

Georgia Department of Public Health Dietetic Internship

ADMISSION REQUIREMENTS OF GDPH DIETETIC INTERNSHIP

Criteria for Application to the program

The Dietetic Internship program has established eligibility criteria for application and admission to the program. The application deadline is March 31st.

An intern must have:

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An intern must have:

- Current full-time status as a GDPH employee in the WIC Program with at least one FTE year of working experience. (The one year period is from hire date to internship application 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 PMF)
- Signed community preceptor agreement from a Registered Dietitian in the public health district in which the applicant is employed.
- Complete academic requirements as defined by ACEND for an undergraduate didactic program verification statement.
- A Baccalaureate Degree from an AND accredited didactic program
- A reliable laptop computer, e-mail address and internet service
- A 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 9 semester hours in upper level dietetics courses from an accredited college or university after graduation and prior to application to the Dietetic Internship Program. Transcripts must include evidence of this course work. Prospective interns will need to obtain prior approval from GDPH Dietetic Internship 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 3 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 GDPH Dietetic Internship 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 3 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 GDPH Dietetic Internship Director on acceptable coursework to meet this requirement.
- If an applicant has been out of school for ten years or more at the time of submission of application, two upper level college-level courses (a minimum of 6 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 GDPH Dietetic Internship Director on acceptable coursework to meet this requirement.

Application Procedures

The Application packet may be requested from:

GDPH Dietetic Internship
Nutrition Unit
2 Peachtree Street NW, Suite 10-283
Atlanta, GA 30303-3142
404-656-9837

The following items must be submitted (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.
- 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)

- Public Health Dietetic Internship Contract signed by District Health Director.
- Community Rotation Preceptor Agreement signed by applicant, community preceptor and District Nutrition Services Director.
- A bound folder containing copies of each of the following documents
 1. Completed GDPH Application for Dietetic Internship, Supervised Practice Program
 2. Personal statement (following GDPH Personal Statement guidelines)
 3. Letters of support from District Health Director and District Nutrition Services Director
 4. One page resume

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

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Date	Action
January	Intern Open House
March – end of month	Applications due
April - middle of month	Applicants notified of applicant status ¹
May - early to mid-month	Conduct interviews ²
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

¹Applicants 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.

²Applicants will be interviewed by a panel comprised of the Dietetic Internship Director, Dietetic Internship 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 DI Director and the DI 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
- 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 DI 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 DI 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 intern accepts placement into the GDPH dietetic internship, the intern 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 MMR, tetanus, Hep B, and varicella as well as PPD results and current BLS 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 medical terminology and abbreviations, self- assessment, code of ethics and standards of practice.