



Department of Family and Consumer Sciences  
Coordinated Program in Dietetics

**APPLICATION PACKET**

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

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

FROM: Jan Haynes, PhD, Professor and Chair, Division of Family and Consumer Sciences

We welcome your application to DSU's Coordinated Program in Dietetics.

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 4 semesters to complete. Before applying for admission to the program, please note the following requirements:

1. All prerequisite course work must be completed.
2. A minimum grade of "C" is required in the following courses:
  - physiological and biological sciences
  - food and nutrition courses
  - foodservice management courses
  - business courses
  - all Family and Consumer Science courses
3. The student must have at least a 2.75 overall grade point average (on a 4.0 system) to be considered.

**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)
  - 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. At least one completed recommendation form from a work experience supervisor (not necessarily dietetics related). If additional forms are submitted, the ratings will be averaged.
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.

The program limits the number of applicants accepted to the number that can be accommodated in the supervised practice sites. Every semester practicum sites are given the opportunity to continue taking students or to take a break from having students. Therefore, the number of sites available may vary from semester to semester. On average, the program accepts approximately 10 students per year. Supervised practice experiences may not be available during every summer session. Applicants will be notified of acceptance or non-acceptance into the program by the end of the semester in which application was made.

While students may request placements, the program reserves the right to assign students to the sites which are available and which provide the best "fit" between student and facility.

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)

Social Security Number: \_\_\_\_\_ 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.

Name	Title	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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: \_\_\_\_\_

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.

1. Place of Employment and/or Field Experience	Position, Title	Dates	Hrs./Wk.	Paid/Volunteer/Practicum Name and Title of Supervisor
<b>Key Responsibilities:</b>				
2. Place of Employment and/or Field Experience	Position, Title	Dates	Hrs./Wk.	Paid/Volunteer/Practicum Name and Title of Supervisor
<b>Key Responsibilities:</b>				
3. Place of Employment and/or Field Experience	Position, Title	Dates	Hrs./Wk.	Paid/Volunteer/Practicum Name and Title of Supervisor
<b>Key Responsibilities:</b>				

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.

4. Place of Employment and/or Field Experience	Position, Title	Dates	Hrs./Wk.	Paid/Volunteer/Practicum Name and Title of Supervisor
<b>Key Responsibilities:</b>				
5. Place of Employment and/or Field Experience	Position, Title	Dates	Hrs./Wk.	Paid/Volunteer/Practicum Name and Title of Supervisor
<b>Key Responsibilities:</b>				
6. Place of Employment and/or Field Experience	Position, Title	Dates	Hrs./Wk.	Paid/Volunteer/Practicum Name and Title of Supervisor
<b>Key Responsibilities:</b>				

*Use additional space as needed.*

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

College or University	Course Title	Course No.	Term & Year Taken	Credit Hours	Grade Earned	GPA
<b>Total</b>					_____	_____
Grade point average in above courses (divide grade points by number of credits): Must be based on, or converted to, 4 points = A						

**Professional Sciences:** Include all courses in foods, nutrition, foodservice management, management theory, nutrition and disease, personnel management, etc. Use additional pages as needed.

College or University	Course Title	Course No.	Term & Year Taken	Credit Hours	Grade Earned	GPA
<b>Total</b> _____						
Grade point average in above courses (divide grade points by number of credits): Must be based on, or converted to, 4 points = A						

**Communication Sciences:** Include all courses in writing, learning theory, educational methods, speech, counseling, etc.

College or University	Course Title	Course No.	Term & Year Taken	Credit Hours	Grade Earned	GPA
<b>Total</b> _____						
Grade point average in above courses (divide grade points by number of credits): Must be based on, or converted to, 4 points = A						

**Elective Courses: Include supporting or related coursework such as mathematics, computer science, accounting, research methods, etc.**

College or University	Course Title	Course No.	Term & Year Taken	Credit Hours	Grade Earned	GPA
					Total _____	
<b>Grade point average in above courses (divide grade points by number of credits):</b> <b>Must be based on, or converted to, 4 points = A</b>						

**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

	<b>O</b>	<b>MS</b>	<b>SAT</b>	<b>NI</b>	<b>U</b>	<b>NO</b>
Ability to Learn						
Management Skills						
Analytical Skills/ Problem Solving						
Conceptual Skills						
Communication Skills <i>Oral</i>						
<i>Written</i>						
Interpersonal Skills <i>Peers/Co-Workers</i>						
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 in 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 Earned <sup>1</sup>	58.5		69.6		295.48	

<sup>1</sup>To calculate Grade Points Earned, multiply the number of credits times the GPA for each respective institution separately.

<sup>2</sup>To calculate the Undergraduate GPA; divide the Total Grade Points Earned by the Total Credits. In this example:  $423.58 \div 128 = 3.31$ .

Total Grade Points Earned =	423.58
Total Credits =	128
<b>Undergraduate GPA<sub>2</sub> =</b>	<b>3.31</b>

### 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	<input type="checkbox"/>	Fall '03	3	B	9
	Chem 114	Chemistry Lab	<input checked="" type="checkbox"/>	Fall '03	1	A-	4
	A&P 202	Physiology (includes lab)	<input checked="" type="checkbox"/>	Fall '03	4	C+	8
Centerville Comm College	Soc 100	Introduction to Sociology	<input type="checkbox"/>	Summer '03	3	A	12
	Eng 101	English Composition	<input type="checkbox"/>	Summer '03	3	B+	9
Eastside State University	Nutr 344	Food Management	<input type="checkbox"/>	Spring '04	3	B-	9

	Nutr 444	Advanced Nutrition	<input type="checkbox"/>	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: $51 \div 17 = 3.00$						<b>DPD GPA</b>	<b>3.00</b>