



**Georgia Department of Public Health's
Women, Infant, and Children's (WIC) Program
Dietetic Internship Program**



Admission Requirements

Criteria for Application to the Program

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

An applicant must have:

- Current full-time status as an employee in the Georgia WIC Program with at least one full time equivalent (FTE) year (2080 hours) of working experience in the Georgia WIC Program. The one-year period is from hire date to internship starting 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
- A completed baccalaureate degree and verification statement from a didactic program accredited by the Accreditation Council on Education in Nutrition and Dietetics (ACEND)
- A reliable laptop computer, e-mail address and Internet service
- An overall grade point average (GPA) of 2.80 or above*
- Completion of recency of education requirement if applicant's verification statement is more than five (5) years old at the time of application**

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

***Guideline for low grade point average**

- Complete a minimum of nine (9) semester hours in upper level dietetics courses from an accredited college or university. Earn at least a B in each course. Transcripts must include evidence of this course work. Prospective applicants will need to obtain prior approval from DPH WIC Dietetic Internship Program Director on acceptable coursework to meet this requirement.
- Coursework to meet low GPA requirements must have been completed no more than two (2) years prior to the application submission.
- Coursework requirements must be completed and transcripts must be submitted to DPH WIC Dietetic Internship Program Director no later than June 30th. The applicant should indicate in their application that coursework to meet requirements is pending and will be completed prior to June 30th.
- Applicants with pending coursework may be selected for interview but will not be offered an internship position until and unless all requirements have been met by June 30th.



**Georgia Department of Public Health's
Women, Infant, and Children's (WIC) Program
Dietetic Internship Program**



****Recency of Education requirements**

- If an applicant has earned a verification statement of completion from an ACEND accredited program more than five years prior to the time of submission of application, the applicant is required to take three (3) semester hours in upper level dietetics courses from an accredited college or university. Earn at least a B in each course. Transcripts must include evidence of this course work. Prospective applicants will need to obtain prior approval from DPH WIC Dietetic Internship Program Director on acceptable coursework to meet this requirement.
- If an applicant has earned a verification statement of completion from an ACEND accredited program ten years or more prior to the time of submission of application, the applicant is required to take six (6) semester hours in upper level dietetics courses from an accredited college or university. Earn at least a B each course. Transcripts must include evidence of this course work. Prospective applicants will need to obtain prior approval from DPH WIC Dietetic Internship Program Director on acceptable coursework to meet this requirement.
- Coursework to meet recency requirements must have been completed no more than two (2) years prior to application submission. Prospective applicants will need to obtain prior approval from DPH WIC Dietetic Internship Program Director on acceptable coursework to meet this requirement.
- Coursework requirements must be completed and transcripts must be submitted to the Dietetic Internship Program Director no later than June 30th. The applicant should indicate in their application that coursework to meet requirements is pending and will be completed prior to June 30th.
- Applicants with pending coursework may be selected for interview but will not be offered an internship position until and unless all requirements have been met by June 30th.

Application Procedures

The Application packet may be requested from:

DPH WIC Dietetic Internship Program
Program Operations and Nutrition Unit
2 Peachtree Street NW, Suite 10-283
Atlanta, GA 30303-3142
404-463-0742

One original for each of the following items must be submitted:

- Completed Application for the DPH WIC Dietetic Internship Supervised Practice Program
- Personal statement (following personal statement guidelines)
- Completed project (following project guidelines)
- Letters of support from District Health Director and District Nutrition Services Director
- One-page resume
- Official verification statement of completion of ACEND approved academic requirements from an accredited college or university



**Georgia Department of Public Health's
Women, Infant, and, Children's (WIC) Program
Dietetic Internship Program**



- 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. Official transcripts ordered online and sent directly to the internship from the college or university will be accepted as well.
- Recommendations from one (1) academic professor and two (2) 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 Preceptor Agreement signed by applicant, community preceptor and District Nutrition Services Director

Tentative Date	Action
December and 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 - 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 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

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 – bonus points may be awarded for Dietetic Technician, Registered (DTR) certification
- 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, current Basic Life Saving (BLS) certification card, and current ServSafe certification certificate.

- 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, Academy of Nutrition and Dietetics Code of Ethics and Standards of Practice, and anthropometric and nutrition assessment.