protection
6. The form is now unlocked and editable. Treat it as you would any table in a Word document.
7. After making edits, click on “Yes, Start Enforcing Protection”. When the dialog box appears, just click “ok” without entering anything into the password fields. This allows you to once again jump between fields with the tab key and the drop down boxes, work as intended.**Education:** List all colleges or universities attended, with most recent listed first.

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| --- | --- | --- | --- |
| **College/University** | **City and State of College/Univeristy** | **Start and End Dates**  **(Month/Year)** | **Degree** |
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**Recommendations:** List the names of the 3 individuals who will complete your recommendation forms.

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| --- | --- | --- | --- |
| **Name** | **Title** | **Address** | **E-mail and Phone** |
|  |  |  | Email:  Phone: |
|  |  |  | Email:  Phone: |
|  |  |  | Email:  Phone: |

**Honors and/or extracurricular activities after beginning college:** List organizations, appointed or elected offices held, scholarships, honors, and certifications received in undergraduate, graduate and work experience. Include dates for honors and certifications

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**Professional Organization Memberships:** List professional organizations of which you are currently a member.

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**Work experiences in the past five (5) years:** List all experiences, including volunteer, beginning with the most recent. Indicate if the experience was paid, volunteer or part of a practicum/field experience associated with a college course. Briefly describe key responsibilities. When indicating the amount of hours, use hrs/wk for reoccurring work and volunteer experiences and total hours for limited time volunteer and practicum/field experiences. Use additional pages as needed.

**(Note: if you have professional dietetics and/or food service work experience from over five years ago, please include it.)**

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| **Name of Employer / Organization** | | **Position Title** | **Start and End Dates (Month/Year)** | **Hrs/Wk  or Total Hours** | **Paid, Volunteer, or Practicum** |
| 1. | |  |  |  |  |
| Supervisor’s Name and Title: | | | | Email:  Phone: | |
| Key Responsibilities: |  | | | | |
| 2. | |  |  |  |  |
| Supervisor’s Name and Title: | | | | Email:  Phone: | |
| Key Responsibilities: |  | | | | |
| 3. | |  |  |  |  |
| Supervisor’s Name and Title: | | | | Email:  Phone: | |
| Key Responsibilities: |  | | | | |
| 4. | |  |  |  |  |
| Supervisor’s Name and Title: | | | | Email:  Phone: | |
| Key Responsibilities: |  | | | | |
| 5. | |  |  |  |  |
| Supervisor’s Name and Title: | | | | Email:  Phone: | |
| Key Responsibilities: |  | | | | |
| 6. | |  |  |  |  |
| Supervisor’s Name and Title: | | | | Email:  Phone: | |
| Key Responsibilities: |  | | | | |

**Work experiences in the past five (5) years, continued**

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| **Place of Employment  and/or Practicum** | | **Position, Title** | **Start and End Dates (Month/Year)** | **Hrs/Wk  or Total Hours** | **Paid, Volunteer, or Practicum** |
| 7. | |  |  |  |  |
| Supervisor’s Name and Title: | | | | Email:  Phone: | |
| Key Responsibilities: |  | | | | |
| 8. | |  |  |  |  |
| Supervisor’s Name and Title: | | | | Email:  Phone: | |
| Key Responsibilities: |  | | | | |
| 9. | |  |  |  |  |
| Supervisor’s Name and Title: | | | | Email:  Phone: | |
| Key Responsibilities: |  | | | | |
| 10. | |  |  |  |  |
| Supervisor’s Name and Title: | | | | Email:  Phone: | |
| Key Responsibilities: |  | | | | |
| 11. | |  |  |  |  |
| Supervisor’s Name and Title: | | | | Email:  Phone: | |
| Key Responsibilities: |  | | | | |
| 12. | |  |  |  |  |
| Supervisor’s Name and Title: | | | | Email:  Phone: | |
| Key Responsibilities: |  | | | | |

**Food, Nutrition, Dietetic Coursework:** Include all undergraduate courses related to food science, food management, nutrition, dietetics, medical terminology, laboratory values, senior seminar, See instructions on page 7. Use additional pages as needed. (If you have earned credits from multiple educational systems that use different credit units, e.g. semesters and quarters, you must convert all credits to semester hours.)

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| **College or University** | **Course**  **Prefix & No.** | **Course**  **Title** | **Lab / Practicum** | **Term & Year** | **No. of**  **Credits** | **Grade**  **Earned** | **Grade**  **Points Earned** |
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| Totals  Credits |  | Total  Grade Points |  |

I certify the information I have provided in this application is true and accurate and recognize any false or incorrect statements made herein will be grounds for my dismissal from the program. I understand I must provide an original copy of a signed Verification Statement substantiating completion of academic requirements prior to start date of program.

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Date Signature

**Science Coursework:** Include undergraduate science coursework such as any chemistry, biology, microbiology, anatomy, or physiology. See instructions on page 7. Use additional pages as needed. (If you have earned credits from multiple educational systems that use different credit units, e.g. semesters and quarters, you must convert all credits to semester hours.)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **College or University** | **Course**  **Prefix & No.** | **Course**  **Title** | **Lab / Practicum** | **Term & Year** | **No. of**  **Credits** | **Grade**  **Earned** | **Grade**  **Points Earned** |
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| Totals  Credits |  | Total  Grade Points |  |

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Instructions for Completing Grade Point Averages

**CALCULATING UNDERGRADUATE GPA: (If you have earned credits from multiple educational systems that use different credit units, e.g. semesters and quarters, you must convert all credits to semester hours.)**

* Example 1 – Pat completed all courses required for an undergraduate degree in nutrition from one university.
  + Pat should use the calculated GPA on the institution’s transcripts.
* Example 2 - Sarah earned an undergraduate degree in sociology with a minor in nutrition. She attended two community colleges and a state university to fulfill all degree requirements. She took several general interest courses while attending these colleges, although the courses did not meet any specific degree requirements. These courses are listed on her transcripts. Sarah also took a ceramics class at a fourth community college during one summer. It was the only course she took from this college and is not one of the three colleges she attended to meet her degree requirements. Sarah will calculate the Undergraduate GPA using the transcripts from the three institutions she attended where she earned credits towards her undergraduate degree. Because Sarah did not transfer her ceramics course grade to her degree granting institution, it will not be included in the Undergraduate GPA calculation. General interest courses Sarah took from the three credit earning institutions will be included.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | College/University 1 | | College/University 2 | | | College/University 3 | | |
| Credits | GPA | Credits | | GPA | Credits | GPA | |
| From Transcripts | 15 | 3.90 | 24 | | 2.90 | 89 | 3.32 | |
| Grade Points Earneda | 58.5 | | 69.6 | | | 295.48 | | |
| aTo calculate Grade Points Earned, multiply the number of credits times the GPA for each respective institution separately.  bTo calculate the Undergraduate GPA; divide the Total Grade Points Earned by the Total Credits. In this example: 423.58 ÷ 128 = 3.31. | | | |  | | | | |
| Total Grade Points Earned = | | | | 423.58 |
| Total Credits = | | | | 128 |
| **Undergraduate GPAb =** | | | | **3.31** |

**CALCULATING FOOD NUTRITION AND DIETETICS GPA:**

The following scale should be used to calculate Grade Points Earned for your DPD GPA. For repeated courses, list both grades earned but use only the higher grade to calculate the DPD GPA.

|  |  |
| --- | --- |
| Grade earned | Grade Points Earned for each credit |
| A+, A, A- | 4.0 |
| B+, B, B- | 3.0 |
| C+, C, C- | 2.0 |
| D+, D, D- | 1.0 |

Sample completed form:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **College or University** | **Course Prefix & No.** | **Course Title** | **Lab / Practicum** | **Term & Year** | **No. of**  **Credits** | **Grade**  **Earned** | **Grade**  **Points Earned** |
| Eastside State University | Nutr 344 | Food Management |  | Spring ‘08 | 3 | B- | 9 |
| Eastside State University | Nutr 400 | Diet and Disease |  | Spring ‘09 | 3 | A | 12 |
|  | Nutr 444 | Advanced Nutrition |  | Spring ‘09 | INC\* |  |  |
| \*INC Incomplete - currently enrolled or to be completed. | | | | | Totals  Credits | 6 | Total  Grade Points | 21 |
| To calculate DPD GPA, divide the Total Grade Points by the Total Credits.  In this example: 21 ÷ 6 = 3.5 | | | | | | | **GPA** | **3.50** |