

Dietetic Internship

CHECKLIST

- _____ 1. Letter of application (typed) to the program director in no more than two single-spaced pages in a business format. The letter should address the following:
 - Reasons for selecting dietetics as a career
 - Statement of career goals, short term and long term
 - Reasons for applying to the MSU Dietetic Internship and a statement of how a generalist dietetic internship will help meet career goals
 - Description of your strengths and weaknesses and description of a challenging situation in which you needed to apply innovative problem-solving skills.
- _____ 2. Completed Application Forms: Enclose ADA's Supervised Practice Experience Program Application. This form must be signed.
- _____ 3. Application fee sent to the Department: \$40.00 check or money order Please note that all checks, money orders and loans and must be made out to - Michigan State University Dietetic Internship Program.
- _____ 4. Resume
- _____ 5. Official copy of all college transcripts. All transcripts must show descriptive titles. If only course numbers are shown, a catalogue description must be provided.
- _____ 6. Official Verification Statement of Completion of ADA Didactic Program in Dietetics (a.k.a., DPD) or a Declaration of Intent to complete degree and ADA academic requirements, obtained from your DPD Program Director. This form must be signed.
- _____ 7. Three to four letters of reference, at least one from a former employer (paid or volunteer) and at least one from professors in foods, nutrition, and/or foodservice systems management. Please duplicate the ADA recommendation forms in the application packet as needed.

All material should be submitted in a single packet. Keep a copy of your applications for your own records, as application materials submitted to this program will not be returned to applicants. Return the checklist with your application,

Signature: _____ Date: _____