Western Carolina University
2014 Dietetic Internship Pre-Select Application Instructions

I. Pre-Select Application Instructions

- Please read all these instructions carefully before you complete the application packet as omission of information or inability to follow instructions may result in cancellation of your application packet from the selection process for this internship or a lowering of your overall ranking for our internship.

- Please type the entire application in black ink (this includes the application and letter of application). The application forms and all supporting materials should be placed in a manila file folder labeled with your last name, first name. Additionally, email the DI Director the following PDF attachments: application letter; resume; and application. Email documents by midnight of January 8, 2014, to smrobison@email.wcu.edu with the email subject line of DI pre-select applicant (followed by your last name).

- No application materials will be returned to the applicant. Mail or deliver the application packet to:

  Sherry Robison, MS, RD, LDN
  WCU Dietetic Internship Director
  School of Health Sciences
  105 Health & Human Sciences Building
  4121 Little Savannah Road
  Cullowhee, NC 28723

- Current Western Carolina University students can participate in a pre-selection process where up to six qualified students can be selected for the internship beginning the second summer session of 2014. For WCU preselect, the application packet must be received by January 8, 2014. Notification day for pre-select internship appointments is January 31, 2014. Selected interns must notify the Dietetic Internship Director by email if they accept or reject the match by 5 pm on notification day. If the applicant is not selected through the preselect process he/she may reapply to this or another dietetic internship through the on-line centralized internship process (DICAs) for national match.

- Complete the WCU DI Pre-Select Application Form developed by the Academy of Nutrition and Dietetics (AND) and Accreditation Council for Education in Nutrition and Dietetics (ACEND) referred to in the application as the 2014 WCU DI Pre-Select Application Form. Use your WCU student identification number (92#) in place of your social security number on the application form.
Submit three completed WCU DI Pre-Select Recommendation Forms. One recommendation should be from a dietetics professor and two from dietetics related supervisors. If you do not have dietetics related work experience, the recommendations may be from other work supervisors that can speak towards your strengths and weaknesses. If you do not have work or volunteer experience then all 3 letters may be from professors, but they should be from different areas of study (nutrition therapy, foodservice, community, etc). The person writing the recommendation letter should be instructed to seal the letter in an envelope and sign across the closure flap before they give it to you to assure the letter is confidential.

A letter of application (not to exceed two pages) should address:

- Why do you want to enter the dietetics profession?
- Discuss experiences that have helped to prepare you for your career.
- What are your short-term and long-term goals?
- What are your strengths and weaknesses or areas needing improvement?

Include a resume that briefly describes various job responsibilities and elected offices, scholarships and honors received.

An originally signed Declaration of Intent to Complete Degree and Didactic Program in Dietetics (DPD) or Verification Statement of program completion. These are official AND forms are obtained and signed by your DPD Director.

Official transcripts from all other institutions attended must be submitted. Arrange to have official transcripts mailed to you in a signed and sealed envelope to include in application packet, or request that transcripts are sent directly to the internship program at the address listed above. For students currently enrolled in WCU undergraduate ND Program, your student identification number will be used to electronically access your transcript. Current admission criterion includes a 3.2 DPD GPA.

All applicants are required to take the General Graduate Record Exam, as administered by the Educational Testing Services. You can obtain specific information regarding testing sites and procedures on the GRE website, www.GRE.org. Official Graduate Institution Report of Scores should be sent to the Graduate School of Western Carolina University using institution code 5897. Electronic GRE reports are acceptable. The MHS graduate program requires the minimum scores of 146 on the verbal, 146 on the quantitative, and 3.5 on analytical writing portions of the GRE.

Only include the requested forms and materials. Do not include extra examples of your work. If you are selected for an interview, then you can bring examples with you at that time. Although we value your professionalism
and creativity, please do not insert materials or forms into binders or plastic sheets. All materials need to be loose so that it can be correctly evaluated by the Selection Committee. Do not have forms bound together.

- WCU’s Dietetic Internship program does not have an application fee.