

American Dietetic Association

# Didactic Program in Dietetics

California State University, Long Beach

DIDACTIC PROGRAM IN DIETETICS (DPD) STUDENT MANUAL



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## INTRODUCTION

Registered Dietitians (RDs) are considered food and nutrition experts. They have met the following criteria to earn the RD credential:

Completion of a minimum of a bachelor's degree at a U.S. regionally accredited university or college and course work accredited by the Commission on Accreditation for Dietetics Education (CADE), the credentialing agency of the American Dietetic Association (ADA). Completion of a supervised practice program accredited by CADE of the ADA and passing a national examination administered by the Commission on Dietetic Registration (CDR) is also required.

In order to maintain registration, the RD must provide evidence of fulfilling continuing professional educational requirements to maintain registration. Some RDs hold additional certifications in specialized areas of practice, such as pediatric or renal nutrition, nutrition support, and diabetes education. These certifications are awarded through CDR and/or other medical and nutrition organizations and are recognized within the profession, but are not required.

In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become a RD.

RDs work in:

**Hospitals, HMOs, or other health care facilities**, educating patients about nutrition and administering medical nutrition therapy as part of the health care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers, and correctional facilities, overseeing everything from food purchasing and preparation to managing staff.

**Sports nutrition and corporate wellness programs**, educating clients about the connection between food, fitness, and health.

**Food and nutrition-related businesses and industries**, working in communications, consumer affairs, public relations, marketing, or product development.

**Private practice, working under contract with health care or food companies, or in their own business.** RDs may provide services to foodservice or restaurant managers, food vendors, and distributors, or athletes, nursing home residents, or company employees.

Community and public health settings teaching, monitoring, and advising the public, and helping to improve their quality of life through healthy eating habits.

| Universities and medical centers, teaching physicians, nurses, dietetics students, and others the sophisticated science of foods and nutrition.

Research areas in food and pharmaceutical companies, universities, and hospitals, directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

Employment opportunities related to Nutrition and Dietetics professionals are being influenced by the nation's changing demographics, and the increased dietary consciousness of the general public. The U.S. Department of Statistics projects an increasing population of retiring senior citizens which is expected to result in an increased demand for dietetic and nutritional services in hospitals, retirement homes, and senior citizen nutrition programs. The U.S. Department of Labor projects an increasing number of women of child bearing age participating in the work force with an increasing proportion of youngsters in day care and preschools which is expected to increase the demand for dietetic and nutrition professionals to conduct research, develop training programs and manage programs.

More detailed information about employment opportunities and current salary information can be obtained at <http://jobsindietetics.com>. For more information on professional activities, visit the following websites: <http://www.dietitian.org> or <http://www.eatright.org>. (Reference: "RD and DTR Information Sheets" in "Careers & Students" at <http://www.eatright.org>).

This Manual will describe the following:

- 1) The process to complete the first of the above criteria, to become a RD (the coursework at California State University, Long Beach is accredited by the CADE of the ADA);
- 2) The process to apply to an accredited supervised practice program.

## UNIVERSITY AND PROGRAM PROFILE

A profile of California State University, Long Beach (CSULB) can be found at [www.csulb.edu](http://www.csulb.edu). Select the "College of Health and Human Services" to access the profile of the College. The profile for the Department of Family and Consumer Sciences can be found at <http://www.csulb.edu/colleges/chhs/departments/fcs/>

The Nutrition and Dietetics and Food Science Area grants a Bachelor of Science Degree in Dietetics and Food Administration with Options in Nutrition and Dietetics Food Science. In addition, a Master of Science degree in Nutritional Science and an ADA accredited Dietetic Internship are offered.

The Didactic Program in Dietetics (DPD) is the set of course work in the Nutrition and Dietetics Option of the Bachelor of Science (B.S.) in Dietetics and Food Administration that fulfills the academic requirements for a student to become a Registered Dietitian (RD). The B.S. degree with the Option in Nutrition and Dietetics (major code FCS\_BS01) is composed of a minimum of 131 units. Students study a variety of subjects, ranging from food and nutrition sciences, food service systems management, business, computer science, culinary arts, sociology and communication to science courses such as biochemistry, physiology, microbiology, anatomy, and chemistry. A listing of these courses can be obtained at [http://www.csulb.edu/colleges/chhs/departments/fcs/docs/nt\\_die\\_2003\\_2004.pdf](http://www.csulb.edu/colleges/chhs/departments/fcs/docs/nt_die_2003_2004.pdf). If you are considering this major or have recently declared this as your major, please meet with an advisor who will assist you in determining your schedule of classes. Contact the Department at 562/985-4484 to be directed to the appropriate advisor.

If you already have a Bachelor's degree (or a more advanced degree), you may elect to take only the courses required for the DPD. You are advised to consult with the DPD Director for the courses you need to take. Contact information for the Director of the CSULB DPD can be obtained from the FCS Department at the above listed number. You can enroll at CSULB using the post-baccalaureate application. See the following general procedures in the curriculum and program completion section for determining required courses.

## MISSION AND GOALS OF THE DIDACTIC PROGRAM IN DIETETICS

The mission of the Didactic Program in Dietetics (DPD) at CSULB is to maintain a program in dietetics that contributes to CSULB's reputation as an outstanding teaching-intensive, research-driven university and that prepares students to succeed in advanced dietetics and/or employment.

The program goals and outcome measures are listed below.

Program Goal 1: The DPD will prepare graduates capable of succeeding in an accredited dietetic internship (DI) program, a dietetics-related graduate program and/or dietetics-related employment.

Outcome Measures:

- a) At least 75% of students who begin the DPD will complete the program requirements for graduation and/or verification of completion within 5 years.
- b) Over a 5 year period, alumni will achieve a pass rate for first-time takers of at least 80% on the RD exam.
- c) Eighty percent (80%) of students enrolled in the professional courses in the 3<sup>rd</sup> year of a bachelor-level DPD or 1<sup>st</sup> year of a graduate-level DPD will complete the program/degree within 150% of the time planned for completion.
- d) Over a 5 year period, 60% of DPD graduates will apply to supervised practice programs the academic year they complete the program.
- e) Within 12 months of completing the DPD, at least 75% of graduates responding will be appointed to an accredited DI program, a graduate program and/or employed in a dietetics-related position.
- f) Over a 5 year period, 80% of graduates who apply to DI internships the academic year they complete the program will be accepted.
- g) Over a 5 year period, 70% or more of the program graduates who sought employment in dietetics will be employed within 3 months of program completion.
- h) Graduate advisors of DPD graduates admitted to graduate programs in dietetics will rate 80% of the graduates as having "acceptable" to "outstanding" preparatory knowledge and skills to succeed in the graduate program.
- i) DI Directors who select CSULB's DPD graduates will rate 80% of the graduates as having "acceptable" to "outstanding" preparatory knowledge and skills to succeed in their internship program.

- j) Employers of CSULB's DPD graduates will rate 80% of them as having "acceptable" to "outstanding" preparation for an entry-level position.

Program Goal 2: The DPD will prepare graduates capable of providing professional service to dietetics-related professional organizations and community programs.

Outcome Measures:

- a) DI directors, graduate school advisors, and/or employers will rate 75% of CSULB's DPD graduates as "acceptable" to "outstanding" in their ability to provide service to local, state or national professional dietetics-related organization activities.
- b) DI directors, graduate school advisors, and/or employers will rate 75% of CSULB's DPD graduates as "acceptable" to "outstanding" in their ability to provide service to a non-profit health organization or other dietetics-related community service program.

Program Goal 3: The DPD will prepare graduates capable of serving in culturally diverse communities.

Outcome Measures:

- a) DI directors, graduate school advisors, and/or employers will rate 75% of CSULB's DPD graduates as "acceptable" to "outstanding" in their ability to provide service to culturally diverse communities.
- b) Within 2 years of graduation, 75% of DPD graduates responding will report "acceptable" to "outstanding" their preparation in the DPD for serving culturally diverse communities.

## ACCREDITATION STATUS

California State University, Long Beach is accredited by the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, CA 94501, Telephone: 510/748-9001), the agency responsible for granting national accreditation to colleges and universities in California, Hawaii and other territories in the Pacific and east Asia. It is accredited by the California State Board of Education and is on the list of approved institutions of the American Association of University Women.

The Department of Family and Consumer Sciences is accredited by the American Association of Family and Consumer Sciences (Council for Accreditation, 1555 King Street, Alexandria, VA 22314, Telephone: 703/706-4600).

The Didactic Program in Dietetics at CSULB is fully accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995; Telephone: 800/877-1600.

## ADMISSION AND CONTINUATION

Applications for admission to the University may be obtained from the CSULB Enrollment Services in person at Brotman Hall, Room 101, by phone at 562/985-5471 or at [www.csumentor.edu](http://www.csumentor.edu). All of these contacts can provide information about the application process as well as the current CSULB Catalog at [www.csulb.edu](http://www.csulb.edu). If you will be pursuing a Bachelor of Science degree, your declared major will be Dietetics and Food Administration. Students in the Didactic Program in Dietetics will designate Nutrition and Dietetics as their Option code (FCS\_BS01).

A student must maintain satisfactory progress in coursework as determined by the standards set by the University and DPD. The University policies in this regard are detailed in the current CSULB Catalog under scholastic probation and disqualification. Students must achieve a grade of "C" or better in DPD courses to receive a Verification Statement of completion of the American Dietetic Association accredited DPD.

# CURRICULUM AND PROGRAM COMPLETION REQUIREMENTS

## GENERAL EDUCATION REQUIREMENTS

### BACHELOR OF SCIENCE DEGREE IN DIETETICS AND FOOD ADMINISTRATION WITH THE OPTION IN NUTRITION AND DIETETICS

Students must complete a minimum of 131 units to receive the Bachelor of Science degree in Dietetics and Food Administration. The University requires that all students in undergraduate degree programs complete a minimum of 51 units of General Education (G.E.) courses. Only courses approved for G.E. and listed in the *Schedule of Classes* may be used to fulfill these requirements. A *Schedule of Classes* is available at [www.csulb.edu](http://www.csulb.edu). For a complete description of G.E. requirements, refer to the "General Education" section in the current CSULB Catalog. Advisors are available at the Academic Advising Center (<http://www.csulb.edu/colleges/chhs/academic-advising/>) to tell you how to meet your G. E. requirements. The center also provides the mandatory advising program for all freshmen.

Students are required to meet competencies in English and Math as determined by placement examinations unless exemption criteria are met. In addition, all students at CSULB must successfully pass a Writing Proficiency Examination in order to graduate. For a complete description of these system wide tests, and admission requirements for transfer students and international (foreign) students, refer to the "Admission to the University" section of the CSULB Catalog.

Students who expect to receive degrees at the end of any semester or summer/winter session must complete the Graduation Application for graduation check well in advance. The appropriate application for Spring or Summer candidates must be filed between December and February 15 of the previous year; for December and Winter session graduates, between December 1 and February 15 of the previous year, at the Office of Admissions and Records.

## MAJOR DEGREE REQUIREMENTS

In addition to fulfilling G.E. requirements, a minimum of 40 units in Family and Consumer Sciences is required, 24 of which must be upper division.

The courses required to complete the Didactic Program in Dietetics (DPD) and the B.S. in Dietetics and Food Administration with the Option in Nutrition and Dietetics are listed in the current CSULB Catalog, the advising sheet can be found at:

<http://www.csulb.edu/colleges/chhs/departments/fcs/docs/NutritionandDieteticsWorksheet1011.pdf>

A sequence of courses also can be found at:

[http://www.csulb.edu/colleges/chhs/departments/fcs/docs/nutr\\_flowchart\\_2006\\_2007.pdf](http://www.csulb.edu/colleges/chhs/departments/fcs/docs/nutr_flowchart_2006_2007.pdf).

This sequence is based upon General Education Requirements and major degree requirements taking into consideration prerequisites and co-requisites. To assist planning, the required major coursework, the "Nutrition and Dietetics Advising Sheet" is used in advisement with a faculty advisor.

This set of course work meets the academic requirements established by the ADA. The "Foundation Knowledge and Skills for Didactic Component" of Entry-Level Dietitian Education Programs section at <http://www.eatright.org/CADE/content.aspx?id=40> and below.

## FOUNDATION KNOWLEDGE AND SKILLS FOR DIDACTIC COMPONENT

### **1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.**

#### Knowledge Requirement

KR 1.1 The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.

KR 1.1.a Learning Outcome: Students are able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions.

KR 1.1.b Learning Outcome: Students are able to use current information technologies to locate and apply evidence-based guidelines and protocols, such as the ADA Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites

### **2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.**

#### Knowledge Requirement

KR 2.1 The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.

KR 2.1.a Learning Outcome: Students are able to demonstrate effective and professional oral and written communication and documentation and use of current information technologies when communicating with individuals, groups and the public.

KR 2.1.b Learning Outcome: Students are able to demonstrate assertiveness, advocacy and negotiation skills appropriate to the situation.

KR 2.2 The curriculum must provide principles and techniques of effective counseling methods.

KR 2.2.a Learning Outcome: Students are able to demonstrate counseling techniques to facilitate behavior change.

KR 2.3 The curriculum must include opportunities to understand governance of dietetics practice, such as the ADA Scope of Dietetics Practice Framework, the Standards of Professional Performance and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.

KR 2.3.a Learning Outcome: Students are able to locate, understand and apply established guidelines to a professional practice scenario.

KR 2.3.b Learning Outcome: Students are able to identify and describe the roles of others with whom the services

### **3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations.**

#### Knowledge Requirement

KR 3.1 The curriculum must reflect the nutrition care process and include the principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.

KR 3.1.a Learning Outcome: Students are able to use the nutrition care process to make decisions, to identify nutrition-related problems and determine and evaluate nutrition interventions, including medical nutrition therapy, disease prevention and health promotion.

KR 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.

KR 3.2.a Learning Outcome: Students are able to apply knowledge of the role of environment, food and lifestyle choices to develop interventions to affect change and enhance wellness in diverse individuals and groups

KR 3.3 The curriculum must include education and behavior change theories and techniques.

KR 3.3.a Learning Outcome: Students are able to develop an educational session or program/educational strategy for a target population.

#### **4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.**

Knowledge Requirement

KR 4.1 The curriculum must include management and business theories and principles required to deliver programs and services.

KR 4.1.a Learning Outcome: Students are able to apply management and business theories and principles to the development, marketing and delivery of programs or services.

KR 4.1.b Learning Outcome: Students are able to determine costs of services or operations, prepare a budget and interpret financial data.

KR 4.1.c Learning Outcome: Students are able to apply the principles of human resource management to different situations

KR 4.2 The curriculum must include content related to quality management of food and nutrition services.

KR 4.2.a Learning Outcome: Students are able to apply safety principles related to food, personnel and consumers.

KR 4.2.b Learning Outcome: Students are able to develop outcome measures, use informatics principles and technology to collect and analyze data for assessment and evaluate data to use in decision-making

KR 4.3 The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.

KR 4.3.a Learning Outcome: Students are able to explain the impact of a public policy position on dietetics practice.

KR 4.4 The curriculum must include content related to health care systems.

KR 4.4.a Learning Outcome: Students are able to explain the impact of health care policy and administration, different health care delivery systems and current reimbursement issues, policies and regulations on food and nutrition services

#### **5. Support Knowledge: knowledge underlying the requirements specified above.**

Knowledge Requirement

SK 5.1 The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.

SK 5.2 The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism, and nutrition across the lifespan.

SK 5.3 The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.

PROGRAM DIRECTOR AND DPD FACULTY

DPD Director

Judith Anglin, Ph.D., R.D.

Email: [janglin@csulb.edu](mailto:janglin@csulb.edu) Office: FCS-FA-13 Phone: (562) 985-7494

Nutrition and Dietetics Advisors	Room	Email	Telephone
Judith Anglin, Ph.D., R.D.	FCS-FA-13	<a href="mailto:janglin@csulb.edu">janglin@csulb.edu</a>	(562)985-7494
Gail Frank, Dr. P.H., R.D.	FCS-121	<a href="mailto:gcfrank@csulb.edu">gcfrank@csulb.edu</a>	(562)985-4494
Jacqueline Lee, Ph.D., R.D.	FCS-FA-12	<a href="mailto:jjlee@csulb.edu">jjlee@csulb.edu</a>	(562)985-4545

Additional advising can be obtained at University Center for Undergraduate Advising, in the Horn Center, Room 103; Telephone: (562)985-4837, [http://www.csulb.edu/divisions/aa/grad\\_undergrad/aac/](http://www.csulb.edu/divisions/aa/grad_undergrad/aac/). Or from Academic Advising & Resource Center (AARC) located at ETEC 237; Telephone: (562)985-2691, [www.csulb.edu/colleges/chhs/academic-advising](http://www.csulb.edu/colleges/chhs/academic-advising)

## TRANSCRIPT EVALUATION

To determine which Didactic Program in Dietetics (DPD) requirements you may already have fulfilled at other colleges/universities as well as which courses you still need to take to meet the DPD requirements, your transcripts need to be evaluated by the DPD Director. If you feel that you have completed all or almost all of the requirements at another campus, you should have the DPD Director at that campus evaluate your transcripts.

Procedures:

1. Students who have received their degree(s) from FOREIGN universities must first have their transcripts validated as to their equivalency to degree(s) from an accredited university in the United States or its territories. Agencies are available in a number of U.S. cities and their addresses can be obtained from the American Dietetic Association at [www.eatright.org](http://www.eatright.org). You should request a coursework area analysis when you have your evaluation done by this agency. Please submit a copy of the Foreign Equivalency statement with a copy of all of your college/university transcripts to the DPD Director as explained in #2 below.
  
2. If you have had your education within the United States or its territories OR if you have completed step #1, then you need to have the DPD Director evaluate your transcripts.

Obtain the transcript evaluation fee form from the Department of Family and Consumer Sciences Office, Room 001 or print out a copy that can be found at the end of this section. Be sure to include your address and the phone number where you can be reached in case of questions.

Take the completed form, plus cash or check to pay for this service to the Cashier's Office on campus (Brotman Hall, Room 148) or you may mail it in with your check to: Cashier's Office (Room 148), Brotman Hall, CSULB, 1250 Bellflower Blvd., Long Beach, CA 90840. The fee for the transcript evaluation is currently \$15.00 for CSULB students and \$25.00 for non-CSULB students.

The form is to be returned to the Department of Family and Consumer Sciences (ATTN: DPD Director) stamped "paid" with a set of your official transcripts. Upon receipt of form and transcripts, the DPD Director will evaluate your coursework. Allow 6-8 weeks for processing.

You will receive a letter in the mail indicating which courses you will need to take to meet DPD requirements or if DPD requirements have been met. To receive a Verification Statement indicating completion of all DPD requirements from CSULB, you will need to take a minimum of eight units in the Department of Family and Consumer Sciences. The eight units include: HFHM 477 (Foodservice Administration), NUTR 436L (Nutritional Status Assessment Techniques), and NUTR 438 (Medical Nutrition Therapy).

When the courses indicated above have been completed, provide proof (i.e., final transcript) to the DPD Director. Copies of the Verification of Completion Statement will be mailed or can be picked up from the Director's office.

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Department of Family and Consumer Sciences

A.D.A. Transcript Evaluation Fee

Account	Fund	Dept ID	Cash Net Code
501110	MT032	00282	0C1

Amount:	CSULB Student:	\$15.00 _____
	Non-Student (USA)	\$25.00 _____

Student Name: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_  
Area Code

Receipt Number: \_\_\_\_\_

Pay at the CSULB Cashier's Office, Room 148, Brotman Hall

RETURN TO DEPARTMENT OF FAMILY & CONSUMER SCIENCES,  
ATTN: JUDITH ANGLIN, Ph.D., R.D.  
DPD DIRECTOR

## VERIFICATION STATEMENT OF COMPLETION

Students will receive a "Verification Statement" of completion of the DPD if they satisfactorily complete all DPD courses with a grade of "C" or better and they have satisfied the requirements to receive a Bachelor's degree at this or another campus. If the student's Bachelor's degree was completed at another university or if coursework was completed at a foreign educational institution, then an appropriate foreign transcript equivalency and evaluation must be obtained and provided to the DPD Director with a copy of transcripts. The "Transcript Evaluation" section of this manual will explain the procedure.

Students can receive a "Declaration of Intent" to complete the DPD and the degree program form if they are in their last semester of studies. The form can be used in the application packet for ADA accredited internships requested using the Dietetic Internship Centralized Application System (DICAS).

It is a policy of the CSULB DPD program that for any individual to receive a Verification Statement of completion they must take as a minimum the following three courses on this campus: HFHM 477: Foodservice Administration, NUTR 436L: Nutritional Status Assessment Techniques, and NUTR 438: Medical Nutrition Therapy. If a student who has transferred to the CSULB program feels that he/she has met any part of the DPD requirements at another university, this must be verified through consultation with a Nutrition and Dietetics faculty advisor or the DPD Director. If a student has not taken dietetics-related or DPD required science courses within the past five years, he/she may need to retake some previously completed and/or take additional coursework.

## GRADUATION/VERIFICATION REQUIREMENTS

The graduation requires for Bachelor of Science degree in Dietetics and Food Administration with the Option in Nutrition and Dietetics is similar to the University's requirements and can be found at:

[http://www.csulb.edu/depts/enrollment/graduation/bachelors/timely\\_grad\\_ugrad.html](http://www.csulb.edu/depts/enrollment/graduation/bachelors/timely_grad_ugrad.html)

Students must receive a grade of "C" or better in the DPD courses to receive verification of completion of the DPD program.

[http://www.csulb.edu/divisions/aa/catalog/current/chhs/nutrition\\_dietetics/american\\_dietetic\\_association.html](http://www.csulb.edu/divisions/aa/catalog/current/chhs/nutrition_dietetics/american_dietetic_association.html)

## ESTIMATED PROGRAM COSTS

Annual costs and fees to attend CSULB are described in the current CSULB Catalog under the sections "Fees" and "Financial Assistance." Please refer to the Catalog for specific up-to-date information on costs.

Additional variable program costs may include the following items:

Laboratory course fees \$60/academic year

Laboratory uniforms \$50

Estimated personal transportation \$1000/academic year

Estimated textbooks and education supplies \$1500/academic year

Parking (optional) \$246/academic year

Supplemental major medical insurance (optional) \$800/academic year

• ADA transcript evaluation

- Student \$15.00

- Non-student \$25.00

## INSURANCE

### HEALTH INSURANCE

The Student Health Service provides outpatient care for acute illness or injury. This basic medical service, provided for all enrolled students, is without charge since it is covered by the Student Fees paid at registration. For other medical services provided by the Student Health Service see the "Student Services and Campus Life" section in the CSULB Catalog.

University medical services are not provided for major, chronic, complicated or severe illness or injury, except on an urgent acute basis. Associated Students, Inc. sponsors an individual health and accident insurance policy, available to all currently enrolled students on a semester or annual basis, with cost to be borne by the student. The plan requires that students utilize the Student Health Service when feasible for minor illnesses and injuries. In addition the Associated Students, Inc. sponsors a fee for service a dental plan. Information brochures and application forms for both plans may be obtained from the Associated Students Business Office, University Student Union, Room 220. For further information, contact the A.S. Student Health Advocate, telephone: 562/985-4994

### PROFESSIONAL LIABILITY INSURANCE

Students participate in field experiences in the community and at the CSULB Student Health Services where they conduct nutrition counseling under the supervision and responsibility of health care professionals. It is not necessary to obtain liability insurance if the field experiences are for required laboratory courses or NUTR 492K. For any other dietetics-related experiences, students are to contact their advisor.

### WORK-RELATED INJURIES

Students may be required to obtain hands-on experience in both on and off campus foodservice operations as part of the curriculum in HFHM 375: Food Production Systems II. While participating in these field site experiences, students are covered by the State of California Worker's Compensation Insurance for any work-related injuries.

## FINANCIAL AID

There are numerous types of financial assistance available through CSULB financial aid programs and other sources. Please contact the CSULB Office of Financial Aid at 562/985-8403 or visit the financial aid website at [http://www.csulb.edu/depts/enrollment/financial\\_aid/](http://www.csulb.edu/depts/enrollment/financial_aid/). The Office of Financial Aid administers funds made available by the federal and state governments and by private sources that are awarded to students who demonstrate a need to cover educational expenses. Other sources of funding are advertised or available through the Department of Family and Consumer Sciences. These may be in the form of traineeships, assistantships, or scholarships from local, state and national organizations. Contact the Department Office at 562/985-4484 for further information.

The American Dietetic Association (ADA) offers scholarships to encourage eligible students to enter the field of dietetics. Students enrolled in their junior year in a CADE-accredited program may apply for an ADA scholarship. Scholarships are also available for students in dietetic internships, and graduate studies. Contact ADA's Education and Accreditation Team (800/877-1600 ext. 5400) for ADA Scholarship information or use the website [www.eatright.org](http://www.eatright.org) and click on "Scholarships and Financial Aid."

## PROGRAM POLICIES AND PROCEDURES

### UNIVERSITY POLICIES APPLICABLE TO THE DPD

University policies that also apply to this program are listed in the "General Regulations and Procedures" can be found at [http://www.csulb.edu/divisions/aa/catalog/2009-2010/general\\_information/index.html](http://www.csulb.edu/divisions/aa/catalog/2009-2010/general_information/index.html). Please refer to this site for policies regarding academic credit, nondiscrimination policies, privacy of rights of students in education records, grading procedures and grade appeals, scholastic probation and disqualification, student discipline, the academic calendar, class attendance, student load and education leave (includes vacation and holiday dates and absence policies).

### TRAVEL

The student is responsible for providing transportation to any field experiences that may be required for a class or any optional extracurricular activities. All travel is at the student's own expense and risk.

### DRESS CODE FOR LABORATORY PROCEDURES

Laboratory coats and other dress requirements may be specified for laboratory courses. These will be indicated in individual classes. Students working in field experiences are expected to abide by the same policies and procedures that are established for facility personnel. During field experiences, students represent the university and are expected to handle themselves in a professional manner.

## COUNSELING, GUIDANCE AND STUDENT SUPPORT SERVICES

Students are advised to receive counseling to prepare a program of study from Nutrition and Dietetics faculty advisors. The student can be directed to an appropriate advisor by contacting the Department of Family of Consumer Sciences Office at 562/985-4484. It is the responsibility of the student to consult with his or her advisor and the DPD Director to verify current ADA requirements to become a Registered Dietitian. Students who plan to apply for Dietetic Internships should contact the DPD Director approximately 1 year prior to graduation for proper procedures and guidance. Every fall and spring semester, the DPD Director holds a workshop on how to apply to Dietetic Internships and other supervised practice programs. Also, the week prior to the fall and spring semesters the Nutrition and Dietetics Faculty conduct a half-to whole-day open advising session for new and returning students. Contact the Department of Family and Consumer Sciences for the day and time of these sessions. At these sessions DPD students who have been trained to be peer academic advising counselors also are available to advise students under the supervision of faculty. These peer advisors are available throughout the fall and spring semesters. Contact the Student Dietetic Association President (whose phone number and/or e-mail are listed on the Student Dietetic Association bulletin board located on the second floor of the Department of Family and Consumer Sciences building) for peer advisor availability.

The Academic Advising Center serves students who seek advice and information regarding general education requirements, electives, university rules and regulations, graduation requirements, and academic probation. The center can be contacted for appointments at 562/985-2691 at <http://www.csulb.edu/colleges/chhs/academic-advising/>. Or at University Center for Undergraduate Advising, in the Horn Center, Room 103; Telephone: (562)985-4837, [http://www.csulb.edu/divisions/aa/grad\\_undergrad/aac/](http://www.csulb.edu/divisions/aa/grad_undergrad/aac/).

The Career Development Center (Brotman Hall 250, [info@careers.csulb.edu](mailto:info@careers.csulb.edu)) facilitates employment processes for student and job recruiters and is a clearinghouse for information vital to career planning and job procurement.

The Learning Assistance Center provides a variety of services for students seeking to improve their academic skills. They can be contacted at 562/985-5350 or at [www.csulb.edu/lac](http://www.csulb.edu/lac).

Counseling and Psychological Services (Brotman Hall-226) provides programs for students who face personal or social difficulties. They can be reached at 562/985-4001 or at <http://www.csulb.edu/divisions/students/caps/about/>

The campus offers a number of other services for students. These are described in the "Student Services and Campus Life" at <http://www.csulb.edu/divisions/students/sld/>.

## PROGRAM DEVELOPMENT AND EVALUATION

The DPD conducts development activities which incorporate continuous program planning, implementation and evaluation. These activities include the following:

1. Within two years of completing the program, graduates are asked to complete a questionnaire to evaluate the quality of the program and how well it prepared them for their current employment or dietetic internship.
2. Every two years, faculty advisors of DPD graduates admitted to graduate programs in dietetics and dietetic internship directors who selected CSULB's DPD graduates are asked to complete a questionnaire to evaluate DPD graduates' preparedness for graduate work or the dietetics internship.
3. Every two years, employers are asked to complete a questionnaire to evaluate the DPD graduates' preparedness for employment.
4. The DPD Advisory Board (composed of practitioners from the community) meets every two years to provide practitioner guidance in program enhancement.
5. The Nutrition and Dietetics and Food Science Area faculty meet at least monthly during the academic year to address DPD development activities.
6. The reports of graduates' performance on the Registration Examination taken at the end of a supervised practice program are analyzed to improve program quality and preparation of students.
7. Evaluations of faculty completed by students at the end of each semester are reviewed by the Chair of the Department of Family and Consumer Sciences to ensure satisfactory faculty performance.
8. Every ten years the DPD is evaluated by Commission on the Accreditation of Dietetic Education of the American Dietetic Association (ADA) with an interim required DPD five-year report to ensure that the Program is meeting ADA standards.
9. Every five years the Department of Family and Consumer Sciences including the DPD is evaluated by the University in an Internal Review. Every ten years the Department of Family and Consumer Sciences including the DPD is evaluated for accreditation by its accrediting organization, the American Association of Family and Consumer Sciences.
10. Every year, the department does a brief internal assessment of the undergraduate and graduate programs. These assessments are reported to an on campus assessment office and are shared with faculty.

## CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

*Code of Ethics for the Profession of Dietetics as published in the August 2009 Journal of The American Dietetic Association.*

The American Dietetic Association and its Commission on Dietetic Registration have adopted a voluntary, enforceable code of ethics. This code, entitled the Code of Ethics for the Profession of Dietetics, challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. The enforcement process for the Code of Ethics establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.

The first code of ethics was adopted by the House of Delegates in October 1982; enforcement began in 1985. The code applied to members of The American Dietetic Association only. A second code was adopted by the House of Delegates in October 1987 and applied to all members and Commission on Dietetic Registration credentialed practitioners. A third revision of the code was adopted by the House of Delegates on October 18, 1998, and enforced as of June 1, 1999, for all members and Commission on Dietetic Registration credentialed practitioners. The latest revision was approved on June 2, 2009.

The Ethics Committee is responsible for reviewing, promoting, and enforcing the Code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the Code. Support of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

**Preamble** The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the *public, clients, the profession, colleagues, and other professionals*. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

### Application

The Code of Ethics applies to the following practitioners:

- (a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
- (b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and 40

(c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

## Principles

### *Fundamental Principles*

**1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.**

**2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.**

### *Responsibilities to the Public*

**3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.** The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.

**4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.**

a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.

b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.

c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

**5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.**

a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category. 41

b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.

c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

**6. The dietetics practitioner does not engage in false or misleading practices or communications.**

a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.

b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.

c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

**7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.**

a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.

b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.

c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

*Responsibilities to Clients*

**8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.**

**9. The dietetics practitioner treats clients and patients with respect and consideration.**

a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.

b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal. 42

10. **The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.**

11. **The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).**

*Responsibilities to the Profession*

12. **The dietetics practitioner practices dietetics based on evidence-based principles and current information.**

13. **The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.**

14. **The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.**

15. **The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.**

a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.

b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. **The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.**

17. **The dietetics practitioner accurately presents professional qualifications and credentials.**

a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR.

b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not. 43

**18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment. *Clarification of Principle:***

a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.

b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.

c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.

d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

*Responsibilities to Colleagues and Other Professionals*

**19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.**

a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.

b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

## DIETETIC INTERNSHIP APPLICATION PROCESS

The Dietetic Internship is the supervised practice component of dietetics education. All accredited Dietetic Internship programs must provide at least 1200 hours of supervised learning experiences that allow students to achieve the competencies and learning outcomes for entry-level dietetics practice (<http://www.eatright.org/CADE/content.aspx?id=40>). Access the list of supervised practice programs at [www.eatright.org/CADE/di.html](http://www.eatright.org/CADE/di.html).

Dietetic Internships are found primarily in hospitals, universities and public health programs. All internships offer experiences in clinical, management and community dietetics but the percentage of time spent in each area of practice varies from program to program.

Acceptance into a DI has historically been competitive. In recent years, the competition for DI positions has increased. Data on the April 2009 first-round match reported 4120 applicants for 2195 DI positions. 50% of applicants were unmatched. This outcome reflects a growing increase in applicants for a fairly stable number of DI positions. Please see the **“Availability of DI Positions”** summary at <http://www.eatright.org/CADE/content.aspx?id=4294967919&terms=availability>

To position yourself to compete successfully for an internship, you need to have strong academic performance, nutrition-related work experience, extra-curricular activities, and strong, supportive letters of recommendation. If you are unable to find a paid job in nutrition, volunteer to work in the nutrition department of your local hospital or with the WIC Program, Cooperative Extension, school lunch program or Meals on Wheels program. Your county health department may have health promotion programs where volunteers are welcome. If you have a food company or a food service related business near you, check to see if internships are available. The National Association of College and University Food Service (NACUFS) and the contract foodservice organizations, Sodexo- Marriott and ARAMARK, have summer internships. Public relations and marketing experience is valuable. Volunteering in a soup kitchen or a food pantry or with an after-school program can be a good experience. Often volunteer positions lead to paid positions - never underestimate the influence of the contacts you make. In addition, your supervisors may be willing to write letters of reference for you for your internship application.

It is wise to join the American Dietetic Association as a Student Member. This shows commitment to the profession of dietetics. Once you join, you will have access to many benefits, including the Journal of the American Dietetic Association, a research journal, access to the online student newsletter and free access to ADA's Evidence Analysis Library. The American Dietetic Association Foundation has many scholarships that are awarded to students in dietetics programs every year. Only members of ADA are eligible for these scholarships. Paid membership fees also cover your membership to an affiliate (typically state) of ADA. Typically students choose state dietetic association membership where they live or go to school. For membership forms and information go to [www.eatright.org](http://www.eatright.org) and click on “Join ADA.”

The ADA website also provides excellent information pertaining to preparation for supervised practice and applying to dietetic internships. Visit [www.eatright.org/CADE](http://www.eatright.org/CADE) computer matching for links to these helpful topics:

- [Programs Participating in Dietetic Internship Centralized Application System](#)
- [FAQ: Top 10 Questions about Computer Matching for Dietetic Internships \(DIs\)](#)
- [Availability of Dietetic Internship Positions](#)
- [Suggestions to Improve Your Chances at Getting a Dietetic-Internship Position](#)
- [Computer Matching: Applicant Responsibilities](#)
- [Video for Dietetic Internship Centralized Application System](#)

### CHOOSING SUPERVISED PRACTICE PROGRAMS TO APPLY TO

One of the hardest tasks is deciding where to apply to from among the approximately 220 available Dietetic Internships (DI). Start by examining the supervised practice program listings in the ADA Directory of Dietetics Programs on the Web at <http://www.eatright.org> (click on “For Students,” “Accredited Programs,” “Dietetic Internships”). This directory lists all of the programs and reports the length and cost of a program, start dates, number of students, whether a graduate degree is optional or required and contact information for the Program Director.

When choosing an Internship consider:

Do you need to start a program on a certain date?

Do you have constraints on where you can live?

Do you have financial constraints?

Do you want to complete a graduate degree at the same time?

Once you have a shorter list of programs to consider, you should take a closer look at each program to determine if you’re a good fit. Most of the programs have Web pages and the majority of the program directors have email addresses. You can access the Web pages from the on-line ADA Directory of Dietetics Programs. From this directory you can also find links for the email addresses for most program directors so that you can request information on programs without a Web page.

Visiting programs before you apply is very beneficial. It can be very informative to meet the Program Director, dietitians you’ll be working with and interns who are currently in the program. Some programs have days when they give tours. Many programs offer an Open House in the fall. When contacting DI Directors, you may ask them if they hold an Open House.

Keep in mind that an open house opportunity is not an interview, but it may be the only face-to-face contact you have with the DI Director. Being prepared, courteous and professional at the Open House will serve you well. Be sure to dress professionally, wear only understated jewelry (no eyebrow rings, etc.) and be prepared for your visit. This means knowing the information that is in the promotional materials and on the program website so that you don’t ask questions that you should already know the answers to. Always speak politely, with enthusiasm and interest.

If you cannot visit a program, you might consider calling the Program Director and asking if you could speak to some of the current interns. They are the experts on the student experience in the program.

### SHOULD I GET A MASTER'S DEGREE AT THE SAME TIME AS DOING AN INTERNSHIP?

The answer to this question depends upon your personal circumstances. If you are tired of going to school and would like a break, it would be best to put off graduate school. If you really aren't sure what you want to do for work, it might also be best to wait. An internship offers the opportunity to explore many areas of dietetics practice and might provide you with a clearer idea of what activities are most interesting and satisfying to you. In today's job climate, there is much less job security than there used to be. People change jobs many times in their careers and even change careers entirely. If you plan to do nutrition research and teaching, or advanced clinical nutrition practice, a graduate degree in nutrition can be helpful. There is a shortage of Ph.D., R.D. for academic and research positions. Many practitioners would also benefit from obtaining a graduate degree in some field other than nutrition such as a Master of Public Health (MPH), a Master of Business Administration (MBA), a Master's in Health Administration, a Master's in Communication, Education, Psychology, Food Science, etc. This kind of degree will expand your skills, provide cross-functional skills and make you more versatile and valuable to your future employers.

These facts argue for waiting to get a Master's degree until after you have worked for a while and learned about what field of study would help you most in your career. On the other hand, it is much easier to do your graduate degree before you are used to having a full-time salary and before you take on other commitments.

If you are afraid you will not be a competitive applicant to the internships that you are most interested in, it pays to have a back-up plan. You may want to also apply to graduate schools. Some internships are available only to students who are attending the graduate program at that same university.

Due to budget crisis that California State University System (CSU) is experiencing at this time, the University is not accepting students for second baccalaureate degrees. However, you can complete the required DPD courses to achieve a verification statement by enrolling as a MS student or through Open University. If you decide to enroll MS student you can only complete the required DPD courses and not the degree. For more information on the MS program including applying, you can visit the website at:

<http://www.csulb.edu/colleges/chhs/departments/fcs/programs/graduate/MSDegree.htm>

### Tips For Using The CADE Online Directory Of Dietetic Internships

The CADE Online Directory of Dietetic Internships is on the ADA Website at

<http://www.eatright.org>

Use the edit function to narrow your search for programs with a particular feature. To use this function:

- Always start your word search at the beginning of the directory list.
- Use the edit function by pressing the Control key and the key for the letter F simultaneously.

- In the box that appears, type the word or phrase you want to find. You do not need to match the word case.
- Click on Find Next to find the next occurrence of the word or phrase.
- Continue to Click Find Next to find additional occurrences.

## THE APPLICATION PROCESS

### About the Standard Application

Applicants applying in 2010-2011 will be the first to use the new centralized on-line application service referred to as “DICAS.” Not all Dietetic Internship programs will be participating in this service, so it will be imperative that you check with the program to see whether they require the standard application in paper or submitted via DICAS. Please visit [www.eatright.org/CADE](http://www.eatright.org/CADE) computer matching for the list of programs participating with DICAS and access to the DICAS portal. You are encouraged to review the video overview of the new centralized online application.

At this time, it is unknown as to how many programs will use DICAS to receive applications. Programs may opt to use either DICAS or the paper standard application form. Make certain you determine which application process is required for all of the programs you have selected. The paper application forms are available at <http://www.depdpg.org>. If a paper application is required, do not photocopy the application forms included in this Handbook; these are for your reference only. Be sure to type or word-process your application. Applications should not be handwritten unless otherwise indicated by individual program instructions. Downloading the files onto your own computer will allow you to easily word process your application.

Regardless of the application used, be sure to triple-check your application for typos and errors before it is submitted. Many internship directors use the application process to determine how well applicants follow directions. Be sure to sign necessary paper forms in blue ink wherever signatures are indicated (e.g. on the Declaration of Intent form).

Program admission committees will review your application according to program standards. Most programs will make an initial determination of your candidacy based on a first look at your application. This may include evaluating your GPA, completeness of your application and appearance of your application. It is imperative that your complete application be received before the due-date. Applications that are not typed (if paper), submitted late, and/or incomplete may be removed from the selection pool. To assist you in putting together the highest quality application possible, review of your application is available. The DPD director will assist you in reviewing your application for completeness and accuracy prior to submitting it to your programs of choice if adequate time is allowed to do so.

On the application you must list most of the courses you have taken throughout your college career and calculate a separate DPD GPA. To help you do this, see “Instructions for

Completing Grade Point Averages” in the standard Dietetic Internship Program Application or refer to the instructions provided by DICAS. For courses where you used AP credits to fulfill the requirement, list “AP (course name)” under the course column, “AP (course name)” under the course title column, “N/A” for number of credits, the number grade (e.g. 4 or 5) for grade earned, and “N/A” for grade points earned.

### PROOF OF COMPLETING DIETETICS REQUIREMENTS

Most students applying for internships have not completed undergraduate course requirements and are not yet eligible to obtain a verification statement. Students who are currently in the process of completing requirements should request a Declaration of Intent to Complete Coursework form from the DPD Director by November of the academic year you are applying. A Declaration of Intent will be provided after the student has completed and submitted the appropriate information to the FCS or DPD Director Office.

For applications submitted via DICAS, an electronic version of the Declaration of Intent form will be completed by the DPD director after you have submitted the appropriate information to the FCS or DPD Director Office.

All students requesting a Declaration of Intent or Verification Statement **must** complete the **Reference - ADA Internship Applicants – Worksheet** form below. The completed form must be submitted to the DPD Director.

REFERENCE - ADA INTERNSHIP APPLICANTS - WORKSHEET

Name: \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address (permanent): \_\_\_\_\_

(mailing, if different from above) : \_\_\_\_\_

Phone numbers: \_\_\_\_\_  
(current) (permanent, if different from current)

Grade point average (gpa) in the major: \_\_\_\_\_ Cumulative gpa: \_\_\_\_\_

Letters of Recommendation will be from the following:

Academic:

Work Experience (include name, title and place of employment):

Colleges/Universities sending transcripts:

Internships to which you are applying:

Gender:      Male                  Female

Race/Ethnicity:

- a) **White, non-Hispanic**--Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
- b) **Black, non-Hispanic**--Persons having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- c) **Hispanic/Latino of any race**--Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin.
- d) **Asian or Pacific Islander**--Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- e) **American Indian, Alaskan Native, or Hawaiian Native**--Persons having origins in any of the original peoples of North America or who maintain cultural identification through tribal affiliation or community recognition.
- f) **Two or more races; not able to report ethnic origin**

Which year and semester did you enroll at CSULB \_\_\_\_\_

Were you a transfer student:      Yes                  No

Which semester and year did you take Fundamentals of Human Nutrition (NUTR 331A) \_\_\_\_\_

Expected graduation date: \_\_\_\_\_ Appointment Date: April November  
(month/year) (circle)

DPD Director Use Only: Transcripts Evaluation Paid \_\_\_\_\_

" " Completed \_\_\_\_\_

### TRANSCRIPTS

You will need to provide official copies of your transcripts with your application. You will need transcripts from every school you have attended. For program applications with due dates after the fall semester, be sure they show your fall grades. You should also order an extra transcript for your file in case you don't match with a program. If we have an extra copy of your application materials in our files, we are able to quickly fax the materials to the program if you give us permission to do so. DICAS requires only one official transcript from each school you attended. If you are applying to programs that require paper applications, be sure to order enough transcripts so that you may submit an original transcript with each application. For example, if you are applying to programs that use DICAS and two programs that don't, you will need 4 original transcripts from each school: one for your CSULB DPD file, one for DICAS and one each for the two paper applications.

After you graduate, you may need a verification statement. Send your verification statement request to the DPD Director with the following information:

- Full name (including middle name)
- Social Security number
- Completion date of the DPD course (mm/dd/year)
- CSULB ID number

### LETTERS OF REFERENCE

Most programs require that you provide three letters of reference with your application. Programs differ in their requirements for who should write your letters. Check program application requirements for details, but in general you are likely to need two letters from faculty and one from an employer/work supervisor. At least one of your letter writers should be an RD. You should select letter writers who know you best and can write the strongest letter of support possible for you. You should make your requests and receive confirmation from your letter writers by November 1. For paper applications, you will need to provide the same items as well as the forms for letters of reference located at <http://www.depdpg.org> and envelopes to return the letters to you by the deadline.

Letters of reference should address the following items:

- How well the writer knows the applicant and in what capacity
- If the letter is from a job supervisor, the activities and responsibilities of the job
- Intellectual capabilities of the applicant

- Performance on the job or in the classroom
- Personal characteristics
- Potential as a Registered Dietitian

### WRITING YOUR PERSONAL STATEMENT

One of the most important parts of your application is your personal statement or essay. This is your opportunity to sell yourself to the program. The more you set yourself apart from the other applicants the stronger a candidate you will be. The self-evaluation that you complete for your letter writers will help you to write your personal statement.

Some programs have specific requirements for your statement so be sure to read program directions carefully. If your application is submitted via DICAS, you are allowed to save different versions of your essay online. This allows you to tailor your essay to individual programs if desired or required. If there are no specific questions to answer outlined by your program, at a minimum, you should address:

- Why you want to be a dietitian
- Why you want to go to a particular program (you will need to change this in each letter)
- What you have to offer in the way of experiences and qualifications
- Any community service activities you've participated in
- Explanations for a low GPA or lack of work experience, if appropriate

If you have an idea about an area of dietetics practice that interests you, talk about that. Programs appreciate applicants who are focused. Commitment to the profession of dietetics is valued. Are you a member of ADA? Have you ever attended a dietetic association meeting? If so, discuss what membership or attendance meant for you.

### COMPUTER MATCHING

The majority of DI programs participate in computer matching to identify the students who will be attending their programs in the coming year. In this process, students register on-line with D & D digital at [www.dnndigital.com](http://www.dnndigital.com) and rank the internships that they are applying to in order of preference.

After reviewing all of the applications they receive, the programs indicate the students they would like to attend their programs in their order of preference. D & D Digital then runs the software matching program that matches together applicants and programs.

Instructions for Applicants Participating in ADA Dietetic Internship matching is available on the D&D website ([www.dnndigital.com](http://www.dnndigital.com)). Be sure to note important deadlines for re-

gistering with D&D Digital and for submitting your rankings. Information is also available on how to remove your name from match eligibility should you choose to do so.

All complete computer matching information, including computer matching dates with deadlines, at <http://www.eatright.org/CADE/content.aspx?id=186>.

### APPLICATION PHASE

Applicants are responsible for obtaining current application materials from the Dietetic Internships (DI). The basic steps in this process are:

- Obtain current application materials from selected DIs at least 6 months prior to the computer match in April and November annually. Please note that DI application forms are not available on the ADA Web site or from ADA staff. You must get all required application information from the DI programs.
- Discuss application materials with your Didactic Program Director, if available.
- If required, apply to take Graduate Record Examination (GRE).
- Obtain the Declaration of Intent to Complete form or a Verification Statement from your Didactic Program Director. One of these standardized forms is provided by the Didactic Program Director and is required as part of the DI application materials.
- Request references from advisor/faculty/employers and order official transcripts as needed for each DI application.
- Complete each DI application according to instructions provided with the application and submit the materials to the DI director by the designated deadline date. Questions about completing applications should be referred to the DI Director or your DPD Director, not ADA staff.
- Provide telephone number(s) with applications where you can be reached on Appointment Day.
- Send all materials before the postmark deadline and by receipted mail for proof of mailing date and delivery. Enclose a self-addressed stamped postcard if you want to be notified of receipt of the DI application from the program.
- Applicants must register on the D&D Digital Website at <http://www.dnndigital.com/>, pay the \$50.00 computer matching fee with a credit card and submit their prioritized list of selected dietetic internships online to D&D Digital before the designated deadline dates. (Refer to Dates for the Computer Matching Process for each appointment period). Applicants should call D&D Digital prior to the deadline if they do not receive an e-mail with login information.
- If you do not receive a match, you must register with D&D Digital for each Spring and Fall computer matching period.

### COMPUTER MATCHING

- Applicants are responsible for notifying D&D Digital, in writing, of a decision to withdraw from the matching process if circumstances will prevent them from accepting a match that may occur.
- Applicants are responsible for telephoning D&D Digital if they cannot access the D&D Digital Internet site to view their personal matching results on Notification Day.

### APPOINTMENT PHASE

- Applicants who receive a computer match DI appointment are responsible for accepting or rejecting the match by telephone or fax by 5:00 pm (of the program's time zone) on Appointment Day.
- Applicants who submitted a Declaration of Intent to Complete form with their DI applications must obtain a signed DPD Verification Statement from their DPD Program Director and official transcript documenting completion of the bachelor's degree before they may begin the DI.

### IMPORTANT APPLICANT RESPONSIBILITIES

Participants in the computer matching process are expected to adhere to the results of the match and accept a match that may occur. It is unethical to decline a match in order to pursue appointment to another program.

Programs with open positions will be posted on the D&D Digital Web site the day following Appointment Day. Applicants who do not receive a computer match must not contact any program with open positions until the day following Appointment Day. In addition, please do not ask your Didactic Program Director to inquire about programs with open positions until the day programs with open positions are posted. This allows the DI programs time to confirm acceptance from their matched applicants and determine the process they will use to fill open positions.

### WHAT MAKES YOU A COMPETITIVE CANDIDATE?

In general, DI directors look at three major areas in your application: grade point average, work experience, and extracurricular activities. Letters of recommendation, your letter of application, and interviews are also considered. Grade point average is generally the most heavily weighted criteria. In order to be competitive, a 3.0 overall grade point average is strongly recommended. Successful candidates tend to have overall grade point averages of 3.3 or above. This does not mean that you should not apply if your grade point average is less than 3.3. However, programs that combine graduate work with the internship usually require a minimum of 3.0. If your grade point average is less than 3.0 and you do not have strong work experience, you may consider waiting a semester or a year later to apply. Dur-

ing that time you should take relevant courses to improve your grade point average and enhance your work experience in the field of food service, dietetics or community nutrition.

Some students do not have stellar academic performances in their first years of college but once the major is selected demonstrate strong academic skills. As you fill out your applications you will find that you not only provide your overall grade point average but also are asked to determine your grade point average for food, nutrition and management courses, for physical and biological science courses, for social science courses, etc. This allows the program selection committee to identify your strong and weak areas. Therefore, if you have a grade point average hovering around 3.0 but your grades for your major courses are high, this will be noticed. Also you may want to discuss this briefly in your letter of application, e.g., your academic ability is better demonstrated by the last two years of your coursework when you focused on your major.

Work experience is generally the second most heavily weighted criteria. The most highly ranked work experience tends to be paid versus volunteer under the supervision of a Registered Dietitian. However, all recent work experience is usually considered and most work experience can be said to contribute to your abilities to become a successful dietitian. If you have no work experience in dietetics but have been a bookkeeper, for example, the skills that you have learned can be an asset in the administrative area. Therefore, do not discount any experience. The longer the work experience, the more points your application will receive. At least three months, full-time dietetics-related experience is recommended.

If, at this point, you have not worked in the nutrition field, now is the time to do so! Contact your local hospital. Ask for the dietetics department and the chief clinical dietitian or department director. Indicate that you are a dietetics major at CSULB and are seeking work experience. Even if volunteer experience is all that the facility can provide, consider accepting it. Some dietetic internships do not differentiate between paid or volunteer positions and both can enhance your application.

Although it is often most highly ranked, you do not need to limit yourself to hospital work experience. Community nutrition work experience, work in restaurants, and any other nutrition-related job will strengthen your application.

Extracurricular activities are also considered. The best activities are related to the dietetics field such as being an active member in the Student Dietetic Association or assisting dietitians with local dietetic association activities. However, consider all activities that you are or have been involved in. For example, if you are a mother or father actively involved in PTA or your children's Scout troops or have conducted successful fundraisers, this can provide an indication of your organizational and other skills.

Your letter of application and your letters of recommendation are also used as criteria for selection. Many times your letter is the only insight into your personality that a program may have. This is why it is so important.

Some programs request an in-person interview or at least a telephone interview. If you are to be interviewed in person, remember to dress professionally. Prior to your interview, re-

view the copy of your letter and your application that you have made for yourself. Think of possible questions that you may be asked and appropriate answers. Common questions include the following: What are your strengths? What are your weaknesses? How are you striving to overcome or work with your weaknesses? Additional questions may involve scenarios of food service, community or clinical work situations. It is difficult to study for these types of questions not knowing what they will be. However, you are close enough to your course work that you should be able to understand the question and provide an answer even if it is not complete or the most profound. If you are asked a question and your mind is blank, state that an answer is not coming to mind at the moment and ask if you can return to that question at the end of the interview.

Good luck with your applications!