**Department of Family and Consumer Sciences**

**Coordinated Program in Dietetics**

**Delta State University**

**APPLICATION PACKET**

**COVER LETTER FOR APPLICATION TO THE COORDINATED PROGRAM**

TO:  Applicants to the Coordinated Program in Dietetics at Delta State University

FROM: Ensley Howell, PhD, RD, LD, Director of Coordinated Program in Nutrition and Dietetics, Division of Family and Consumer Sciences

We welcome your application to DSU’s Coordinated Program in Dietetics!

The program may accept up to 15 applicants per year. We graduate competent dietetic practitioners who enjoy successful careers. We seek bright, energetic, enthusiastic men and women to provide nutrition services to the people of Mississippi.

The Coordinated Program in Dietetics combines upper-division course work in nutrition and foodservice management with a minimum of 1200 hours of supervised practice experience. The demands of this curriculum are great; therefore, students must exhibit maturity, initiative, self-discipline and academic competence to take full advantage of the learning opportunities provided.

Application to the Coordinated Program should be made the last semester the student is completing prerequisites. The Coordinated Program takes approximately 4 semesters to complete, depending on the coursework the student has had prior to entering the program.

**Before applying for admission to the program, please note the following requirements:**

1. The student must have at least a 2.75 overall grade point average and a 3.0 on the physical and biological sciences and medical nutrition therapy courses (on a 4.0 system) to be considered.

2. Special consideration will be given to applicants with an overall GPA between 2.75 and 3.0 in the physical and biological sciences provided they complete Medical Nutrition Therapy I and Medical Nutrition Therapy II at Delta State University with a grade of B or higher.

**Instructions for calculating GPA are provided at the end of this application.**

**A complete application submission consists of the following**:

1. Submission of application packet including:

a. Cover letter

b. Completed application form

c. Copies of transcripts for all college courses from all institutions ("Issued to student" copies of transcripts are acceptable for the application to the CP, but official transcripts are required for DSU Admissions)

d. A formal statement, between 400 and 800 words, addressing the following:

* Why you are interested in dietetics as a career
* Why you have chosen to apply to the Coordinated Program in Dietetics at Delta State University
* Why you believe you should be accepted into the Delta State program
* A statement of career goals or other pertinent long-range personal goals

e. Documentation of work experience including dates, duties and supervisor verification

f. Two – three completed recommendation forms from a work experience supervisor (not necessarily dietetics related) or college professor.

2. An interview will be scheduled; all applicants will be interviewed by the Program Director and other dietetics faculty and preceptors. When the application packet has been submitted, applicants will be notified of the interview schedule. A telephone interview can be scheduled if distance prohibits an applicant from being able to be interviewed in person.

Enclosed with this packet of information is the rating scale that is used in the evaluation and ranking of applicants to the program.

Thank you for your interest in the Coordinated Program in Dietetics. If you have further questions about this application or the selection process, please feel free to call me at 662-846-4316.**Coordinated Program in Dietetics**

**APPLICATION FORM**

*All information on this form must be typed.*

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Last) (First) (Middle/Maiden)**

**Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Street) (Apt. #) (City) (State) (Zip Code)**

**Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Street) (Apt. #) (City) (State) (Zip Code)**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Foreign Applicants Only: Designate Immigration Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**When do you wish to begin the Coordinated Program? Semester\_\_\_\_\_\_\_\_\_\_\_\_\_             Year\_\_\_\_\_\_\_\_\_\_**

**Do you already hold a baccalaureate degree? \_\_\_\_\_Yes \_\_\_\_\_ No**

**Education: List all colleges and universities attended, with the most recent listed first.**

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**Letters of Recommendation: List the names of all individuals who will act as references for you, either completing the enclosed recommendation form or who are writing separate letters of recommendation.**

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| **Name** | **Title** | **Address** | **Phone** |
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**Honors, extracurricular/volunteer activities: List organizations, appointed or elected offices, scholarships, and honors received.**

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**Undergraduate coursework cumulative grade point average based on a 4.0 system:\_\_\_\_\_\_\_\_**

**ACT Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SAT Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work experience related to dietetics in the past five (5) years:**

**Beginning with your most recent experience first, include related volunteer experience, and indicate if your experiences were paid or volunteer or part of a required practicum/field experience. Briefly describe your responsibilities.**

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| 1. **Place of Employment and/or Field Experience** | **Position, Title** | **Dates** | **Hrs./Wk.** | **Paid/Volunteer/Practicum Name and Title of Supervisor** |
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| **Key Responsibilities:** | | | | |
| 1. **Place of Employment and/or Field Experience** | **Position, Title** | **Dates** | **Hrs./Wk.** | **Paid/Volunteer/Practicum Name and Title of Supervisor** |
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| **Key Responsibilities:** | | | | |
| 1. **Place of Employment and/or Field Experience** | **Position, Title** | **Dates** | **Hrs./Wk.** | **Paid/Volunteer/Practicum Name and Title of Supervisor** |
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| **Key Responsibilities:** | | | | |
| **Use additional space as needed.** | | | | |

**Other work experience in the past five (5) years:**

**List all other work experience, beginning with the most recent experience first. Indicate if the experience was paid or volunteer.**

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| 1. **Place of Employment and/or Field Experience** | **Position, Title** | **Dates** | **Hrs./Wk.** | **Paid/Volunteer/Practicum Name and Title of Supervisor** |
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| **Key Responsibilities:** | | | | |
| 1. **Place of Employment and/or Field Experience** | **Position, Title** | **Dates** | **Hrs./Wk.** | **Paid/Volunteer/Practicum Name and Title of Supervisor** |
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| **Key Responsibilities:** | | | | |
| 1. **Place of Employment and/or Field Experience** | **Position, Title** | **Dates** | **Hrs./Wk.** | **Paid/Volunteer/Practicum Name and Title of Supervisor** |
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| **Key Responsibilities:** | | | | |
| *Use additional space as needed.* | | | | |

**Physical and Biological Sciences: Include all science courses: biology, anatomy and physiology, microbiology, chemistry, organic chemistry, biochemistry, etc.**

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| **College or University** | **Course Title** | **Course**  **No.** | **Term & Year Taken** | **Credit Hours** | **Grade Earned** | **Points** |
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|  |  | **Total Credit Hours:** | |  | **Total Points:** |  |
| **The average grade point average (GPA) for the above courses is calculated by dividing the total points by the total credit hours. The points must be based on, or converted to, A = 4 points; B = 3 points; C = 2 points; D = 1 point and F = 0 points.** | | **GPA for these Courses:\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
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**Professional Courses: Include all courses in foods, nutrition, foodservice management, management theory, nutrition and disease, personnel management, etc. Use additional pages as needed.**

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| **College or University** | **Course Title** | **Course**  **No.** | **Term & Year Taken** | **Credit Hours** | **Grade Earned** | **Points** |
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| **The average grade point average (GPA) for the above courses is calculated by dividing the total points by the total credit hours. The points must be based on, or converted to, A = 4 points; B = 3 points; C = 2 points; D = 1 point and F = 0 points.** | | **GPA for these Courses:\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
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**Communication Sciences: Include all courses in writing, learning theory, educational methods, speech, counseling, etc.**

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| **College or University** | **Course Title** | **Course**  **No.** | **Term & Year Taken** | **Credit Hours** | **Grade Earned** | **Points** |
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|  |  | **Total Credit Hours:** | |  | **Total Points:** |  |
| **The average grade point average (GPA) for the above courses is calculated by dividing the total points by the total credit hours. The points must be based on, or converted to, A = 4 points; B = 3 points; C = 2 points; D = 1 point and F = 0 points.** | | **GPA for these Courses:\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
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**Elective Courses: Include supporting or related coursework such as mathematics, computer science, accounting, research methods, etc.**

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| **College or University** | **Course Title** | **Course**  **No.** | **Term & Year Taken** | **Credit Hours** | **Grade Earned** | **Points** |
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|  |  | **Total Credit Hours:** | |  | **Total Points:** |  |
| **The average grade point average (GPA) for the above courses is calculated by dividing the total points by the total credit hours. The points must be based on, or converted to, A = 4 points; B = 3 points; C = 2 points; D = 1 point and F = 0 points.** | | **GPA for these Courses:\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
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**I certify that the information that I have provided in this application is true and accurate and recognize that any false or incorrect statements made herein will be grounds for my dismissal from the program.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Signature Date**

**Coordinated Program in Dietetics**

**RECOMMENDATION FORM**

*TO BE COMPLETED BY APPLICANT*:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last, First, Middle or Maiden) Phone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

Check One: \_\_\_\_\_ 1. I wish to have access to this letter and I understand that under the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978, I have the right to read this recommendation.

\_\_\_\_\_ 2. I wish this letter to be confidential and I hereby waive any and all access rights granted me by the above laws to this recommendation.

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## TO BE COMPLETED BY REFERENCE

Please rate the applicant on the traits listed on the grid (reverse side). Then indicate applicant’s strengths and those qualities that require further development. (May use second sheet)

Strengths:

Qualities that Require Further Development:

1. How long have you known applicant?

2. How well do you know applicant?

3. Relationship to applicant (please circle): Advisor Teacher Work supervisor Other

Do you (please circle): Highly Recommend Recommend Not Recommend

Name (please print or type):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Place of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On the grid below please rate the applicant on the qualities that you feel you can judge. Provide narrative discussion of ratings on page 1.

**O** - Outstanding  **MS** - More than satisfactory **SAT** - Satisfactory

**NI** - Needs improvement **U** - Unsatisfactory

**NO** - not observed or no basis for judgment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **O** | **MS** | **SAT** | **NI** | **U** | **NO** |
| Ability to Learn |  |  |  |  |  |  |
| Management Skills |  |  |  |  |  |  |
| Analytical Skills/  Problem Solving |  |  |  |  |  |  |
| Conceptual Skills |  |  |  |  |  |  |
| Communication Skills  *Oral* |  |  |  |  |  |  |
| *Written* |  |  |  |  |  |  |
| Interpersonal Skills  *Peers/Co-Workers* |  |  |  |  |  |  |
| Teachers/Supervisors |  |  |  |  |  |  |
| Leadership Potential |  |  |  |  |  |  |
| Initiative |  |  |  |  |  |  |
| Adaptability |  |  |  |  |  |  |
| Reaction to Stress |  |  |  |  |  |  |
| Motivation |  |  |  |  |  |  |
| Creativity |  |  |  |  |  |  |
| Forethought |  |  |  |  |  |  |
| Works Independently |  |  |  |  |  |  |
| Responsibility/Maturity |  |  |  |  |  |  |
| Overall Potential  as a Dietitian |  |  |  |  |  |  |

**Instructions for Completing Grade Point Averages**

**CALCULATING UNDERGRADUATE GPA:**

* Example 1 – Pat completed all courses required for an undergraduate degree in nutrition from one university.

Pat should use the calculated GPA on the institution’s transcripts.

* Example 2 - Sarah earned an undergraduate degree is sociology with a minor in nutrition. She attended two community colleges and a state university to fulfill all degree requirements. She also took several general interest courses while attending these colleges, although the courses did not meet any specific degree requirements. These courses are listed on her transcripts. Sarah also took a ceramic’s class at a fourth local community college during one summer. It was the only course she took from this college and is not one of the three colleges she attended to meet her degree requirements. Sarah will calculate the Undergraduate GPA using the transcripts from the three institutions she attended where she earned credits towards her undergraduate degree. Because Sarah did not transfer her ceramic’s course grade to her degree granting institution, it will not be included in the Undergraduate GPA calculation. General interest courses Sarah took from the three credit earning institutions will be included.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | College/University 1 | | College/University 2 | | | College/University 3 | | |
| Credits | GPA | Credits | | GPA | Credits | GPA | |
| From Transcripts | 15 | 3.90 | 24 | | 2.90 | 89 | 3.32 | |
| Grade Points Earned1 | 58.5 | | 69.6 | | | 295.48 | | |
|  | | | | Total Grade Points Earned = | | | | 423.58 |
| Total Credits = | | | | 128 |
| **Undergraduate GPA2 =** | | | | **3.31** |

**CALCULATING DIDACTIC PROGRAM IN DIETETIC (DPD) GPA:**

Each university has specific courses which meets DPD requirements. The DPD Director at the university where you earned or will earn the Verification Statement indicating you are eligible to apply to a dietetic internship will have a list of these courses. The following scale should be used to calculate Grade Points Earned for your DPD GPA.

|  |  |
| --- | --- |
| Grade earned | Grade Points Earned for each credit |
| A+, A, A- | 4.0 |
| B+, B, B- | 3.0 |
| C+, C, C- | 2.0 |
| D+, D, D- | 1.0 |

Sample completed form:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **College or University** | **Course Prefix & No.** | **Course Title** | **Lab / Practicum** | **Term & Year** | **No. of**  **Credits** | **Grade**  **Earned** | **Grade**  **Points Earned** |
| Midtown University | Chem 113 | Chemistry |  | Fall ‘03 | 3 | B | 9 |
|  | Chem 114 | Chemistry Lab |  | Fall ‘03 | 1 | A- | 4 |
|  | A&P 202 | Physiology (includes lab) |  | Fall ‘03 | 4 | C+ | 8 |
| Centerville Comm College | Soc 100 | Introduction to Sociology |  | Sum ‘03 | 3 | A | 12 |
|  | Eng 101 | English Composition |  | Sum ‘03 | 3 | B+ | 9 |
| Eastside State University | Nutr 344 | Food Management |  | Spring ‘04 | 3 | B- | 9 |
|  | Nutr 444 | Advanced Nutrition |  | Fall ‘04 | INC |  |  |
|  | | | | | Totals  Credits | 17 | Total  Grade Points | 51 |
| To calculate DPD GPA, divide the Total Grade Points by the Total Credits.  In this example: 51 ÷ 17 = 3.00 | | | | | | | **DPD GPA** | **3.00** |