



Memorandum

#11-031

TO: Regional Medical Directors for
Health Service Regions 4/5, 6 & 5 South, 9/10 and 11
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: March 16, 2011

SUBJECT: Looking for the Texas WIC Dietetic Internship class of 2012!

If you are interested in applying to the Texas WIC Dietetic Internship, information and applications for the 2012 class are attached and will be posted on the Texas WIC website at:

<http://www.dshs.state.tx.us/wichd/interns/intern-brochure.shtm> on or about April 1, 2011. These are WORD documents, so applicants can type and send them in the application packet.

Here are some answers to frequently asked questions about the Texas WIC Dietetic Internship:

- You need to have your WIC Director's approval to apply.
- You need to have graduated from a Didactic Program in Dietetics (DPD) and have a signed verification statement from the program director.
- The entire application must be completed and sent certified mail to the correct address no later than June 15, 2011. Please make sure all parts of the application are neat, accurate and complete. No late applications or portions of applications will be accepted after June 15, 2011.
- Up to 12 interns will be accepted.
- This is an increasingly competitive process. New information from the American Dietetic Association shows that approximately 60% of DPD graduates are not getting into an internship through the computer matching process.
- The higher your GPA, the better the chance is that you will be accepted.
- Notification will occur by the end of August, 2011.
- The internship starts officially in January 2012, but between September 2011 and the start of the internship, you will have multiple assignments to complete.
- Interns are paid by their WIC agency the entire time they are in the internship and sign a contract to work for that agency for 2 years past the internship/passage of the RD exam.

If you have questions or require additional information, please contact Mary Van Eck, Texas WIC Dietetic Internship Director, Nutrition Education/Clinic Services Unit, Nutrition Services Section, at (512) 341-4510 or at mary.vaneck@dshs.state.tx.us.

Attachments



TEXAS WIC DIETETIC INTERNSHIP PROSPECTIVE STUDENT BROCHURE 2012

The Texas WIC Dietetic Internship (TX WIC DI) is designed to assist qualified nutritionists employed within the Texas WIC program, either by the Department of State Health Services (DSHS) or WIC local agencies, to become registered dietitians. Applications will be accepted from April 1, 2011 to June 15, 2011 for the class of 2012.

ACCREDITATION STATUS

The Texas WIC Dietetic Internship is currently granted Initial Accreditation by the Commission on Accreditation for Dietetics Education of The American Dietetic Association, 120 South Riverside Plaza, Chicago, IL 60606-6995, (312) 899-0040 ext. 5400.

Upon satisfactory completion of the program, interns will be eligible to become active members of The American Dietetic Association and to take the Registration Examination for Dietitians.

VISION

Graduates of the Texas WIC Dietetic Internship will positively impact the nutritional status of Texans.

MISSION

The mission of the Texas WIC Dietetic Internship is to prepare culturally competent entry-level dietitians to enhance the quality of nutrition services delivered to WIC clients and their communities.

GOALS and MEASURABLE OUTCOMES

Achievement of these goals is assessed through the use of established outcomes and appropriate measures. The goals of the Texas WIC Dietetic Internship are to:

GOAL 1: Prepare graduates who have attained the core professional competencies and community health concentration competencies as defined by the Accreditation Standards of The American Dietetic Association Commission on Accreditation for Dietetics Education to take the Registration Examination for Dietitians.

Measure 1: Eighty percent of interns successfully complete the internship within 150% (13 months) of the time planned for completion.

Measure 2: Eighty percent of internship graduates who take the Registration Examination for Dietitians for the first time pass it.

Measure 3: One hundred percent of graduates will have attained the core competencies, student learning outcomes and community health concentration competencies as evaluated by preceptors and administrators.

GOAL 2: Prepare graduates who are confident in their abilities to provide nutrition and health services to high risk WIC participants.

Measure 1: Eighty percent of responding graduates report an increased confidence in their abilities to provide nutrition and health services to high risk WIC participants.

Measure 2: Eighty percent of responding graduates rate the effectiveness of the internship in preparing them to perform responsibilities of a dietitian as average three (3) or better on a five (5) point scale with 5 being excellent.

Measure 3: Eighty percent of responding WIC Agency employers rate the effectiveness of the internship in preparing employee for an entry-level dietitian position as average three (3) or better on a five (5) point scale with 5 being excellent.

GOAL 3: Prepare graduates who are culturally competent to provide leadership and nutrition expertise to their local communities and WIC agencies.

Measure 1: Internship classes are diverse in respect to ethnicity, culture and gender and contain at least 25 percent minorities and/or males.

Measure 2: Internship classes contain at least 25% bilingual interns.

Measure 3: One hundred percent of graduates will have attained the student learning outcomes for cultural competency as evaluated by preceptors and administrators.

PROGRAM COMPLETION REQUIREMENTS

Graduates of the Texas WIC Dietetic Internship will meet practitioner competencies stated in the Accreditation Standards specified by the Commission on Accreditation for Dietetics Education. Upon completion of the TX WIC DI, interns will receive a verification statement showing they have fulfilled the internship requirements and are eligible to apply to write the Registration Examination for Dietitians.

In order to receive a verification statement, interns must successfully complete all required competencies by due dates set by Dietetic Internship Director or preceptors and follow the policies and procedures of the internship and facilities. To be verified, interns must demonstrate that they are competent to practice dietetics.

PROGRAM DESCRIPTION

The internship provides the opportunity for nutritionists employed within the Texas WIC program to become registered dietitians. The internship is based upon the Accreditation Standards of the Commission on Accreditation for Dietetics Education (CADE) of The American Dietetic Association (ADA) and provides the practitioner competencies essential to perform the specialized functions of a Registered Dietitian. The program concentration is nutrition education. This builds on the core professional competencies required to prepare dietetic practitioners for the breadth of dietetic practice including health promotion and disease prevention, nutrition therapy, and food service management. Program graduates should be able to work effectively to plan and participate in nutrition education programs in WIC and other community settings.

The dietetic internship is a eight month program that begins in January and ends in August or September. It provides supervised practice experiences reflecting the breadth of dietetics practice. Interns will complete their internship rotations and requirements while remaining employed by DSHS or their respective local WIC agency. Interns will participate full time (40 hours per week) in the internship.

Upon successful completion of the internship, the intern will be eligible to take the Registration Examination for Dietitians given by the Commission on Dietetic Registration. Passing the registration examination is the third and final requirement to become a registered dietitian. In addition, interns must agree to work full time for at least 24 months, or the equivalent part time, within DSHS or their respective Texas WIC local agency after passing the registration exam.

The Texas WIC Dietetic Internship is able to sponsor a maximum of twelve students per year. In the selection of interns, consideration is given to applicant's length of service in WIC programs and the need for registered dietitians in specific geographical areas of the state, in addition to standard application requirements.

Between September 2011 and January 2012, interns will be required to complete a number of assignments to prepare them for the formal internship rotations. Satisfactory and timely completion of all these assignments is required during this preparation period, and the intern can be dismissed from the internship class for failure to show expected progress. The intern may be dismissed, or allowed to reapply after the completion of specified college-level nutrition coursework to better prepare them for the rigors of the internship. Interns will also be expected to arrange to take time from work to meet with the internship administrators and preceptors.

The Texas WIC Dietetic Internship provides 1250 hours of supervised practice, and over 300 hours of on-site seminar time, to achieve the core competencies and nutrition education competencies required for entry-level registered dietitians. Supervised practice experiences will be scheduled to include the following:

Food Service Management = 152
Medical Nutrition Therapy = 480

Community Nutrition = 592
Professional Development =24
Total = 1248

Registered dietitians or other professionals under the direction of the Dietetic Internship Director supervise interns in these experiences. Sites for supervised practice will be individualized for each intern. If possible, supervised practice sites will be utilized in the area of the state where the intern is employee.

Supervised practice sites include:

- School Districts
- Acute Care Facilities (Hospitals)
- Pediatric Acute Care Facilities
- Long Term Care Facilities
- DSHS Public Health Regional Offices
- DSHS and WIC State Offices
- WIC Local Agencies
- County Extension Services
- Senior Nutrition Program or Adult Day Care Centers
- Private Practice Dietitians
- Food Banks or Food Pantries
- Early Childhood Intervention Programs

The supervised practice component of the internship is augmented with seminars and self paced instructional learning activities. Completion of readings, study guide and reports is to be done at times not designated for work or supervised experiences.

REGISTERED DIETITIAN CREDENTIALING PROCESS

There are three steps to becoming a registered dietitian. The first step is the successful completion of an ADA approved Didactic Program in Dietetics after which a verification statement is issued. The second step is the successful completion of an ADA accredited supervised practice program after which a verification statement is issued. The Texas WIC Dietetic Internship is an accredited supervised practice program. The third step is the successful completion of the Registration Examination for Dietitians.

ADMISSION REQUIREMENTS

The admission requirements for the internship are:

1. current employment with a Texas WIC local agency or a Texas Department of State Health Services WIC Program
2. supervisor's confirmation of applicant's job performance as satisfactory or better
3. a minimum of a baccalaureate degree
4. completion of an CADE approved Didactic Program in Dietetics
5. ability to provide own transportation
6. a reliable laptop computer, e-mail address and internet service
7. signed approval for applicant to participate in the dietetic internship by:
 - (a) WIC local agency director or DSHS Unit Manager and
 - (b) WIC local agency CEO, DSHS Regional Director, or DSHS Section Director.

Applications for admission must be postmarked by June 15, 2011.

Application packets and information are available from the DSHS Web site on April 1, 2011 at: <http://www.dshs.state.tx.us/wichd/nut/intern-intro.shtm> or the Dietetic Internship Director. The following are required to be in the application packet:

1. *The Application Checklist.*
2. A letter of application to the Dietetic Internship Director stating continuing education obtained since completion of a baccalaureate degree, professional and career goals, reasons for choosing public health, and perceived personal strengths and weaknesses.
3. A completed *Texas WIC Dietetic Internship Program Application.*
4. A verification statement, signed in non-black ink, showing completion of a Didactic Program in Dietetics (DPD). If requirements have not been completed by July 01, 2010, send a *Declaration of Intent to Complete Degree and/or CADE-Approved Minimum Academic Requirements* form signed by DPD director and then send verification statement when requirements have been met.
5. A professional resume that can be shared with potential preceptors.
6. Official transcripts of all college and/or university course work with final degree posted.
7. *Standard ADA recommendation* forms from three references (one from current supervisor). A recommendation from a college professor who taught DPD coursework is strongly recommended.
8. A *Supervisor's Information Form* signed by WIC local agency director or DSHS Unit Manager.
9. *An agreement to participate in Texas WIC Dietetic Internship* signed by
(a) WIC local agency director or DSHS Unit Manager and
(b) WIC local agency CEO, DSHS Regional Director, or DSHS Section Director.
10. An agreement that intern will provide own transportation, laptop computer, portable printer and internet access including an e-mail address.
11. A form acknowledging work obligation after completion of Texas WIC Dietetic Internship.

Applications must be postmarked by June 15, 2011, and sent to the Texas WIC Dietetic Internship Director at the following address:

Mary Van Eck, M.S., R.D., L.D.
Director, Texas WIC Dietetic Internship
Texas Department of State Health Services
Nutrition Services Section
P.O. Box 149347, Mail Code 1933
Austin, TX 78714-9347

Phone: (512) 341-4510 or (512) 413-7320; Fax: (512) 341-4429 or E-mail:
Mary.VanEck@dshs.state.tx.us

All applicants will be notified by August 15, 2011, as to whether or not they have been selected to participate in the internship.

COMPUTER MATCHING

Applicants to the Texas WIC Dietetic Internship are exempt from participating in the American Dietetic Association's computer matching requirement. This internship only accepts individuals currently employed by DSHS and Texas local WIC agencies.

FINANCIAL ASSISTANCE

Texas WIC interns are paid their regular salary from their WIC employer during the internship. Dietetic interns do not receive stipends in addition to their salaries provided by their employer. Interns must provide their own transportation. Housing during seminars in Austin and supervised practice rotations and other costs listed below are the responsibility of the intern. All intern expenses are WIC eligible, so WIC local agencies may choose to assist the intern with expenses, such as housing, travel, conference fees, books, etc.

COSTS TO THE INTERN

The intern will be responsible for any costs that are not routinely associated with his/her work. The employer WIC agency may choose to help with some of these expenses, but this is not an expectation. The following costs to the intern are estimates and subject to change.

1. Books	\$ 1,000
2. Medical Insurance (provided by employer or provided by intern)	\$ 0 - 1,500
3. Liability Insurance	\$100
4. American Dietetic Association Membership	\$43
5. Texas Dietetic Association Annual Meeting (registration, travel, housing) and other Professional meeting	\$200 - 600
6. Laboratory Coats or Uniforms (if required by site)	\$150
7. Medical Exam and vaccinations (if required by site)	\$200
6. Food Service Sanitation Certification (if required by site)	
7. Criminal background check (if required by site)	\$52
8. Drug testing (if required by site)	\$50
9. Laptop computer, portable printer, and internet access	\$1500
10. Copying cost for research articles	\$100
11. Transportation to seminars	\$500 - 1500
12. Own transportation	\$500
13. Additional food costs	\$500
14. Housing Costs (6 - 20 weeks) - Average \$100 - \$400 per week *	\$ 600 - 8,000
15. Inman's Review Course for the ADA Registration Examination	\$300

- estimated costs, depending on housing arrangements

TOTAL \$5,795 - \$ 16,095

The above expenses reflect the costs incurred directly by participation in the program. The estimate for housing, car and other expenses are costs that will be incurred while living away from the present job site. This will occur during seminars and may occur during foodservice management, nutrition therapy and community nutrition supervised experiences. Other automobile expenses and cost of living expenses (rent, utilities, food, clothing, etc.) already being incurred by an intern while being employed at the present job site are not included. During some of the supervised experiences, interns will continue their present transportation and living arrangements.

Although many interns are able to continue living at home during the supervised practice rotations, there is no guarantee that you will have a placement in your community. You must be able and

willing to relocate, if necessary, for up to 20 weeks of the internship. All expenses will be born by the intern.

INTERN/ EMPLOYEE OBLIGATION

Prior to beginning the internship, the intern/employee must sign a letter of agreement with his/her employer, e.g., WIC local agency or DSHS. This affirms his/her understanding that, upon successfully completing the internship, he/she will continue to work with his/her respective Texas WIC local agency, DSHS Region, or DSHS Section. It is recommended that the intern remain employed by their respective agency for a minimum of 24 full months, or the equivalent part time, after passing the dietetic registration examination. If the intern/employee terminates his/her employment with his/her agency prior to completing the obligated time, or fails to take the dietetic registration examination within one (1) year of program completion, it is expected that the intern will reimburse their employer/agency at the rate of \$25 per hour of completed supervised practice experiences (maximum of 1000 hours/\$25,000).

Interns who choose to leave the internship after successful completion of the initial probation period (the first 160 hours of supervised experience) will be required to make monetary restitution to their employer/agency. Interns who are dismissed from the internship may be asked to make monetary restitution to their employer/WIC local agency. The recommended reimbursement rate is \$25 for each hour of supervised experiences completed. No expenses involved with the internship will be returned to an intern who leaves the internship.

WIC Prior Learning Credit

Working as a nutritionist in the WIC Program has afforded the interns an opportunity to achieve many of the CADE competencies. Interns with WIC experience can apply for up to 120 hours of community nutrition supervised practice prior learning.

**TEXAS WIC DIETETIC INTERNSHIP
CALENDAR FOR 2012
Including Supervised Experiences**

ALL DATES ARE TENTATIVE

January 9 - January 13	*Seminar: Introductory and Food Service Management
January 17 - February 10	Food Service Management Supervised Experiences (152 hours)
February 13-24	*Seminar: Medical Nutrition Therapy
February 27 - March 23	Basic Acute Care Nutrition Therapy Supervised Experiences (160 hours)
March 26-April 20	Adv. Acute Care Nutrition Therapy Supervised Experiences (160 hours)
April 23- May 4	Seminar: Pediatrics and Community Nutrition
May 7-11	Community Nutrition Education Project Preparation
May 14-June 8	Nutrition Therapy Supervised Experiences - Pediatrics (160 hours)
June 11 - 15	*Seminar: Community Nutrition and Supervised Experiences Community Health Intervention Research Project (30 hours)
June 18- August 23	Community Supervised Practice
August 25-26 - August 27-30	Review Course Community Health Intervention Research Project Presentation
August 31	*Graduation

WAIVER and RECOMMENDATION FORM

To the applicant: Please complete the following:

Name:

Date of Graduation:

(Last, first, middle or maiden)

The applicant should sign and date one of the following statements:

- 1) I wish to have access to this letter and I understand that under the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978, I have the right to read this recommendation.

Applicant's Signature _____

Date _____

- 2) I wish this letter to be confidential and I hereby waive any and all access rights granted me by the above laws to this recommendation.

Applicant's Signature _____

Date _____

Please rate the applicant on the qualities you feel you can judge on the grid below. Indicate your perception of the student's readiness to function in a dietetic internship program at this time. Provide comments of ratings and your signature on next page.

Student's Name _____ Actual or Expected Date of Graduation _____

O – Outstanding; MS - More than Satisfactory; SAT – Satisfactory; NI - Needs Improvement, U - unsatisfactory

	O	MS	SAT	NI	U	Unable to Evaluate
Application of Knowledge						
Nutrition Content	<input type="checkbox"/>					
Medical Nutrition Therapy	<input type="checkbox"/>					
Foodservice Management	<input type="checkbox"/>					
Analytical Skills/Problem Solving	<input type="checkbox"/>					
Conceptual Skills	<input type="checkbox"/>					
Communication Skills						
Oral	<input type="checkbox"/>					
Written	<input type="checkbox"/>					
Interpersonal Skills						
Peers/Co-Workers	<input type="checkbox"/>					
Teachers/Supervisors	<input type="checkbox"/>					
Leadership Potential	<input type="checkbox"/>					
Initiative/Motivation	<input type="checkbox"/>					
Punctuality	<input type="checkbox"/>					
Adaptability	<input type="checkbox"/>					
Reaction to Stress	<input type="checkbox"/>					
Perseverance	<input type="checkbox"/>					
Creativity	<input type="checkbox"/>					
Organizational Skills	<input type="checkbox"/>					
Works Independently	<input type="checkbox"/>					
Responsibility/Maturity	<input type="checkbox"/>					
Overall Potential as a Dietitian	<input type="checkbox"/>					

Relationship to Applicant: Advisor: Teacher: Work Supervisor: Other:

If Other, please indicate relationship: _____

How long have you known applicant? _____

How well do you know applicant? _____

Do You: (Check appropriate box.) **Highly Recommend** 5 4 **Recommend** 3 2 **Not Recommend** 1

Additional Information: Use to amplify or add to characteristics rated on previous page. Indicate applicant's strengths and those qualities that require further development. (May use a separate sheet or letter.)

Strengths:

Qualities that Require Further Development:

Name _____

Signature _____ **Date** _____

Position _____

Place of Employment _____

Address _____

Phone _____ **E-mail** _____

xxx-xxx-xxxx

**Questions and Answers
Regarding Texas WIC
Dietetic Internship (DI) - 2012**

1. Why does Texas WIC have a dietetic internship?

The mission of the Texas WIC Dietetic Internship is to prepare culturally competent entry-level dietitians to enhance the quality of nutrition services delivered to WIC clients and their communities.

2. Will the WIC State Agency provide financial assistance to WIC local agencies if they have an applicant selected for an internship?

Yes. The State Agency will provide financial assistance to local agencies if they continue to employ and pay the nutritionist their full salary while participating in the internship. If the intern has to take leave without pay to participate in the internship, then the state agency will not provide additional financial assistance.

The State Agency will pay over-contract approximately 90% of the intern's salary and benefits for the 8 months that he/she is participating in the internship. This financial assistance is provided to the WIC local agencies so they may hire temporary staff to help cover the clinics while their employee is participating in the internship.

3. How many interns can be selected for each class?

The internship can select up to twelve interns per year.

4. Is there a minimum number of years required working for WIC before a nutritionist can apply?

Any nutritionist currently working for a WIC local agency or WIC State Agency is eligible to apply. A WIC local agency may have its own policy about the minimum time the nutritionist has to be employed by the local agency before supporting the application.

5. Is a nutritionist in a part-time position or a temporary position eligible to apply?

A WIC nutritionist in a part-time position is eligible to apply. A WIC nutritionist in a temporary position will have to check with their local agency/DSHS employer regarding their employment situation. If the local agency or DSHS can not assure that the employee will remain employed during the internship as well as the 2 years after taking the registration examination for dietitians, then the nutritionist will not be eligible to apply.

6. **Will more than one nutritionist from each local agency be able to apply?**

The Texas WIC Internship will accept more than one application from the same local agency. The local WIC agency director/DSHS Unit Manager may not be able to allow more than one nutritionist to participate in the internship each year.

7. **Are DSHS Region and State Agency nutritionists eligible to apply for the Texas WIC Dietetic Internship?**

If the nutritionist is funded on a WIC budget, then a DSHS nutritionist who works in a DSHS region or DSHS Central Office is eligible to apply as long as they meet other admission criteria.

8. **Will preference be given to local agencies that lack registered dietitians (RDs)?**

Lack of RDs in a WIC local agency is taken into consideration. However, this should not discourage WIC local agency directors who employ RDs from encouraging their nutritionists to apply for the Texas WIC DI. Although a WIC local agency may have one or more RDs on staff, there may be a need for additional RDs because of the large number of clinics that still may be left unserved by an RD.

9. **What are the selection criteria?**

All parts of the application are important, including:

- **Grade Point average** - following completion of the internship, the intern must pass the registration exam in order to become a registered dietitian. Dietetic internship programs are evaluated by The American Dietetic Association's credentialing agency (CADE) based on the percentage of interns who pass this exam on the first try. That is why it is critical that interns have demonstrated academic abilities. Dietetic internship programs can be put on probation or even discontinued if this pass rate is not acceptable. College GPA is the best indicator of the intern's ability to pass the registration exam.
- **Recommendation letters** - the letters that co-workers, supervisor and professors write are extremely important in the application process. We require a recommendation letter from the applicant's supervisor and highly recommend one from a college instructor. Three recommendation letters are required for each applicant.
- **Need of the community** -Underserved areas of the state are given a high priority during the selection process. Local agencies that have difficulty finding RDs are also given priority. Being bilingual is also seen as an asset during the selection process.
- **Local agency and geographic diversity** within the class. An attempt is made to select interns each class from diverse areas of the state.
- **Facility availability** - Ability finding facilities and preceptors factors into the selection process.
- **Application Completeness** - it is important that you follow the application instructions closely, using the Application Checklist as a guide. Do not put your application in special binders or folders and make sure everything is included in your packet. On rare occasions, incomplete applications are accepted, pending

documents, but this is only with the approval of the Internship Director. Applications will not be accepted after the July 1, 2010 deadline.

- **Other considerations** - writing ability, maturity, motivation, career goals and other qualities all are important considerations in the application process.

10. What is a DPD verification statement and where do you get one?

A *Didactic Program in Dietetic (DPD) Verification* form is the method used by the American Dietetic Association to ensure that the required academic preparation has been obtained by the individual. This form **must** be submitted by the applicant with the *Dietetic Internship Program Application*. The verification statement must be signed in **non-black ink** by the DPD program director. If you are considering applying to the internship, and do not have a verification statement, contact your DPD program **ASAP** to receive one. Many professors are not working during the summer months, and students who wait until June or July to ask for verification statement may not be able to get one before the application deadline. Your application will not be reviewed without this verification statement.

To obtain a copy of your *DPD Verification Statement*, contact the DPD Director of the University where you received your degree. If you do not know how to contact the DPD director of your university, please refer to the website:

http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/career_2192_ENU_HTML.htm.

11. Can a nutritionist apply for the Texas WIC DI if they have a Plan IV Verification Statement from an undergraduate program in dietetics?

No. Dietetic internships can only enroll individuals with a verification statement indicating completion of a Didactic Program in Dietetics. Individuals who have completed Plan IV and wish to become Registered Dietitians should contact a university with a Didactic Program in Dietetics and have their transcripts reviewed. The Director of the Didactic Program in Dietetics will determine what academic coursework that individual will need to obtain a DPD verification statement. A nutritionist may try contacting the university he/she graduated from or a nearby university. A complete list of universities with Didactic Programs in Dietetics may be found at the website www.eatright.org.

12. Who is on the selection committee?

All of the applications will be screened and reviewed by an internship selection committee including:

- Director, Texas WIC Dietetic Internship
- Texas WIC DI Coordinators
- Manager, Nutrition Education/Clinic Services Unit
- other state agency staff or internship partners may be asked to participate

13. Will an interview be required of the applicants?

Telephone interviews may be conducted with applicants at the discretion of the selection committee.

14. Can a WIC nutritionist who has not yet completed all of the ADA-approved Didactics Program in Dietetics courses apply?

A nutritionist who has completed all of the ADA-approved DPD coursework *before* the internship begins may apply. The *ADA Declaration of Intent to Complete Degree and/or CADE-Approved Minimum Academic Requirements* form must be completed and signed by the didactic program director and returned along with the application. The ADA Verification Statement showing completion of a Didactic Program in Dietetics must be turned in to the Texas WIC dietetic internship director before the internship begins.

15. Can interns complete their supervised learning experiences in their own communities?

Not necessarily. When possible, supervised practice sites will be utilized in the area of the state where the intern is employed. There is no guarantee that the intern will be placed in his/her home community. Most of the community nutrition supervised learning experiences can be accomplished within the intern's local WIC agency if there is a willing RD preceptor. If there is not an RD in the intern's LA, then a nearby LA with a willing RD may be sought. There will be approximately 7- 10 weeks that the interns will be in Austin for seminars, supervised experiences and the major project presentations and graduation. Also interns will be required to attend the TDA annual meeting in the city that is scheduled. See *Texas WIC DI Calendar For 2012*.

16. What is the expected role of the WIC preceptor?

The WIC preceptor will assist the intern in scheduling all supervised experiences and assignments within the WIC local agency and other community sites. The WIC preceptor must review community assignments and complete evaluation forms for the intern indicating whether or not he/she met the expected competencies for the community portion of the supervised learning experiences. The WIC preceptor does not have to be present at all times with the intern, but should be present at regular intervals in order to be able to evaluate the intern's performance. The WIC preceptor will also be asked to give feedback to the dietetic internship director in order to improve the quality of the internship.

17. Is there a minimum GPA and/or DPD GPA requirement?

No, but preference will be given to applicants with a cumulative GPA and a DPD GPA of 2.7 or better on a 4.0 scale.

18. What can an applicant do if their undergraduate GPA and/or DPD GPA are less than 2.7?

The applicant should consider taking graduate courses in advanced nutrition and nutrition therapy.

19. Is participation in the internship an allowable WIC cost?

Yes, USDA has stated in a policy memorandum that federal WIC funds can be used

to support the development and operation of a dietetic internship that is approved / accredited by the American Dietetic Association. Texas WIC Dietetic Interns will charge their time to WIC Nutrition Education, if they are receiving a salary while participating in the internship. Other expenses that the WIC local agency may pay the costs for include professional textbooks and travel to internship facilities.

20. Is the Texas WIC Dietetic Internship approved by the American Dietetic Association?

Yes, the Texas WIC DI is currently granted initial accreditation by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association, 120 S. Riverside Drive, Chicago, Illinois 60606, (312) 899-0040, extension 5400.

21. If a WIC local agency does not pay the intern's salary during the time he/she is participating in the internship, is the intern still expected to sign a *Letter of Agreement* with the WIC local agency specifying a work obligation and financial payback if failing to complete the work obligation?

Yes. The intern is still receiving substantial benefits by participating in the Texas WIC DI even if he/she has to take leave without pay. Most dietetic internships have significant tuition costs and few internships allow the intern to remain employed while completing an internship. Although each local agency can specify the terms of the contract (*Letter of Agreement*) with his/her employee, we have listed recommendations in the *Prospective Student Brochure*. The intern's salary is just a portion of the total costs of administering the Texas WIC DI. Because there is a significant financial investment that WIC State Agency is making with the internship, a good return on the investment is expected, e.g., registered dietitians providing high-risk nutrition counseling services in local agencies that previously had few or no RDs on staff. For a sample *Letter of Agreement*, please contact the Texas WIC DI Director. The DI Director can also provide a list of WIC local agencies that have had an intern in the DSHS DI in past years. These WIC Directors may be able to answer administrative questions that are common to other WIC local agencies.

22. Can an applicant apply more than one time to the Texas WIC DI?

Yes

23. Once an applicant is accepted into the Texas WIC DI, is there any preparation before the internship begins?

Yes, there is a substantial time commitment for the intern between September 2011 and when the internship begins in January 2012. Many assignments and case studies are required during this time period. Many former interns report that they spend 10-20 hours each week researching and completing these assignments. Interns are expected to satisfactorily complete all these assignments during this time period, and can be dismissed from the internship for poor performance on these assignments.

24. How should letters of recommendation and official transcripts be submitted with the application?

All letters of recommendation should be sent along with the application. We suggest applicants send a self-addressed stamped envelope to each individual from which you are requesting a letter of recommendation. They can then return these to the applicant, who should include them in the application packet. Official college transcripts should be sent to the applicant and the applicant should place them in the application packet.

25. Do I need to find my own facilities and preceptors?

No, you do not need to find your preceptors as in years past. However, when you know for sure that you are going to apply (and have your WIC Director's approval) to the Texas WIC Dietetic Internship, please email mary.vaneck@dshs.state.tx.us or call her at 512-341-4510 to inform her that you are planning on applying. In many areas of the state, established relationships already exist for facilities, but for others, we will need to find new facilities and preceptors.

26. Do I get any credit for my WIC experience?

Once you are accepted into the program, you will be asked to assess your WIC experience as it relates to required CADE competencies. Then a determination of prior learning credit will be made by the internship administrators.

26. Still have questions?

Email or call Mary Van Eck at mary.vaneck@dshs.state.tx.us or 512-341-4510.

Texas WIC Dietetic Internship Program Application

All information must be typed/printed.

Date _____

Name

(Last)

(First)

(Middle or Maiden)

Home Address

(Street)

(Apt #)

(City)

(State)

(Zip Code)

(Home Phone)

Work Address

(Street)

(Apt #)

(City)

(State)

(Zip Code)

(Phone)

Cell Phone Number

E-mail Address

Work Phone Number

Social Security Number

WIC Director's Name

(Last)

(First)

Phone Number

Local Agency Name and Number

Name

Number

E-mail Address

Actual or Expected Date (Month/Year)
Baccalaureate Degree conferred.

Actual or Expected Date (Month/Year)
DPD Course requirements completed.

Foreign Applicants: Designate Immigration Status _____

Expiration Date: _____

Grade Point Averages:

Overall Undergraduate
(See page 6.)

DPD
(See page 6.)

Overall Graduate
(If applicable)

Graduate Record Exam Results:

(If taken, include a copy with your application.)

- Not all programs require GRE scores.
- Check each program's admission requirements.
- Leave blank if not applicable.

Date Taken
(Month/Year)

Verbal
Score

Quantitative
Score

Analytical
Writing
Score

Education: List all colleges or universities attended, with most recent listed first.

College/University	Address (City/State)	Start and End Dates (Month/Year)	Degree

Recommendations: List the names of the 3 individuals who will complete your recommendation forms.

Name	Title	Address	E-mail and Phone
			Email: Phone:
			Email: Phone:
			Email: Phone:

Honors and/or extracurricular activities after beginning college: List organizations, appointed or elected offices held, scholarships, honors, and certifications received. Include dates for honors

Professional Organization Memberships: List professional organizations of which you are a member.

Experiences related to dietetics in the past five (5) years: List all experiences, including volunteer, beginning with the most recent. Indicate if the experience was paid, volunteer or part of a practicum/field experience associated with a college course. Briefly describe key responsibilities. When indicating the amount of hours, use Hrs/Wk for reoccurring work and volunteer experiences and Total Hours for limited time volunteer and practicum/field experiences. (Note: priority is given to experiences from the past 5 years, if however, you have a professional dietetics work experience from over five years ago, you may include it.) Use additional pages as needed.

Name of Employer / Organization	Position Title	Start and End Dates (Month/Year)	Hrs/Wk or Total Hours	Paid, Volunteer, or Practicum
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1.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

2.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

3.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

4.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

5.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

6.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

Experiences related to dietetics in the past five (5) years, continued

Place of Employment and/or Practicum	Position, Title	Start and End Dates (Month/Year)	Hrs/Wk or Total Hours	Paid, Volunteer, or Practicum
7.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
8.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
9.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
10.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
11.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
12.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	

Instructions for Completing Grade Point Averages

CALCULATING UNDERGRADUATE GPA (All credits should be converted to semester units before calculating.):

- Example 1 – Pat completed all courses required for an undergraduate degree in nutrition from one university.
 - Pat should use the calculated GPA on the institution's transcripts.

- Example 2 - Sarah earned an undergraduate degree in sociology with a minor in nutrition. She attended two community colleges and a state university to fulfill all degree requirements. She also took several general interest courses while attending these colleges, although the courses did not meet any specific degree requirements. These courses are listed on her transcripts. Sarah also took a ceramics class at a fourth local community college during one summer. It was the only course she took from this college and is not one of the three colleges she attended to meet her degree requirements. Sarah will calculate the Undergraduate GPA using the transcripts from the three institutions she attended where she earned credits towards her undergraduate degree. Because Sarah did not transfer her ceramics course grade to her degree granting institution, it will not be included in the Undergraduate GPA calculation. General interest courses Sarah took from the three credit earning institutions will be included.

	College/University 1		College/University 2		College/University 3	
	Credits	GPA	Credits	GPA	Credits	GPA
From Transcripts	15	3.90	24	2.90	89	3.32
Grade Points Earned ¹	58.5		69.6		295.48	

¹To calculate Grade Points Earned, multiply the number of credits times the GPA for each respective institution separately.

²To calculate the Undergraduate GPA; divide the Total Grade Points Earned by the Total Credits. In this example: $423.58 \div 128 = 3.31$.

Total Grade Points Earned =	423.58
Total Credits =	128
Undergraduate GPA₂ =	3.31

CALCULATING DIDACTIC PROGRAM IN DIETETIC (DPD) GPA:

1. Each university has specific courses which meets DPD requirements. The DPD Director at the university where you earned or will earn the Verification Statement indicating you are eligible to apply to a dietetic internship will have a list of these courses. The following scale should be used to calculate Grade Points Earned for your DPD GPA. For repeated courses, list both grades earned but use only higher grade to calculated DPD GPA.

Grade earned	Grade Points Earned for each credit
A+, A, A-	4.0
B+, B, B-	3.0
C+, C, C-	2.0
D+, D, D-	1.0

Sample completed form:

College or University	Course Prefix & No.	Course Title	Lab / Practicum	Term & Year	No. of Credits	Grade Earned	Grade Points Earned	
Midtown University	Chem 113	Chemistry	<input type="checkbox"/>	Fall '03	3	B	9	
	Chem 114	Chemistry Lab	<input checked="" type="checkbox"/>	Fall '03	1	A-	4	
	A&P 202	Physiology (includes lab)	<input checked="" type="checkbox"/>	Fall '03	0	D	0	
	A&P 202	Physiology (includes lab) (retook class)	<input checked="" type="checkbox"/>	Fall '04	4	C+	8	
Centerville Comm College	Soc 100	Introduction to Sociology	<input type="checkbox"/>	Summer '03	3	A	12	
	Eng 101	English Composition	<input type="checkbox"/>	Summer '03	3	B+	9	
Eastside State University	Nutr 344	Food Management	<input type="checkbox"/>	Spring '04	3	B-	9	
	Nutr 444	Advanced Nutrition	<input type="checkbox"/>	Spring '05	INC*			
					Totals Credits	17	Total Grade Points	51
To calculate DPD GPA, divide the Total Grade Points by the Total Credits. In this example: $51 \div 17 = 3.00$							DPD GPA	3.00

*INC Incomplete - currently enrolled

Texas WIC Dietetic Internship Application Checklist 2012

Name _____ LA _____

- Use this as your cover sheet. Your application will not be considered if it is not complete.
 - Organize your application in the order of this cover sheet.
 - Do not put your application in special binders or folders.
 - Give your self plenty of time. You are responsible for having all parts and documents of this application complete when you send it in. Unless you have made special arrangements with Mary Van Eck, do not send separate parts of the application by email or under separate cover.
1. Completed *Application Checklist*. Use it as the cover sheet to your application.
 2. Completed *Texas WIC Dietetic Internship application*.
 3. A letter of application to the Dietetic Internship Director, including:
 - continuing education obtained since completion of a baccalaureate degree
 - professional and career goals
 - reasons for choosing public health
 - perceived personal strengths and weaknesses
 4. Verification statement - this must be an original signed in non-black ink by your DPD Program Director. Remember that many professors are not working during the summer months, so if you do not have this, request it ASAP. Have it sent to you and include it in your packet.
 5. Official transcripts from ALL academic institutions attended. One must have your final degree posted.
 6. A resume of your academic and nutrition-related work/volunteer experience that can be shared with prospective facilities and preceptors.
 7. At least three *waiver and recommendation* forms/letters:
 - one from supervisor is required and one from academia is highly recommended- remember many professors are not working during the summer months, so plan ahead to get this recommendation!
 - if you sign the waiver, these should be sent in a sealed envelope - do not open a recommendation letter if you have waived your rights to read it. It is recommended that when you request from someone a recommendation letter, that you provide a self addressed, stamped envelope for them to use to send it back to you.
 8. A *Supervisor's Information Form* signed by WIC local agency director or DSHS Unit Manager.
 9. An *agreement to participate in Texas WIC Dietetic Internship* signed by (1) WIC Local Agency Director or DSHS Unit Manager and (2) WIC Local Agency CEO, DSHS Regional Director, or DSHS Section Director.
 10. An agreement that intern will provide their own transportation, laptop computer, portable printer and internet access including an e-mail address.
 11. A form acknowledging *work obligation* after completion of Texas WIC Dietetic Internship.
 12. When you put your application in the mail, email mary.vaneck@dshs.state.tx.us to notify her to expect it.

Questions? Please contact mary.vaneck@dshs.state.tx.us.