

Program Guide
2009-2010

Dietetic Internship

Part-Time WIC Component



MISSION STATEMENT

The Michigan State University Dietetic Internship Program will prepare its graduates to become dietitians in state-of-the-art practice, within diverse and challenging healthcare, food service, and entrepreneurial positions.

ACCREDITATION STATUS

The Dietetic Internship at Michigan State University is currently granted accreditation by the Commission on Accreditation for Dietetics Education (CADE) of The American Dietetic Association (ADA), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-4876.

Michigan State University (MSU), in collaboration with the WIC Division of the Michigan Department of Community Health has expanded Michigan State's Dietetic Internship to include three part-time positions for Michigan WIC employees. The purpose of this cooperative effort is to provide career advancement opportunity for WIC staff in local, primarily rural, medically under-served areas.

Applicants for MSU's part-time positions must be WIC employees and meet the current CADE academic requirements as well as all of the requirements of the Michigan State University Dietetic Internship Program. The WIC Coordinator at the applicant's local agency must agree to support the employee's participation in the internship by sending a letter of support with the employee's internship application. When the intern is accepted into the program, the WIC Agency must sign a Memorandum of Understanding. A large portion of the program fee is paid for by the Michigan Department of Community Health-WIC Program. The intern must also sign a memorandum of understanding and promissory note as an enrolled intern.

PROGRAM DESCRIPTION

The Dietetic Internship at Michigan State University (MSU) is a generalist dietetic internship (DI) program. The program provides supervised practice experiences necessary for qualified dietetics graduates to write the Registration Examination for Dietitians administered by the Commission on Dietetic Registration. For more information, please refer to our website; www.msu.edu/unit/fshn/grad/intern.html

I. Overview of Part-time WIC component:

Over the course of 62-66 weeks, academically qualified WIC personnel will be dietetic interns in Michigan State University's Dietetic Internship. While interning, the employee will continue to work up to 20 hours/week for their WIC local agency during their 50 weeks of part time rotations. The employee will need a 14-week educational leave to complete their basic clinical training.

Upon successful completion of the program's core and general emphasis competencies, the intern will be required to take the Registration Examination for Dietitians within one year. After passing the exam, the intern is required to work for an additional two years with their sponsoring WIC local agency and will be able to provide high-risk counseling to WIC participants.

To Apply: Obtain a Michigan State DI program application packet by calling 517-355-7713, Extension 183, 517-449-2911, or email your request to rogersg3@msu.edu. Complete the ADA supervised practice program application form (computer matching), write a letter of application, and include a \$40 application fee payable to Michigan State University.

ADMISSION QUALIFICATIONS

Admission to the MSU DI Program is determined by the Internship Selection Committee (ISC). The ISC consists of the Dietetic Internship Director, Part-time WIC Manager, MSU faculty and preceptors from the internship program. Qualified applicants will have already earned a bachelor's degree from any U.S. regionally accredited college or university (or a foreign degree, if verified as equivalent), and have completed an ADA Didactic Program in Dietetics. For recency of educational requirements, a course in medical nutrition therapy is required to have been taken within the last five years.

A cumulative grade point average of 3.0 or above (on a 4.0 scale) for college work is required. A minimum GPA of 3.00 in professional didactic courses is also required. In addition, work experience and letters of recommendation are taken into consideration.

PRE-ENTRANCE REQUIREMENTS

Interns will complete a proficiency exam in medical terminology and abbreviations during the MSU DI Program orientation

PROGRAM EXPENSES

The DI program fee is \$7,365* for the 2009-2010 academic year. Upon acceptance to the program, a non-refundable \$100 down payment is due. Remaining payments follow this schedule:

*\$100.00 down payment due upon notification of acceptance into program

*\$7,265 due first day of orientation (August 24, 2009)

Summary of Internship Expenses

	In-State and Out-of-State Interns
Program Fee	\$7365
Health Insurance	\$750 to 800 ^{1,3}
Liability Insurance	\$30-50 ²
Housing	\$500-800/month ³
Travel	\$Variable
Application Fee	\$40 ⁴
ADA Associate Member Fee	\$49
Non-refundable deposit	\$100 ⁵

- For the 2009-2010 year
- Fees subject to change

¹Health insurance may be purchased through a private carrier or HMO if interns are not already covered by a policy.

²Liability insurance is available through providers affiliated with the American Dietetic Association.

³Estimates only.

⁴MSU DI Program Application Fee

⁵Non-refundable deposit is paid upon acceptance in the program. This deposit is credited to the first installment of the program fee due in August.

Interns are responsible for their own living arrangements and expenses. Interns must arrange for their own transportation, since supervised practice facilities where interns receive the majority of their training are not easily accessible by public transportation.

Interns are required to carry their own health and professional liability insurance. Liability insurance is available from Marsh Affinity Group Services. The price is approximately \$40 per year. Part-time interns should apply for a two-year liability insurance policy to insure that they are covered during the full course of the internship.

It is the intern's responsibility to carry the appropriate health and automobile insurance policy to cover liability in travel related to the internship and in assigned work during the internship. Michigan State University offers a health insurance plan to eligible students and their dependents through The Chickering Group of Cambridge, Massachusetts. Prices vary based on the health insurance plan selected. Interns are covered for injury while working in the facilities for supervised practice by each facility's liability insurance carrier.

All interns are required to enroll in a 1-credit seminar course both Fall and Spring semesters through MSU's Lifelong Education program. Enrollment information will be provided upon acceptance to the MSU DI. The tuition for the seminar class is included in the MSU DI program fee.

All interns are expected to hold ADA Affiliate Membership. This membership costs about \$49 per year and includes a subscription to The Journal of the American Dietetic Association.

During the internship, Interns are expected to attend a professional conference and there will be some out-of-pocket expenses associated with this activity.

Clinical and some food service management field sites require a lab coat worn over professional clothing, which interns must provide. Other miscellaneous costs may arise that will be the responsibility of the intern.

For additional information, please contact:

Part-time WIC Manager: Juanita McHale, (810)395-2987, e-mail jrmchale@hotmail.com

Internship Director: Gail Rogers, (517) 449-2911, email rogersg3@msu.edu

MDCH/WIC Consultant: Cheryl Bernard, (517) 335-9561, e-mail bernardc@michigan.gov

SAMPLE ROTATION SITE LIST FOR PART TIME INTERNS

Every effort will be made to schedule interns at rotation sites closest to his/her home/work address.

CLINICAL- Hospital 12 weeks (Staff Relief 2 weeks) Total 14 weeks full time
2007-2008 sites: Kalamazoo Psychiatric Hospital, Pontiac Osteopathic Hospital and Holland General Hospital.

HOSPITAL FOODSERVICE- 10 weeks part time
2007-2008 Food service sites: Kalamazoo Psychiatric Hospital, Holland General Hospital and Troy Beaumont Hospital

SCHOOL FOODSERVICE- 10 weeks part time
2007-2008 sites: Van Buren Schools, Holland Schools and Union Schools in Dowagiac

COMMUNITY NUTRITION- Total 22 weeks part time
Local WIC agency/Health Department- 10 weeks
Michigan State University Extension- 6 weeks
Maternal/Infant Health Program- 3 weeks
Community Hospital- 3 weeks
2007-2008 sites: Detroit Health Department WIC Program, Berrien County Health Department WIC Program and Intercare Community Health Network WIC program.

LONG TERM CARE- 4 weeks part time
2007-2008 sites: Heartland of Holland, Cass County Health Care Facility and Georgian Bloomfield.

ELECTIVE- 4 weeks
Sites to be identified later.

ORIENTATION- 1 week

VACATION- 1 week

TOTAL-66 weeks

APPLICATION GUIDELINES

Please type all materials using an easy-to-read sans serif font (e.g. Times, Courier, Arial, Helvetica) in a size no smaller than 11 point.

1. Letter of application (typed) to the program director in no more than two single-spaced pages using a business format. It should address the following issues.
 - Reasons for selecting dietetics as a career
 - Statement of career goals, short and long term
 - Reasons for applying to the MSU Dietetic Internship Program and a statement of how a generalist dietetic internship will help meet career goals
 - Description of your strengths and weaknesses, and
 - Descriptions of a challenging situation in which you needed to apply innovative problem-solving skills
2. Completed ADA Dietetic Internship Program Application form. This form must be signed.
3. Application fee to the Department: \$40.00 check or money order. Please note that all checks and loans 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 course numbers are shown, a catalogue description must be provided.
6. Official Verification Statement of Completion of ADA Didactic Program in Dietetics (DPD) or a Declaration of Intent to complete degree and ADA academic requirements, obtained from your DPD Program Director. This form must be signed. Upon acceptance to the program, an official verification statement and official transcript with the degree conferral stamp must be submitted.
7. Three references, at least one from a former employer (paid or volunteer) and at least one from a professor in foods, nutrition, and/or foodservice management. Please duplicate the ADA recommendation forms in the application packet as needed.
8. **GRE scores are NOT required unless you are concurrently enrolling in a graduate program.**
9. Please include a phone number where you can be reached, if necessary, on appointment day.

All materials 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.

CHECKLIST FOR THE MSU DI PROGRAM

- _____ 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
- a) 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 references, 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: _____