

**Western Carolina University  
Dietetic Internship Application Instructions**

**I. General 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. Please assemble materials in the order of the application checklist and place the completed folder in an envelope for mailing.
- 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  
G04 Moore Hall  
Cullowhee, NC 28723

- If you wish to receive confirmation that your application has been received, include a self-addressed stamped postcard, which will be mailed back to you.
- Current Western Carolina University students can participate in a preselection process where up to six qualified students can be selected for the internship beginning the Fall semester of 2009. For WCU preselect, the complete application must be received by January 9, 2009. If the applicant is not selected through the preselection process he/she may reapply to this or another dietetic internship through computer matching. Notification day for preselect internship appointments is February 2, 2009. Selected interns must notify the Dietetic Internship Director by phone or email if they accept or reject the match by 5 pm on notification day. Confirmation of receipt of acceptance will be via email or phone followed by a formal internship appointment letter.
- All remaining applicants for the Western Carolina University Dietetic Internship must participate in computer matching using standardized coding forms provided by D&D Digital Systems. Applicants register online at [www.dnddigital.com](http://www.dnddigital.com) and enter contact information, Dietetic Internship

Preference and pay the \$50.00 fee with a credit card before the deadline. The internship application deadline and the D&D Digital Systems matching paperwork deadline are February 17, 2009. Do NOT include the D&D Digital Systems forms with the application forms you send to the dietetic internship director. They are mailed separately by the deadline. In order to select the Western Carolina Dietetic Internship you must indicate code # 192 for our Dietetic Internship. Your matched results will be available to you from D&D Digital on April 20, 2009. Address requests to:

D&D Digital Systems  
304 Main Street, Suite 301  
Ames, IA 50010-6148  
Email: [dnd@netins.net](mailto:dnd@netins.net)  
Website: <http://www.dnndigital.com>

- Use the Supervised Practice Application Form which can be downloaded from the Dietetic Educators of Practitioners Website at <http://www.depdpg.org>. We use the standardized application forms developed by the American Dietetic Association and Dietetic Educators of Practitioners Practice Group (referred to in the application as the ADA application form). One recommendation should be from a dietetics professor and two from dietetics related supervisors. If you have no dietetics related work experience then these may be from other work supervisors that can speak towards your strengths and weaknesses. If you have no work 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 flap before they give it to you to assure the letter is confidential.
- A letter of application (not to exceed two pages) should address:
  - How you became interested in the field of dietetics.
  - Why you are applying to this program.
  - How your education and experience have prepared you for this internship.
  - Explain what personal and professional attributes you will contribute to the internship.
  - Your goals for a career in dietetics.
  - Why we should select you for this program.
- An originally signed Declaration of Intent to Complete Degree and Didactic Program in Dietetics (DPD) or Verification Statement of program completion. These are official ADA forms are obtained and signed by your DPD Director.
- Official transcripts from all 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 early match applicants, email the dietetic internship director by 11/21/08, [smrobison@email.wcu.edu](mailto:smrobison@email.wcu.edu), to request your transcript from WCU. Include your full name and 92 number.

- 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](http://www.GRE.org). Official Graduate Institution Report of Scores should be sent to the Graduate School of Western Carolina University using institution code 5897.
- 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.
- Three to four weeks prior to each notification day you may be contacted by the Dietetic Internship Director to schedule a phone or personal interview with the selection committee.
- Internship notification of appointment is April 21, 2009. Selected interns must notify the Dietetic Internship Director by phone or email if they accept or reject the match by 5 pm on notification day. Confirmation of receipt of acceptance will be via email or phone followed by a formal internship appointment letter.