

**Southern University and A&M College
Human Nutrition and Food and Program
Dietetic Internship**

APPLICATION CHECK LIST

Please follow all directions carefully as an incomplete application cannot be considered. Send ALL materials #1 - 9 directly to the Dietetic Internship Director at the address indicated. See the guideline on computer matching.

Please check () when you have completed items #1 - 9:

- _____ 1. **Manila File Folder** with your **name and school granting your degree** on the tab.
- _____ 2. **Cashier's check or money order** for \$25.00 (non-refundable) made payable to **SU Dietetic Internship** (cash or personal check will not be accepted).
- _____ 3. **Program Application Form.** Use the 2005 edition of the Dietetic Internship Program Application prepared by The American Dietetic Association and DEP Practice Group attached or at www.depdpg.org.
- _____ 4. **Letter of Application.** Handwritten letter using correct business letter format on 8 1/2" x 11" standard unlined white paper. Letter should be approximately 800 words, no more than three pages in length.
The letter should give insight into your ability to organize your thoughts in a logical and legible fashion. Your letter will be evaluated on content, organization, accuracy and grammar.

Address the following points in your letter:

- _ Reason for selecting Dietetics as a profession;
- _ Discuss your short/long term goals and how they developed. Include specific experiences, responsibilities, special interests and/or significant people who helped shape your goals well as steps you have taken to achieve them.
- _ Expectations of the internship
- _ Discuss specific strengths you have to offer to both the internship program and the profession of dietetics. Discuss the skills you need to improve/develop in order to become a competent professional.

- Related extra-curricular activities demonstrating leadership abilities/potential.
- Discuss your reasons for applying to the Dietetic Internship at Southern University and A&M College. Elaborate on the work experience listed in the internship application; describe how each experience relates to your professional training.
- _____ 5. **Original Declaration of Intent to Complete Degree Form or Verification Statement** signed by the Didactic Program Director. One of these forms is required to prove eligibility to apply to the Dietetic Internship.
- _____ 6. **Official, original (no copy), academic transcript.** Transcript from each college or university attended (transcripts must have the official school stamp and include degree and date granted). Be sure last term/semester and transfer grades are included.
- _____ 7. **Three recommendations** from professional individuals qualified to give pertinent information on character, ability, potential, professional qualifications and personality (photocopies with original signature are acceptable). Recommendations should be enclosed with the application packet . Please have the person to place the form in an envelope and sign across the flap.
- Use the standardized ADA recommendation form enclosed.
 - Recommendations should be from the same persons identified on the Application for Admission Form. The recommendations should be from the following:
 1. Nutrition professor
 2. Food Service Management Professor
 3. Most recent or most relevant work/practicum supervisor (supervisor in the food and nutrition/food service area.
- _____ 8. **Dietetic Internship Questionnaire.** Provide concise typed responses (word processing may be used)
- _____ 9. **Grade Grid.** List courses on the Grade Grid including the credit hours, grade and grade point.
- _____ 10. **Southern University Graduate School Application (Non-Degree Seeking Form).** Following the April appointment date, **applicants** who have been accepted into the Internship should submit the Graduate School Application (Non-Degree Seeking Students Application) attached or obtain application from the Graduate School website at www.subr.edu (Graduate School). This application, official transcript from each college or university attended and a \$25.00 application fee (money order or bank cashier check only) must be returned to the Graduate School by **April 29, 2008** for Fall semester admission. A \$10.00 Late Application Fee will be charged after this date.

PLEASE CHECK () IF YOU HAVE COMPLETED ITEM #11

- ___ 11. Register online at www.dnddigital.com or send completed mark/sense card for computer matching directly to D&D Digital Systems via Certified Mail, Return Receipt Requested. Postmark deadline is **February 15, 2008**. Do not send the mark/sense card to us in your application packet.

NOTE: This packet is only valid for the February 2008 application deadline. Please send for an updated packet if using after this.