



Prospective Student Brochure 2017

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.

In addition, a maximum of two Individual Supervised Practice Pathway (ISSP) slots may be available in 2017. For information pertaining to the ISSP option, see the ISSP section of this brochure (pages 9-11).

The application deadline is June 1, 2016. The Dietetic Internship Centralized Application System (DICAS) will be used for the 2017 class.

Accreditation Status

The Texas WIC Dietetic Internship has full accreditation status with the Accreditation Council for Education in Nutrition and Dietetics, Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Chicago, IL 60606-6995, (312) 899-0040 ext. 5400.

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 train competent entry level Registered Dietitians to enhance the quality of nutrition services delivered to WIC clients and their communities.

The DI has goals that reflect the program's mission and are accomplished through activities conducted by the faculty, preceptors and graduates.

Program Goals and Objectives

Goal 1: Prepare graduates to be competent to practice dietetics at an entry-level through high-quality educational offerings.

Objective #1: Program graduates will achieve an 80% pass rate over a one year or five year period for first-time test takers of the RD exam.

Objective #2: Program graduates will achieve an 80% one-year pass rate over a one year and five year period for the RD exam.

Objective #3: Eighty percent of responding graduates will rate the effectiveness of the internship in preparing them to perform the duties of a dietitian as above average (4) or better on a 5-point scale with 5 being excellent.

Goal 2: Attract and retain well-qualified candidates

Objective 1: Fifty percent or more of annual applicant pool will meet the selection committee standards for potentially successful interns.

Objective #2: Eighty percent of interns successfully complete the internship within 150% of the time planned for completion or within twelve months.

Goal 3: Increase the availability of advanced nutrition skills to Texas communities by increasing the number of registered dietitians employed as WIC nutritionists.

Objective #1: Eighty percent of interns that become registered dietitians will be employed by Texas WIC two years after graduation.

Objective #2: Eighty percent of responding WIC Agency Employers of graduates rate the effectiveness of the internship in preparing employee for an entry-level dietitian position as above average (4) or better on a 5-point scale with 5 being excellent.

Data associated with program goals and objectives is available upon request to prospective interns and the general public.

Program Completion Requirements

Graduates of the Texas WIC Dietetic Internship will meet practitioner competencies stated in the Accreditation Standards specified by the Accreditation Council for Education in Dietetics Education (ACEND). 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 ACEND of The Academy of Nutrition and Dietetics 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 7 month program that begins in January and ends in August. 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, with the exception of Individualized Supervised Practice Pathways (ISSP) interns. Interns will participate full time (minimum of 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 graduation from the internship.

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 commitment to 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 2016 and January 2017, 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, timeliness or competence. 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 over 1200 hours of supervised practice, 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	160 hours
Medical Nutrition Therapy	440 hours
Community Nutrition/Nutrition Education	<u>620 hours</u>
Total	1220 hours

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 employed.

Supervised practice sites may 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 guides 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 Academy of Nutrition and Dietetics approved Didactic Program in Dietetics after which a verification statement is issued. The second step is the successful completion of an Academy of Nutrition and Dietetics 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 ACEND 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

Application Process

Applications for admission to the 2017 class must be submitted by June 1, 2016. The Texas WIC DI participates in the Dietetic Internship Centralized Application System (DICAS). The program can be accessed at <https://portal.dicas.org> (email DICASinfo@DICAS.org). The fee is \$40 for the first application and \$20 for each additional application.

DICAS requires a personal statement, online application, official transcripts and 3 letters of recommendation. In addition we require you to upload the following to DICAS:

1. A current resume
2. Texas WIC DI Supplement (These documents must be requested by email from Melissa.Mouton@dshs.state.tx.us)

Completing the DICAS application:

1. The application can be accessed at <https://portal.dicas.org>
2. **Reference letters:** When completing the online application form, applicants must include the name and contact information (specifically an email address) for each reference. This will trigger an email message requesting the completion of a reference form. The form will be completed online. Students submitting more than one application will need to use the same individuals as reference for each application. You should have at least 1 academic reference.

3. **Personal Statement:** Include content about personal and professional goals, interests, experience, continuing education, strengths, weaknesses, and reasons for pursuing the Texas WIC Dietetic Internship, and any other information helpful to the selection committee.
4. **Transcripts:** Official transcripts from all colleges and universities attended must be sent to: **DICAS - Transcript Dept, P.O. Box 9118, Watertown, Ma 02472.**
5. **Verification Statement:** You must provide the requested information on the DICAS application and your DPD Program Director will be emailed for an original verification statement. Students currently enrolled in classes must submit a "Declaration of Intent" listing courses in progress. Successful applicants must supply signed verification statements and final transcripts to the Texas WIC DI prior to the start of the internship.
6. **Resume:** A current summary of your academic, employment and professional activities. Please include your email address. You will upload to the DICAS application.
7. **Texas WIC DI Supplement:** Email Melissa.Mouton@dshs.state.tx.us for a copy. Allow yourself ample time (4-6 weeks) to get these forms completed and signed. This supplement must be uploaded to your application.

In addition, an interview may be requested. All applicants will be notified by August 1, 2016 as to whether or not they have been selected to participate in the internship for the 2017 year.

Computer Matching

Applicants to the Texas WIC Dietetic Internship are exempt from participating in the Academy of Nutrition and Dietetics' computer matching requirement. This internship only accepts individuals currently employed by Texas DSHS and Texas local WIC agencies, and up to two ISSP interns each year.

Recency of Education

If more than 5 years has lapsed since graduation from an accredited DPD program, additional coursework may be required before acceptance into the Texas WIC DI. This will be handled on a case-by-case basis.

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.

Expenses	Estimated Cost
Books	\$1000
AND eNCPT Subscription	\$25
Medical Insurance (provided either by employer or intern)	\$0 - \$1,500
Liability Insurance	\$100
Academy of Nutrition and Dietetics (AND) Student Membership	\$50
Texas WIC NBF Conference (registration, travel, housing)	\$800
Laboratory Coats or uniforms (if required by site)	\$150
Medical Exam and vaccinations	\$200
Criminal background check	\$50
Drug testing (if required by site)	\$50
Laptop computer and internet access	\$1500
Copying cost for research articles	\$100
Transportation	\$500 - \$1,500
Food costs	\$500 - \$1000
Housing Costs (6 - 23 weeks) - Average \$100 - 400/week	\$600 - \$8000
Total estimated costs, depending on housing arrangements	\$5,625 - \$16,025

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 borne 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 completing the internship. 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 by end of the calendar 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 1500 hours/\$37,500).

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/Public Health Prior Learning Credit

Working as a nutritionist in WIC or other public health program has afforded the interns an opportunity to achieve many of the ACEND competencies. Interns with WIC experience can apply for up to 180 hours of community nutrition supervised practice prior learning.

Individualized Supervised Practice Pathways

The Texas WIC Dietetic Internship offers the opportunity for a maximum of two ISSP interns per year. Applicants for the ISSP must first discuss and get permission from the Dietetic Internship Director to apply to the Texas WIC DI.

See pages 1, 3, 4, and 5 for Accreditation Status, Program Description, Program Completion Requirements and Registered Dietitian Credentialing Process, which are the same for ISSP interns.

ISSP Admission Requirements

- ISSP applicants are not required to be current Texas WIC employees, but must be pursuing or engaged in a community nutrition/public health career.
- Prefer minimum 3.0 GPA from DPD program.
- Must have Verification Statement from DPD program.
- Prefer applicants with Master's degrees.
- Applicants whose DPD verifications statements are 5 years or older may be required to take at least one upper-level medical nutrition therapy course from an accredited college or university, and receive a minimum grade of B (3.0).

ISSP Admission and Acceptance Process

- Contact the WIC Dietetic Internship Director to express interest in the ISSP option.
 - Follow the Texas WIC application procedures, using the DICAS system and deadlines.
 - ISSP applicants are required to complete the entire DICAS application, and upload a resume, but do not need to submit the WIC supplement.
 - ISSP applicant will be notified by August 1, 2016 of acceptance status.
 - Submit electronically to the Internship Director documentation of any work experience that applicant desires to be reviewed for prior learning credit.
 1. The committee will review documentation and notify applicant of approved prior learning credit within 30 days of receipt.
 2. Only work experience that demonstrates ACEND competencies for dietitians will be approved.
- A program contract will be sent electronically to intern from Internship Director.
 - ISSP intern will secure facilities and preceptors to meet program requirements.
 - ISSP intern will secure Affiliation Agreements for each supervised practice site.
 - ISSP intern will complete all preparation assignments as administered by Internship Director.
 - Intern will report to Austin, Texas for didactic seminars according to the 2017 Internship calendar and required supervised practice rotations.

ISSP Mission

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

ISSP Goals and Outcome Measures

Goal 1: Prepare graduates to be competent to practice dietetics at an entry-level through high-quality educational offerings.

Objective #1: Program graduates will achieve an 80% pass rate over a one year or five year period for first-time test takers of the RD exam.

Objective #2: Eighty percent of responding graduates will rate the effectiveness of the internship in preparing them to perform the duties of a dietitian as above average (4) or better on a 5-point scale with 5 being excellent.

Goal 2: Retain well-qualified candidates

Objective #1: Eighty percent of interns successfully complete the internship within 150% of the time planned for completion or within twelve months.

Goal 3: Increase the availability of advanced nutrition skills to Texas communities by increasing the number of registered dietitians.

Objective #1: Eighty percent of interns that become registered dietitians will be employed as registered dietitians three years after graduation.

Objective #2: Eighty percent of responding Employers of ISSP graduates rate the effectiveness of the internship in preparing employee for an entry-level dietitian position as average (4) or better on a 5-point scale with 5 being excellent.

Data associated with program goals and objectives is available upon request to prospective interns and the general public.

ISSP Calendar and Schedule

ISSP interns will follow the Texas WIC DI calendar and will be required to complete all the intern preparation assignments and attend all intern required seminars in Austin (unless prior learning credit has been given for rotation).

Policies and Procedures

ISSP interns will follow all policies and procedures of the other interns, as outlined in Section 2 of the Intern Manual.

ISSP Facility Sites and Contracts

ISSP interns are responsible for securing all supervised practice sites and affiliation agreements required for each facility. If site visits to supervised practice sites are necessary, expenses will be paid by intern.

ISSP Intern costs

No financial assistance is available from the Texas WIC program to ISSP interns. All costs are born by the ISSP intern.

This will vary according to geographic location of intern, and required supervised practice rotations, but is approximately the same as other interns, as outlined on page 7, under 'Cost To The Intern' in this brochure.

In addition, a maximum of \$5,000 in tuition (pro-rated according to required supervised practice rotations) will be required for ISSP interns.

Intern Obligation

ISSP interns may or may not have contract obligations to an employer. Intern obligation is between the ISSP intern and employer, not with the Texas WIC Internship or the Texas Department of State Health Services.

Other requirements for ISSP Interns

- Prior participation in a DI computer match is required for ISSP applicants by ACEND.

Texas WIC Dietetic Internship Calendar For 2017

(DRAFT - All Dates Are Tentative)

Date - 2017	Activity
Early January (1 Week)	*Seminar: Introductory and Food Service Management
January - February (4 Weeks)	Food Service Management Supervised Experiences
February (2 Weeks)	*Seminar: Medical Nutrition Therapy
February - April (8 Weeks)	Medical Nutrition Therapy Supervised Experiences
April (1 Week)	*Seminar: Pediatrics and Community Nutrition
April - May (3 Weeks)	Medical Nutrition Therapy Supervised Experiences - Pediatrics
May (1 Week)	*Seminar: Community and Nutrition Education
May - July (10 Weeks)	Community/Nutrition Education Supervised Practice & Community Nutrition Education Project
Early August (1 Week)	*Graduation Seminar: Project presentations
Early August	*Graduation

*Attendance in seminars in Austin, TX required

If you have any questions about the Texas WIC Dietetic Internship application process, please contact:

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