Internships

A list of ACEND accredited internships can be found at www.eatright.org

Internships comprise 1200 hours of supervised practice and provide you with the practical experience and knowledge required for the RD exam. Internship experiences include clinical, food service management, and community nutrition rotations and last 9-12 months. Hours are equivalent to a full time job. Rotations and length of each experience depends on the internship. While some internships may offer a stipend, most do not include such financial assistance.

Internships are extremely competitive. Completion of the dietetics degree does not guarantee acceptance to an internship.

Application qualifications
To apply for an internship you must have earned a DPD verification statement. For more information on verification statements, please see the section titles “DPD verification statements”. While each internship has minimum GPA qualifications, remember that you are competing against all the other applicants, not the minimum qualifications. A strong GPA, in conjunction with volunteer service and/or related work experience strengthens your application. Please visit the websites of internships of interest for their minimum qualifications.

Costs

Application fees- Some internships may charge application fees, please see each internship’s web site for fee information.

DICAS- Dietetics Centralized Application System, is an on-line application system. Many internships require an electronic application via DICAS. The fee is approximately $60 for the first internship and $40 for each additional one.

D&D Digital is a company that matches interns to internships, the cost of matching is approximately $50.

Once accepted, the cost of each internship varies. Please see each internship’s web site for more information.
How to select an internship
There are several factors that come into play when selecting an internship:

Location: While many students select internships based on geographic location, the more open you are to location, the more internships you can choose from.

Interest: Each internship has a concentration allowing the intern to get more experience in that area. If your interest is in management, then you may want to narrow your selection to internships that specialize in management.

Are you competitive: Once you have narrowed your search, you may want to contact the internship (with a polished professional e-mail) to ask about the average GPA or work experience for the applicants they selected last year. If the average GPA for the accepted applicants was a 3.6 and you have a 3.0, then you may want to expand your pool of possible internships. Alternatively, if the internship only selected applicants with strong work experience in their area of concentration, and you have none, then you may want to adjust your strategy.

Finances: Internships that offer a stipend or living expenses are often very competitive.

In summary, to increase your chances of getting an internship: be open to moving, select internships for which you are competitive, maintain a strong GPA and strengthen your resume with work, volunteer and research experiences.

How to apply
Once you have selected the internships you are interested in applying for, you will need to put together your application packet. While each internship may have slightly different requirements (be sure to check with the internships you are applying for), most have a few key pieces:

Most internships use the Dietetic Internship Centralized Application System (DICAS) https://portal.dicas.org/. This is an on-line service in which you fill out one application. You select which internships you would like this application sent to and DICAS sends your application to all selected internships.

If an internship does not use DICAS, then you will have to mail a hard copy. The application can be found at http://www.depdpg.org/

No matter which application method required (paper or DICAS) you will need the following:

A. Letter of Intent or Personal Statement
B. Resume
C. Recommendation Letters
D. GPA calculations
E. Declaration of Intent to Complete
   Or Verification Statement
A & B. Letter of Intent or Personal Statement and Resume - should be clear, concise, well written and free of spelling typographic errors. The career center is a great resource for help on these items. http://www.career.fsu.edu/index.html

C. Letters of Recommendation - Request letters of recommendation from faculty members at least 2 months before the letter is due. If you have a spring deadline, most faculty will want to work on the letters between Thanksgiving and winter break. When you request your letter, it is best to do so in person and remind the faculty member which course(s) you were in with them and your grades in the course(s). If you are asking via e-mail and have been out of school for a semester or more, attach a picture to your well written e-mail. It is advised to ask faculty members whose classes you did well in, (A’s or B’s) and can comment on your academic abilities.

Put together a recommendation letter request packet that includes:
- Cover page
  - Your name and contact information
  - List of places you are applying to (with contact name and address)
  - Indicate if this is an internship, graduate program, or both
  - Due dates
  - Indicate if you will pick up the letter or if the faculty member needs to mail it or if they can submit it electronically. Most letters will be submitted electronically but if the faculty member is mailing the letter they will need any recommendation forms (can be found on the internships’ web site) and an addressed and stamped envelope.
- Personal statement
- Resume
- List of 3 strengths and 3 weaknesses
- GPA and DPD GPA
- GRE scores (if applying to a graduate program)

Keep in mind that if this was a big class or your contact with your instructor was limited, this packet is the most information they have about you. Its thoroughness and neatness represent you.

D. GPA calculations - This is probably the most time consuming piece of the application. You will need to list each DPD course you have taken, the semester you took it, grade and credit hours. Have your unofficial transcript ready.

DPD GPA - Your program is a didactic program in dietetics or DPD. Your courses meet either a “subject knowledge” or a “knowledge requirement” as required by ANCEND. This means that all courses on your curriculum sheet are part of your DPD GPA. Do not include liberal studies
electives, humanities, history courses, etc. But all courses specifically listed on your curriculum sheet are DPD courses.

E. Declaration of Intent to Complete or Verification Statement

The Declaration of Intent to Complete is for current students and lists the coursework you intend to complete before graduation. At the beginning of your senior year, provide the DPD Director with a copy of your graduation check (the one completed with your NFES advisor) and a list of internships you applying for. If the internships are using the electronic application system (DICAS) you will request this form via DICAS. The DPD director will receive an email from DICAS and fill the form out electronically. If you are filling out paper applications, please let the DPD director, she will fill out a paper version for those internships.

Verification Statements are for those who have graduated. This statement verifies that the applicant has met all DPD requirements. If you have already graduated you should have received Verification Statements in the mail from your DPD Director. If you need additional copies, please contact your DPD Director. If you are filling out an application via DICAS, you will request the statements through DICAS. The DPD director will receive an e-mail from DICAS and fill out the form electronically.

Matching: D&D Digital is the company that matches students to the internships. You submit your list of internships in rank order. The internships also submit a list of potential interns from their pool of applicants. Then D&D matches the intern to the internship. If the internships you are applying for use computer matching (most of them do, exceptions include WIC) then you will need to register at http://www.dnddigital.com/

On “match day” you will be able to log into D&D digital to see the internship with which you have been matched. Please provide that information to your DPD Director.

More information will be given at internship meetings which are held each semester. Current students are notified via fliers, e-mail and blackboard announcements.