

## **Georgia Department of Public Health WIC Dietetic Internship Program**

### **ADMISSION REQUIREMENTS OF GEORGIA DEPARTMENT OF PUBLIC HEALTH'S WOMEN, INFANT, AND CHILDREN'S (WIC) PROGRAM DIETETIC INTERNSHIP PROGRAM**

#### **Criteria for Application to the program**

The Georgia Department of Public Health WIC Dietetic Internship Program has established eligibility criteria for application and admission to the program. The application deadline is March 31.

#### **An applicant must have:**

The Georgia Department of Public Health WIC Dietetic Internship Program has established eligibility criteria for application and admission to the program.

An intern must have:

- Current full-time status as a Department of Public Health (DPH) employee in the Georgia WIC Program with at least one full time equivalent year (2080 hours) of work experience in the Georgia WIC Program. (The one year period is from hire date to internship start date).
- Letter of support from the Health Director in the public health district in which the applicant is employed.
- Letter of support from the Nutrition Services Director in the public health district in which the applicant is employed.
- Supervisor's confirmation of applicant's job performance as satisfactory or better. Submit a copy of the most recent Performance Management Form (PMF).
- Signed community preceptor agreement from a Registered Dietitian from the public health district in which the applicant is employed.
- Complete academic requirements as defined by the Accreditation Council on Education in Nutrition and Dietetics (ACEND) for an approved didactic program with a verification statement.
- A baccalaureate degree from an Academy of Nutrition and Dietetics (AND) accredited didactic program.
- A reliable laptop computer, e-mail address and Internet service.
- An Overall GPA of 2.80 or above\*.
- Completion of recency of education requirement if applicant has been out of college more than five years\*\*.

#### **An applicant who meets the following criteria may still be considered:**

*\*Guideline for low grade point average-*

- Earn a GPA of 3.0 or higher in each course; complete a minimum of nine semester hours in upper level dietetics courses from an accredited college or university after graduation and prior to applying to the DPH WIC Dietetic Internship Program. Transcripts must include evidence of

this coursework. Prospective interns will need to obtain prior approval from DPH WIC Dietetic Internship Program Director on acceptable coursework to meet this requirement.

**\*\*Recency of Education requirements**

- If an applicant has graduated from college more than five years prior to the time of submission of application, the applicant is required to take one college-level course (a minimum of three semester hours) in an upper level course from an accredited college or university in the area of dietetics and to earn an A or B in that course prior to applying to the internship program. Prospective interns will need to obtain prior approval from DPH WIC Dietetic Internship Program Director on acceptable coursework to meet this requirement.
- If an applicant has graduated from a graduate program in nutrition and/or dietetics more than five years prior to the time of submission of application, the applicant is required to take one upper level college-level course (a minimum of three semester hours) from an accredited college or university in the area of dietetics and to earn an A or B in that course prior to applying to the internship program. Prospective interns will need to obtain prior approval from DPH WIC Dietetic Internship Program Director on acceptable coursework to meet this requirement.
- If an applicant has graduated from college with an undergraduate degree in dietetics ten years or more at the time of submission of application, two upper level college-level courses (a minimum of six semester hours) from an accredited college or university are required. Course work must be in the area of dietetics and must be completed by the application deadline with proof of coursework in the transcripts. Classes must have been completed no more than 4 years prior to application deadline. Prospective interns will need to obtain prior approval from DPH WIC Dietetic Internship Program Director on acceptable coursework to meet this requirement.

**Application Procedures**

The Application packet may be requested from:  
DPH WIC Dietetic Internship  
Program Operations and Nutrition Unit  
2 Peachtree Street NW, Suite 10-283  
Atlanta, GA 30303-3142  
404-656-9837

**The following items must be submitted in the application packet** (One original for each of the following):

- Official verification of completion of ACEND approved academic requirements from an accredited college or university.
- Official transcripts from all universities attended for undergraduate and graduate coursework. Transcripts must show the date of graduation and major. Interns should order official transcripts in a sealed envelope from the universities and include the unopened transcripts in the application packet.
- Applicants completing recency or low GPA requirements may submit an application by the March 31<sup>st</sup> deadline but must have all requirements completed and met by mid-May in order to be considered for a position in the program.
- Recommendations from one academic professor and two recommendations from employers with one of them from the current supervisor. If the applicant agrees for the recommendation to remain confidential as indicated on the recommendation request form, the unopened, sealed letters should be included in the application packet.
- Supervisor's confirmation of applicant's job performance as satisfactory or better. Submit a copy of the most recent PMF.
- DPH WIC Dietetic Internship Program Contract signed by District Health Director and applicant.
- Community Rotation Preceptor Agreement signed by applicant, community preceptor and District Nutrition Services Director.
- Completed Application for DPH WIC Dietetic Internship, Supervised Practice Program
- Personal statement (following DPH WIC Dietetic Internship Program personal statement guidelines)
- Completed project (following DPH WIC Dietetic Internship Program project guidelines)
- Letters of support from District Health Director and District Nutrition Services Director
- One-page resume

Applications must be postmarked no later than March 31<sup>st</sup> to be considered. Incomplete application packets will not be considered. All materials submitted for application to the DPH WIC Dietetic Internship Program become the property of the Georgia Department of Public Health WIC Program and will not be returned to the applicant.

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<b>Date</b>	<b>Action</b>
January	Intern Open House
March – end of month	Applications due
April - middle of month	Applicants notified of applicant status <sup>1</sup>
May - early to mid-month	Conduct interviews <sup>2</sup>
May - end of month	Notification of acceptance or rejection sent to all eligible candidates
June – middle of month	Accepted applicants notify internship management of their intent to enter and complete the internship and submits additional documents
August – first week	Internship Orientation
August – second week	Internship Orientation
August – third week	Community Rotation Orientation
August – fourth week	Internship begins

<sup>1</sup>Applicants who will be considered for the internship will receive a letter verifying receipt of their application packet and instructions on scheduling a date and time for an interview with the selection panel. Applicants who will not be considered will receive a letter stating the reason(s) they are not eligible for consideration.

<sup>2</sup>Applicants will be interviewed by a panel comprised of the Dietetic Internship Program Director, Dietetic Internship Program Management Team, and former graduate of the program. Each interviewer will rate the applicants using a standardized scoring sheet. Applicants will be ranked based on their performance in the interview, grade point average (overall and food and nutrition specific coursework), letters of recommendation and references, length of service in public health, work experience, extracurricular involvement, professional membership and service, personal statement, and overall quality (neatness and completeness) of application

### **Selection of Interns**

A coordinating committee comprised of the Dietetic Internship Program Director and the Dietetic Internship Program management team, and a former graduate of the program will select interns. At the conclusion of the review process, the coordinating committee will rate the applicant pool and make decisions regarding each intern's acceptance/rejection. Ratings will be based on the following factors:

- GPA cumulative undergraduate, and food/nutrition/dietetics coursework
- GPA science and graduate degree – bonus points may be awarded for GPA of 3.0 or better in science courses and/or in a completed graduate degree
- Extracurricular activities
- Work Experience in dietetics/nutrition

- Personal statement
- Completed project
- Recommendation rating scores from college professor and supervisor(s)
- Interview

### **Acceptance/rejection letters**

Internship applicants are informed by letter of their acceptance/rejection by mail. This letter is sent to the address noted on the application form. Applicants accepted as interns are required to inform the Dietetic Internship Program Director in writing of their acceptance/rejection of the appointment and to provide any other requested documentation. The intern will be required to sign and date a commitment agreement. If the Dietetic Internship Program Director has not heard from each intern within the specified time frame, the intern will lose placement in the program.

### **Pre-Entrance Requirements**

Once the applicant accepts placement into the DPH WIC Dietetic Internship Program, he/she will be required to send a photo proof of AND student membership, driver's license, health insurance, automobile insurance, medical clearance, proof of immunization to measles, mumps and rubella (MMR), tetanus, Hepatitis B, and varicella as well as purified protein derivative skin test (PPD) result and current Basic Life Saving (BLS) certification card.

- Interns will be sent an orientation module which must be completed prior to attending general orientation. The homework is assigned to provide a review of self- assessment, code of ethics, and standards of practice.