



**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.
- A letter of support from the Health Director in the public health district in which the applicant is employed.
- A letter of support from the Nutrition Services Director in the public health district in which the applicant is employed.
- The supervisor's confirmation of applicant's job performance as satisfactory or better. Submit a copy of the most recent performance management form (PMF).
- A 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

If the overall GPA is less than 2.80, the following criteria must be met for the application to be considered.

**Guideline for low grade point average**

- Complete a minimum of 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.
- 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 30<sup>th</sup>. The applicant should indicate in their application that coursework to meet requirements is pending and will be completed prior to June 30<sup>th</sup>.
- 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 30<sup>th</sup>.



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**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
- 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 Performance Management Form (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

<b>Tentative Date</b>	<b>Action</b>
December and 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 - second week	Internship Orientation
August - third week	Community Rotation Orientation
August - fourth week	Internship begins



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<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.

<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

. Interns will be selected 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 email. 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 stated in the acceptance letter 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.