

# Dietetic Internship Program Application

Verify application requirements of each program to which you wish to apply.  
Not all programs use this form. All information must be typed/printed.

Date February 1, 2008

Name Eatright Polly Anna  
(Last) (First) (Middle or Maiden)

Present Address 123 Grand Avenue  
(Street) (Apt #)  
San Luis Obispo CA 93407 805 555 1212  
(City) (State) (Zip Code) (Phone)

Permanent Address (If different)  
(Street) (Apt #)  
(City) (State) (Zip Code) (Phone)

805 123 4567

Cell Phone Number

805 123 4567

(Phone number where you can be reached on Appointment Day.)

pollye@email.com

E-mail address

xxx xx 2345

Social Security Number

June 2008

Actual or Expected Date (Month/Year)  
Baccalaureate Degree conferred.

June 2008

Actual or Expected Date (Month/Year)  
DPD Course requirements completed.

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

**Grade Point Averages:**

These GPAs may or may not be similar

3.33

Overall Undergraduate (See page 6.)

3.02

DPD (See page 6.)

Overall Graduate (If applicable)

Programs vary regarding GRE scores. Allow for time, \$\$.

**Graduate Record Exam Results:**

(If taken, include a copy with your application.)

- Not all programs require GRE scores.
- Check each program's admission requirements.
- Leave blank if not applicable.

Date Taken (Month/Year)

Verbal Score

Quantitative Score

Analytical Writing Score

Use the following steps, to unlock this document so it is editable, i.e. you are able to modify box sizes, font etc.

1. Open the file in Word.
2. Place your cursor to the right side of the taskbars at the top of the page
3. Right click and select Forms
4. The Forms taskbar will appear.
5. Click on the lock icon. (It is usually the last one to right on Forms taskbar.)

The form is now unlocked and editable. Treat it as you would any table in a Word document. After making edits, you can re-click on the lock icon. This allows you to once again jump between fields with the tab key and the drop down boxes, work as intended.

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

College/University	City and State of College/Univeristy	Start and End Dates (Month/Year)	Degree
California Polytechnic State Univeristy San Luis Obispo	San Luis Obispo, California	9/2004-6/2008	BS
El Camino College	16007 Crenshaw Blvd Torrance, CA 90506	6/2005-8/2005	
University of Michigan	Ann Arbor, MI 48109	3/2004-6/2004	

Note if an AA, MS, MPH, other BS, or degrees.

**Recommendations:** List the names of the 3 individuals who will complete your recommendation forms.

Name	Title	Address	E-mail and Phone
Lisa Nicholson, RD, PhD	Associate Professor	Food Science & Nutrition Dept. Cal Poly. San Luis Obispo, Ca 93407	Email: lmnichol@calpoly.edu Phone: 805 756 7383
Louise Berner, Phd	Professor	Food Science & Nutrition Dept. Cal Poly. San Luis Obispo, Ca 93407	Email: lberner@calpoly.edu Phone: 805 756 2565
Joe Matelli	Owner/Manager, Joe's Pizzeria	4256 Peach Street Atascadero, Ca 93344	Email: joe@email.com Phone: 805 555 1223

**Honors and/or extracurricular activities after beginning college:** List organizations, appointed or elected offices held, scholarships, honors, and certifications received. Include dates for honors

Dean's Honor List, Cal Poly. Winter, Spring 2005, Fall 2005, Winter Spring 2006
The national soiety of Collegiate Scholars 2005-06
Bob's Sport shop college Scholarship, 2006
Nutrition Club, President 2007-08, Member 2005-present
Signa Phi Nothing. Chapter Treasurer 2007-08, member 2005-present
Habitat for Humanity Project Coordinator, New Orleans August 2005
Ski Club Member 2005-2006
CPR Certification, Infant and Child 2006

**Professional Organization Memberships:** List professional organizations of which you are a member.

American Dietetics Association, Student member 2006-2008
California Dietetics Association, Student member 2006-2008
Coastal Tri-Counties District Member, 2007-08

**Work experiences in the past five (5) years:** List all experiences, including volunteer, beginning with the most recent. Indicate if the experience was paid, volunteer or part of a practicum/field experience associated with a college course. Briefly describe key responsibilities. When indicating the amount of hours, use hrs/wk for reoccurring work and volunteer experiences and total hours for limited time volunteer and practicum/field experiences. (Note: if you have professional dietetics work experience from over five years ago, you may include it.) Use additional pages as needed.

Name of Employer / Organization	Position Title	Start and End Dates (Month/Year)	Hrs/Wk or Total Hours	Paid, Volunteer, or Practicum
1. Joe's Pizzeria	Waitress	11/2005-present	25 hr/wk	Paid
Supervisor's Name and Title: Joe Martelli, Owner			Email: joe@email.com	Phone: 805 555 1234
Key Responsibilities:	Provided service for an average 80 customers per shift. Responsible for opening and closing out register. Made pizzas according to order. Practiced safe and sanitary food handling protocols.			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">           In this case, emphasize skills sets related to dietetics practice         </div>				
2. French Hospital	Student Aide	1/2006-6/2006	3 hr/wk	Volunteer
Supervisor's Name and Title: Beth Tollerton, Food Service Manager			Email: bethtoli@email.com	Phone: 805 555 6543
Key Responsibilities:	Assisted in hospital meal preparation. Restocked food service trays. Participated in tray line and delivered trays to acute care patients with the hospital			
3. Senor Nutrition Program	Driver	3/2005-6/2005	2 hr/wk	Practicum
Supervisor's Name and Title: Dr Louise Berner, Professor			Email: lberner@calpoly.edu	Phone: 805 756 2565
Key Responsibilities:	Delievered meals to the homebound elderly in Meals on Wheels program. Assisted program in packing up prepared meals for safe meal delivery. Monitored homebound seniors visually for health and welfare.			
4. EOC Head Start, San Luis Obispo	Student Educator	9/2007-11/2007	20 total hrs	Practicum
Supervisor's Name and Title: Dr. Lisa Nicholson, Associate Professor			Email: 805 756 7383	Phone: lmnichol@calpoly.edu
Key Responsibilities:	Designed, implemented and evaluated a nutriiton lesson for Head Start students. Worked cooperatively with a partner to create "Mango Madness" lesson.			
5. Diabetes Walk 2006	Walker, Fundraiser	March 2006	5 total hrs	Volunteer
Supervisor's Name and Title: Maggie Doolittle, Nutrition Club Social Events Coordinator			Email: md@yahoo.com	Phone: 555 2345
Key Responsibilities:	Collected over \$5000 in pledges for SLO Diabetes Camp. Completed 20 mile walk.			
6.				
Supervisor's Name and Title:			Email:	Phone:
Key Responsibilities:				

**Work experiences in the past five (5) years, continued**

Place of Employment and/or Practicum	Position, Title	Start and End Dates (Month/Year)	Hrs/Wk or Total Hours	Paid, Volunteer, or Practicum
7.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				
8.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				
9.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				
10.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				
11.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				
12.				
Supervisor's Name and Title:			Email: Phone:	
Key Responsibilities:				

**Didactic Program in Dietetic (DPD) Courses:** Include all courses required to meet DPD requirements at your college or university. If a course has not been completed, indicated INC in the No. of Credits column. See instructions on page 6. Use additional pages as needed. (If you have earned credits from multiple educational systems that use different credit units, e.g. semesters and quarters, you must convert all credits to one type of unit.)

College or University	Course Prefix & No.	Course Title	Lab / Practicum	Term & Year	No. of Credits	Grade Earned	Grade Points
U Michigan	Comm 111	Mass Media	<input type="checkbox"/>	Sp 2004	6	A	24
U Michigan	SOC 105	Sociology	<input type="checkbox"/>	Sp 2004	6	B	18
U Michigan	Math 4	Pre-calculus	<input type="checkbox"/>	Sp 2004	6	C	12
Cal Poly	FS 101	Orientation Nutrition	<input type="checkbox"/>	F 2005	6	CR	
Cal Poly	BIO 111	General Biology	<input type="checkbox"/>	F 2005	6	B	12
Cal Poly	FSN 210	Nutrition	<input type="checkbox"/>	F 2005	4	Don't add in CR pts	16
Cal Poly	BUS 212	Financial Accounting	<input type="checkbox"/>	F 2005	4	B+	12
Cal Poly	FSN 310	Maternal & Child Nutrition	<input type="checkbox"/>	W 2006	4	B	12
El Camino College	CHEM 20	Fundamental Chemistry	<input checked="" type="checkbox"/>	W 2006	6	B-	18
Cal Poly	BIO 302	Human Genetics	<input type="checkbox"/>	W 2006	4	A	16
Cal Poly	PSY 201	Psychology	<input type="checkbox"/>	W 2006	4	A	16
Cal Poly	FSN 121	Fundamentals of Food	<input checked="" type="checkbox"/>	Sp 2006	4	A-	16
Cal Poly	FSN 263	Prof Practice Applied Nutr	<input type="checkbox"/>	Sp 2006	2	A	8
Cal Poly	CHEM 312	Survey Organic Chemistry	<input checked="" type="checkbox"/>	Sp 2006	5	B+	15
Cal Poly	FSN 315	Nutrition in Aging	<input type="checkbox"/>	Sp 2006	4	A	16
Cal Poly	FSN 321	Culinary Management	<input type="checkbox"/>	F 2006	4	A-	16
Cal Poly	CHEM 313	Survey Biochemistry	<input checked="" type="checkbox"/>	F 2006	5	B	15
Cal Poly	FSN 250	Fd & Nutr: Customs & Culture	<input type="checkbox"/>	F 2006	4	A	16
Cal Poly	FSN 328	Advanced Nutr I	<input type="checkbox"/>	F 2006	4	B-	12
Cal Poly	MICR 221	Microbiology	<input checked="" type="checkbox"/>	F 2006	4	B-	12
Cal Poly	STAT 218	Appld Stats for Llife Science	<input type="checkbox"/>	W 2007	4	B	12
Cal Poly	FSN 329	Advanced Nutr II	<input checked="" type="checkbox"/>	W 2007	4	A-	16
Cal Poly	FSN 343	Institutional Fdservice I	<input checked="" type="checkbox"/>	W 2007	3	B+	9
Cal Poly	ZOO 331	Human Anatomy/Physio I	<input checked="" type="checkbox"/>	Sp 2007	5	B	15
Cal Poly	FSN 344	Institutional Fdsrvc II	<input checked="" type="checkbox"/>	Sp 2007	3	A-	12
Cal Poly	FSN 417	Nutrition Counseling	<input type="checkbox"/>	Sp 2007	4	A	16
Cal Poly	ZOO 332	Human Anatomy/Physio II	<input checked="" type="checkbox"/>	Sp 2007	5	B+	15
Cal Poly	FSN 230	Elements of Fd Processing	<input checked="" type="checkbox"/>	F 2007	4	A	16
Cal Poly	FSN 415	Nutr Educ & Communication	<input type="checkbox"/>	F 2007	4	A	16
Cal Poly	FSN 426	Fd Systems Mngmt	<input type="checkbox"/>	F 2007	4	A-	16
Cal Poly	FSN 429	Clinical Nutr I	<input checked="" type="checkbox"/>	F 2007	4	A-	16
Cal Poly	FSN 463	Undergraduate Seminar	<input type="checkbox"/>	W 2008	2	INC	
Cal Poly	FSN 416	Community Nutrition	<input type="checkbox"/>	W 2008	4	INC	
Cal Poly	FSN 430	Clinical Nutr II	<input checked="" type="checkbox"/>	W 2008	4	INC	
Cal Poly	FSN 461	Senior Project	<input type="checkbox"/>	Sp 2008	2	INC	
Cal Poly	FSN 420	Crit Eval Nutriion Research	<input type="checkbox"/>	Sp 2008	2	INC	
Cal Poly	ECON 201	Economics	<input type="checkbox"/>	Sp 2008	4	INC	
Cal Poly	MICR 421	Food Microbiology	<input checked="" type="checkbox"/>	Sp 2008	4	INC	
Totals Credits					<b>128</b>	Total Grade Points	<b>387</b>

I certify the information I have provided in this application is true and correct. I understand I must provide an original copy of a signed Verification Statement substantiating completion of academic requirements prior to start date of program.

Date

Signature

## Instructions for Completing Grade Point Averages

### **CALCULATING UNDERGRADUATE GPA: (If you have earned credits from multiple educational systems that use different credit units, e.g. semesters and quarters, you must convert all credits to one type of unit.)**

- 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 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 ceramics class at a fourth 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 ceramics 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>a</sup>	58.5		69.6		295.48	

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

<sup>b</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<sup>b</sup> =</b>	<b>3.31</b>

### **CALCULATING DPD GPA:**

Each university has specific courses which meets Didactic Program in Dietetics (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. For repeated courses, list both grades earned but use only the higher grade to calculate the 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 '04	3	B	9	
	Chem 114	Chemistry Lab	<input checked="" type="checkbox"/>	Fall '04	1	A-	4	
	A&P 202	Physiology (includes lab)	<input checked="" type="checkbox"/>	Fall '03	0	D	0	
	A&P 202	Physiology (includes lab) (retook class)	<input checked="" type="checkbox"/>	Fall '04	4	C+	8	
Centerville Comm. College	Psych 100	Intro to Psychology	<input type="checkbox"/>	Summer '04	3	A	12	
	Eng 101	English Composition	<input type="checkbox"/>	Summer '04	3	B+	9	
Eastside State University	Nutr 344	Food Management	<input type="checkbox"/>	Spring '05	3	B-	9	
	Nutr 444	Advanced Nutrition	<input type="checkbox"/>	Spring '06	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>

\*INC Incomplete - currently enrolled or to be completed.