Department of Nutrition

Didactic Program in Dietetics (DPD) Handbook
2020 – 2021

Texas A&M University
College of Agriculture and Life Sciences
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USE OF THIS HANDBOOK

This handbook is designed to provide information to the public and serve as a guide to prospective and current students in the Didactic Program in Dietetics (DPD) Program at Texas A&M University. Objectives of this handbook are as follows:

- Identify the significance of the Texas A&M University DPD Program and provide resources to assist DPD students in their educational path to becoming a NDTR and RD/RDN.
- Identify the Texas A&M University DPD philosophy, mission, goals, objectives, policies and procedures;
- Explain the purpose of accreditation and the Accreditation Council for Education in Nutrition and Dietetics (ACEND); and
- Identify and explain the specific educational path one must follow to become a Nutrition and Dietetics Technician, Registered (NDTR) and Registered Dietitian (RD) / Registered Dietitian Nutritionist (RDN).

Resources referenced in the compilation of this handbook include the Applicant Guide to Supervised Practice Experience (https://nutrition.tamu.edu), ACEND website, D&D Digital website, GRE® website, and The University of Wisconsin-Madison website and handout. Current students should read through the DPD Handbook thoroughly on an annual basis and use it as a resource to confirm you are on track in preparing to match a supervised practice program.

WHAT IS THE SIGNIFICANCE OF THE TEXAS A&M UNIVERSITY DPD PROGRAM?

Clarification of terminology is necessary to help the public and prospective and current students understand the significance of the Nutrition and Dietetics Technician, Registered (NDTR) and Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) credentials.

A Nutritionist is an individual who:
- Uses the science of nutrition to help individuals improve their health. Miller-Keane Encyclopedia and Dictionary of Medicine, Nursing, and Allied Health
- Chooses to use the title and/or call themselves a “nutritionist.” There is not an established accreditation process that results in one claiming the title of nutritionist.

A Nutrition and Dietetics Technician, Registered (NDTR) is an individual who has successfully completed all of the following:
- An ACEND-accredited education program such as the DPD program that relies on research and science, meets identified knowledge and competency requirements, and results in a Bachelor of Science (BS) degree; and
- The Commission on Dietetic Registration (CDR) national NDTR exam of competence (Boards) and maintains ongoing continued education requirements.

A Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) is an individual who has successfully completed all of the following:
- An ACEND-accredited education program, such as the DPD program, that relies on research and science, meets identified knowledge and competency requirements, and results in a BS degree;
Most RDs/RDNs also have graduate degrees. A graduate degree will be required to take the national exam for registered dietitians effective 2024.

- An ACEND accredited supervised practice program that meets identified knowledge and competency requirements; and
- The CDR national RD/RDN exam of competence (Boards) and maintains ongoing continued professional education (CPE) requirements.

Most Texas RDs/RDNs also obtain state licensure and the Licensed Dietitian (LD) credential. It is important to obtain Texas state licensure because it is required by some employers for employment and is mandatory to use the titles "Licensed Dietitian" and "Provisionally Licensed Dietitian" for insurance reimbursement. Texas state licensure is managed by the Texas Department of Licensing & Regulation (TDLR) (https://www.tdlr.texas.gov/diet/diet.htm). The RD and RDN credential is national licensure and will be referred to as RDN throughout the remainder of the handbook.

The Texas A&M University DPD Program, sponsored by the Department of Nutrition and the College of Agriculture and Life Sciences (COALS), is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Features of this program are as follows:

- It has a defined mission, goals, and outcomes that are routinely assessed and used to enhance the program.
- It offers the following to participants:
  - A scientific research-based educational program enabling them to get the NTDR credential and/or match a supervised practice program and pass the national registration examination to become RDN’s;
  - A variety of practical experiences that integrate their academic skills with current practice;
  - Exposure to the various nutrition and dietetic services and specialty areas to help students plan their careers; and
  - Opportunities to strengthen their skills in areas of interest and network with experts in the dietetic profession.
- It includes eligibility requirements for participation intended to enhance the opportunity for graduates to match a supervised practice program.

Successful completion of the DPD program results in a Bachelor of Science (BS) degree, ACEND-verification statement and prepares graduates for the NDTR credential, progression into a supervised practice dietetic internship (DI) and ultimately the dietetic profession.

**BENEFICIAL WEBSITES**

- The Academy of Nutrition and Dietetics (The Academy) homepage: http://www.eatright.org/
- The Academy Linked In: https://www.linkedin.com/company/eatrightpro/
- Accreditation Council for Education in Nutrition and Dietetics (ACEND) homepage: http://www.eatright.org/acend
- Commission on Dietetic Registration (CDR): http://www.cdrnet.org
- D & D Digital: http://www.dnddigital.com
- Free Application for Federal Student Aid (FAFSA): http://www.fafsa.ed.gov
- GRE®: http://www.ets.org/gre/
- Department of Nutrition (NFSC): http://nutrition.tamu.edu
- Texas A&M University (TAMU) DPD Linked In: https://www.linkedin.com/groups/12431424/
- TAMU Office of Admissions and Records: http://admissions.tamu.edu/
- TAMU Office of Professional School Advising (OPSA): http://honorsprograms.tamu.edu/
- TAMU Office of Registrar: http://registrar.tamu.edu/
- TAMU Student Financial Aid: http://financialaid.tamu.edu/
- TAMU Course Catalogs: http://catalog.tamu.edu
- TAMU homepage: http://www.tamu.edu/
- TAMU Student Organizations: http://studentactivities.tamu.edu/
TEXAS A&M UNIVERSITY DPD PHILOSOPHY AND MISSION

The Texas A&M University DPD Program is designed to provide the knowledge and skills at the undergraduate level that are needed to advance into an ACEND-accredited supervised practice program followed by passage of the CDR credentialing exam and competent dietetics practice as a RDN. The curriculum is composed of courses in nutrition, foods, biochemistry, physiology, management, social and behavioral sciences, and other supporting courses. Emphasis is placed on the development and demonstration of technical and critical thinking skills, oral and written communication ability and professionalism with the intent of thoroughly preparing our undergraduates for supervised practice and the dietetic profession. Opportunities for the application of theoretical knowledge are provided through laboratory experiences, practicum exercises, and experiences with professionals in dietetics, nutrition, and food service operations on campus and in the Bryan/College Station community, and/or simulation in the classroom.

The mission of the Texas A&M University DPD Program is to prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become a RDN by providing a high-quality education and high impact and experiential learning activities that generate strong technical knowledge, critical thinking, communication skills, and professionalism.

The mission of the DPD Program is in accord with the Texas A&M University, COALS, and Department of Nutrition goals of achieving educational excellence while contributing to scholastic advancement, discovery research and community engagement that leads to economic development in Texas.

DPD PROGRAM GOALS AND MEASURABLE OUTCOMES

The DPD program has established program goals with specific measurable achievement targets that are used to assess the achievement of each goal. Data is collected on an ongoing basis to assess the achievement of the program goals and targets. Goals and measurable program outcomes are identified below.

Program Goal 1

To prepare DPD graduates with technical knowledge and skills for successful admission into ACEND-accredited supervised practice programs and graduate school.

Program Objectives for Goal 1

- 90% of DPD graduates will agree that the Nutrition curriculum provided technical knowledge, communication skills, and life science courses that enhanced their critical thinking skills in preparation for ACEND-accredited supervised programs as indicated by the annual graduate survey outcomes.
- 90% of Supervised Practice Directors agree that they were satisfied with DPD graduate’s preparation for supervised practice as indicated by director survey outcomes.
- 80% of DPD students complete program/degree requirements within three and a half years (150% of the program length).
- 60% of DPD graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- 80% of DPD graduates are admitted to a supervised practice program within 12 months of
graduation.

- 10% of DPD graduates who do not enter a supervised practice program will enter graduate school within 12 months of graduation
- The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%

**Program Goal 2**

To prepare DPD graduates to exhibit leadership and professionalism in ACEND-accredited supervised practice programs.

**Program Objectives for Goal 2**

- 90% of DPD graduates will display professional ethics by honoring their acceptance to the specified supervised practice programs that they matched during the match process as indicated by DPD program match records.
- 90% of DPD graduates will agree that the Nutrition curriculum provided the opportunity to strengthen their leadership and collaboration skills through group projects and assignments as indicated by annual graduate survey outcomes.
- 90% of Supervised Practice Directors will agree that DPD graduates displayed professionalism, leadership, and the ability to effectively work collaboratively as indicated by director survey outcomes.

DPD student learning outcome (SLO) assessment data is collected each semester and formal SLO assessment is conducted annually. SLO assessment and DPD program outcome data is used to prepare reports of progress and performance and reported annually to the DPD Advisory Committee. Assessment and program outcomes are available on request. Contact Karen Beathard, DPD Director, at kbeathard@tamu.edu to see annual data.

The Texas A&M University DPD program is fully accredited by ACEND, the dietetic accreditation agency that serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs. ACEND is recognized by the United States Department of Education and is a member of the Association of Specialized and Professional Accreditors.

**ACEND ACCREDITATION COMPLAINT PROCEDURE**

Any complaints related to ACEND accreditation of the Texas A&M DPD Program and/or specific concerns regarding the DPD curriculum or experiential learning experiences should be submitted in writing to Dr. David Threadgill, Department of Nutrition Interim Head at dthreadgill@tamu.edu. Accreditation complaints will be addressed by the Texas A&M University DPD Accreditation Advisory Committee for resolution within thirty days.

Students should only submit complaints directly to ACEND only after a failed resolution by the Texas A&M University DPD Program. Complaints to ACEND can be made at ACEND@eatright.org or 1-800-877-1600 ex.5400. All complaints other than those related to accreditation should follow the Texas A&M University Student Grievance Procedures: http://student-rules.tamu.edu/studentgrievanceprocedures.

Additional questions pertaining to the accreditation of DPD programs may be referred to the following:
ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION AND DIETETICS (ACEND) CONTACT INFORMATION

Headquarters
The Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
800-877-1600 ex.5400, http://www.eatright.org
ACEND@eatright.org

Washington, DC Office
The Academy of Nutrition and Dietetics
1120 Connecticut Avenue NW, Suite 480
Washington, DC 20036
202-775-8277
ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN THE DIDACTIC PROGRAM IN DIETETICS (DPD) PROGRAM *

Undergraduate Nutrition majors and post-baccalaureate students who have not previously met DPD course requirements can participate in the DPD program as long as they meet all of the following eligibility requirements for participation based on their undergraduate or post-baccalaureate status:

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<th>DPD Eligibility Requirements</th>
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<td>All students must meet the following criteria for admission and maintenance in the DPD program:</td>
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<td>• Attend DPD Orientation during the semester that you plan to begin the DPD program; DPD Orientation is offered twice in the fall and spring semesters. Specific orientation dates will be announced on the departmental listserv.</td>
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<td>• Texas A&amp;M University grade point ratio (GPR) of 3.0 minimum</td>
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<td>• Grade of “B” or better on all nutrition (NFSC) courses listed on the DPD program course requirements</td>
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<tr>
<td>• Grade of “C” or better on all non-nutrition courses listed on the DPD program course requirements (A grade of “S” is acceptable during 2020)</td>
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<tr>
<td>• Obtain and maintain annual student membership in the Academy of Nutrition and Dietetics (the Academy)</td>
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<tr>
<td>• Watch the Academy and Commission on Registration (CDR) Code of Ethics Virtual Presentation (Note: All Academy members, including students, are expected and required to honor the Academy and Code of Ethics located in Appendix of the DPD Handbook)</td>
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<tr>
<td>• Sign an annual DPD contract of agreement for participation by the provided deadline</td>
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| Undergraduate Students must also meet the following criteria: |
| • Complete a minimum 12 credits at Texas A&M University |
| • Complete both NFSC 203 and NFSC 210 with a “B” or better |

| Post-Baccalaureate Students must also meet these criteria: |
| • Complete a minimum 9 credits at Texas A&M University |
| • Complete NFSC 203, NFSC 202, or equivalent and NUTR 641 with a “B” or better |
| • Must provide all official transcripts and proof of baccalaureate degree granted by a U.S. regionally accredited college/university or foreign equivalent to Karen Beathard (kbeathard@tamu.edu) for approval |
| • Must meet with Karen Beathard to identify required courses for completion of the DPD program |
# Didactic Program in Dietetics (DPD) Program Course Requirements

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<th>DPD Science Courses</th>
<th>DPD Professional Courses</th>
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<td><strong>All DPD Students Must Make a “C” or Better</strong>&lt;br&gt;(A grade of “S” is acceptable during 2020)</td>
<td><strong>All DPD Students Must Make a “B” or Better in the</strong>&lt;br&gt;NFSC Courses Below</td>
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<td>CHEM 119 FUND OF CHEMISTRY I &amp; LAB&lt;sup&gt;2&lt;/sup&gt; Must be complete before participation in the DPD program</td>
<td>NFSC 203 SCIENTIFIC PRIN NUTRITION Must be complete before participation in DPD program</td>
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<td>CHEM 120 FUND OF CHEMISTRY II &amp; LAB&lt;sup&gt;2&lt;/sup&gt; Must be complete before participation in the DPD program</td>
<td>NFSC 210 HORIZONS IN NUTRITION &amp; FOOD SCIENCE Only undergraduates must complete before participation in the DPD program</td>
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<td>BIOL 111 INTRODUCTORY BIOLOGY I&lt;sup&gt;2&lt;/sup&gt;</td>
<td>NFSC 211 SCIENTIFIC PRIN OF FOODS</td>
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<tr>
<td>BIOL 112 INTRODUCTORY BIOLOGY II&lt;sup&gt;2&lt;/sup&gt;</td>
<td>NFSC 301 NFSC THROUGH LIFE</td>
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<td>CHEM 227 ORGANIC CHEMISTRY I&lt;sup&gt;2&lt;/sup&gt;</td>
<td>NFSC 304 FOOD SERVICE SYSTEM MGMT</td>
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<td>CHEM 237 ORGANIC CHEMISTRY LAB&lt;sup&gt;2&lt;/sup&gt;</td>
<td>NFSC 365 VITAMINS AND MINERALS</td>
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<td>CHEM 228 ORGANIC CHEMISTRY II&lt;sup&gt;2&lt;/sup&gt;</td>
<td>NFSC 404 NUTR ASSESSMENT &amp; PLAN</td>
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<td>GENE 301 COMPREHENSIVE GENETICS&lt;sup&gt;3&lt;/sup&gt;</td>
<td>NFSC 407 NUTRITION CARE &amp; THERAPY</td>
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<td>BIOL 319 INTEGRATED HUM AN/PHY I&lt;sup&gt;3&lt;/sup&gt;</td>
<td>NFSC 430 COMMUNITY NUTRITION</td>
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<td>BIOL 320 INTEGRATED HUM AN/PHY II&lt;sup&gt;3&lt;/sup&gt;</td>
<td>NFSC 475 NUTR &amp; PHYSIOLOG CHEM&lt;sup&gt;3&lt;/sup&gt;</td>
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<tr>
<td>BICH 410 COMPREHEN BIOCHEM I&lt;sup&gt;3&lt;/sup&gt;</td>
<td>NFSC 481 SEMINAR&lt;sup&gt;3&lt;/sup&gt;</td>
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<td>BICH 411 COMPREHEN BIOCHEM II&lt;sup&gt;3&lt;/sup&gt;</td>
<td>All DPD Students Must Make a “C” or Better in Courses Below (A grade of “S” is acceptable during 2020)</td>
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<td>ANTH 205 PEOPLES &amp; CULT OF WRLD or ANTH 210 SOCIAL AND CULTURAL ANTHROPOLOGY&lt;sup&gt;2&lt;/sup&gt;</td>
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<td>PSYC 107 INTRODUCTION TO PSYCHOLOGY&lt;sup&gt;2&lt;/sup&gt;</td>
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<td>NFSC/DASC 326 FOOD BACTERIOLOG&lt;sup&gt;3&lt;/sup&gt;</td>
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<td></td>
<td>POLS 206 AMERICAN NATIONAL GOVERNMENT&lt;sup&gt;2&lt;/sup&gt;</td>
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<td></td>
<td>STAT 301, 302, or 303 STATISTICAL METHODS&lt;sup&gt;3&lt;/sup&gt;</td>
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<td></td>
<td>MGMT 309 SURVEY OF MANAGEMENT&lt;sup&gt;3&lt;/sup&gt;</td>
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<sup>1</sup> Full course descriptions included in appendix  
<sup>2</sup> Courses may be taken at a community college and transferred in to Texas A&M University. See DPD Transfer Course and Experiential Learning Equivalency Policies  
<sup>3</sup> Applicable graduate courses may be substituted with DPD Director approval. See listing of alternative graduate courses in the appendix.
DPD PROGRAM POLICIES AND PROCEDURES

Texas A&M University and DPD Student Policies and Procedures

- Admission Requirements: http://www.tamu.edu/future-students
- Student Privacy Policies: http://registrar.tamu.edu/Catalogs-Policies-Procedures/FERPA/FERPA-for-Faculty-Staff
- Access to Personal Files: https://howdy.tamu.edu
- Student Complaint or Grievance Procedures: http://student-rules.tamu.edu/studentgrievanceprocedures
- Academic Calendar Including Student Holidays: http://www.tamu.edu/current-students/
- Financial Aid Resources: http://financialaid.tamu.edu
- Student Support Services (Counseling, Disability and Health Services, etc.): https://studentlife.tamu.edu/
- Student Withdrawal Procedures Including Leave of Absence: http://student-rules.tamu.edu/rule17
- Student Conduct Code Including Disciplinary Procedures: http://student-rules.tamu.edu/rule24
- DPD Off-Campus Labs or Observational Experience Policy: Students are required to participate in identified labs or observational experiences to meet specific course learning outcomes. While students are not intended to replace employees, they are expected to meet the requirements of the respective course. This policy will be provided to students enrolled in the respective courses prior to participation in the identified activities. It is the responsibility of the student to become familiar with the policies and comply with them during all off-campus experiences. (See complete policy in appendix)

Tuition and Fees (For the DPD Program)

- Estimated cost of attendance for resident Undergraduate Students: $6,427.43; Calculate your individual costs at https://tuition.tamu.edu/
- Estimated Cost of Attendance for Graduate Students:
  - Resident Tuition and Required Fees: $3,949.70
  - Non-Resident Tuition and Required Fees: $8,669.03
  - Calculate your individual costs at https://tuition.tamu.edu/
- A required additional expense includes annual student membership in the Academy of Nutrition and Dietetics (The Academy): Annual Dues: $58.00; must be updated annually on June 1st; Proof of Academy student membership is required. https://www.eatrightpro.org/membership
- Optional annual professional membership fees for the Texas A&M University Nutrition and Dietetic Association (NDA), Texas Student Dietetic Association, and Texas Academy of Nutrition and Dietetics Southeast Region: $40
- Note: Tuition and fees for supervised practice programs vary by program. Please view the website of each program of interest to determine their respective tuition and fees.

DPD Program Participation Policies

- All DPD students (undergraduate and post-baccalaureate students) must maintain an overall minimum GPR of 3.0 at Texas A&M University and meet all DPD eligibility requirements including grade requirements in coursework.
- No DPD students will be paid compensation as part of the program.
- Prospective DPD students must attend the DPD orientation during the semester they are planning to move into the DPD program. DPD Orientation attendees will receive a copy of the DPD Handbook that includes the eligibility requirements and DPD probation policy. Contact Dr. Poppy Capehart (poppy@tamu.edu), one of the NFSC Advisors, for DPD orientation dates.
- Dr. Poppy Capehart will confirm prospective DPD students meet eligibility requirements and communicate results with them at the end of the semester they attend the DPD Orientation.
• Prospective DPD students who meet eligibility requirements will be required to provide proof of the Academy of Nutrition and Dietetics (Academy) membership and confirm their receipt of the DPD Handbook before the semester they enter the DPD track.
• All DPD students are required to maintain student membership in the Academy
• All DPD students are required to watch the virtual presentation on the Academy and Commission on Dietetic Registration Code of Ethics and uphold the Academy Code of Ethics located in the appendix.
• All DPD students will be required to sign and submit a DPD contract to Dr. Poppy Capehart annually confirming they understand the DPD requirements and have updated their annual Academy membership.
• Dr. Poppy Capehart will review DPD student academic performance at the end of each semester and will proceed with a probation protocol for students who do not meet academic requirements.

Probation and Dismissal from the DPD Program
• Current DPD students who do not meet the following requirements will be placed on DPD probation and provided remediation assistance:
  o Students who fall below an overall 3.0 GPR at Texas A&M University and
  o Students who do not meet the grade criteria for DPD courses.
• The following protocol will be followed for students who fall below academic requirements:
  o A list of students who fail to meet DPD requirements will be provided to Karen Beathard, DPD Director
  o Dr. Poppy Capehart will contact the identified DPD students via email to inform them that they will be blocked from all registration activities until they meet with an advisor to discuss DPD probation requirements and sign the DPD probation agreement.
  o Students will be required to sign and meet the requirements of the DPD probation contract
• Remediation Assistance
  o Students will meet with an advisor to receive remediation guidance
  o Students will be referred to the Academic Success Center for Undergraduate Studies: http://asc.tamu.edu/
  o Students will have one semester to (1) raise their overall GPR to 3.0 and/or (2) retake the course(s) and make an acceptable grade in the respective course(s).
    ▪ Students who cannot enroll in a course that must be retaken due to existing enrollment issues will be permitted to stay in the DPD program until they are eligible to retake the required course.
    ▪ Permission must be provided by DPD Director to continue in the DPD program due to course enrollment issues. See the DPD Probation Policy.
• Students who fail to meet the terms of the DPD probation contract will be removed from the DPD program and moved to the General Nutrition Track
• Students can be reconsidered for the DPD program if they meet the following criteria:
  o Have an overall minimum GPR of a 3.0 at Texas A&M University and
  o Have a “B” or better in all nutrition DPD courses and a “C” or better in all non-nutrition DPD Courses as listed in the original DPD eligibility requirements. A “S” is acceptable for non-nutrition DPD courses during 2020.

Students who are dismissed from the DPD program and/or do not meet the GPR or grade requirements will not receive a verification statement from the Texas A&M University DPD program. (Note: a verification statement from an accredited DPD program is mandatory to enter a supervised practice program.)

Note that successful completion of the DPD program does not guarantee placement in an accredited supervised practice program.
DPD Transfer Course and Experiential Learning Equivalency Policies

- The Texas Common Course Numbering System website is used to determine what course numbers will Transfer from Texas Community Colleges into the Texas A&M University DPD Program.
- The Texas A&M University Transfer Student Equivalency (https://compassxessb.tamu.edu/HCA/ssb/transferCourseEquivalency#!/) webpage should be used to determine transfer course equivalencies for four-year colleges and universities located in the United States.
- Coursework not found on the Transfer Student Equivalency webpage, including coursework from colleges outside of Texas, will be evaluated by the Texas A&M University Office of Admissions and/or the NFSC Advisors at the time of application.
- International students completing a degree from another country should reference the Academy of Nutrition and Dietetics information for international students located at http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr/international-students.
- Post-graduate/graduate students must provide all official transcripts and proof of a Baccalaureate degree granted by a U.S. Regionally accredited college/university or foreign equivalent to Karen Beathard, DPD Director, and meet with her for coursework evaluation prior to consideration for admission into the DPD program.
- Texas A&M University DPD Program does not offer distance instruction.
- Texas A&M University DPD Program does not accept experiential learning as substitution for DPD coursework.

Program Completion Requirements

- All DPD students are expected to graduate with a Bachelor of Science degree and/or successfully complete all DPD program requirements within three and one-half years from the date they officially enter the DPD program.
- All undergraduate DPD students must meet the requirements for a Baccalaureate Degree: http://catalog.tamu.edu/undergraduate/agriculture-life-sciences/nutrition-food-science/nutrition-bs-didactic-dietetics-track/#programrequirementstext
- All post-baccalaureate students must take a minimum of 9 credits of DPD coursework at Texas A&M University.

All DPD students must meet the eligibility requirements for a verification statement of completion of the DPD program.
### Didactic Program in Dietetics (DPD) Program Schedule by Semester

**Curriculum in Nutrition - Catalog No. 143 (2020-2021)**

<table>
<thead>
<tr>
<th>Semester</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td>ENGL 103 or 104</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Any TAMU Core Math</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHEM 119</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BIOL 111</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NFSC 210</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>NFSC 204</td>
<td>1</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sophomore Year</strong></td>
<td>NFSC 203 5</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHEM 227/237</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ENGL 210</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSYC 107</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History Elective 3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td><strong>Junior Year</strong></td>
<td>BIOL 319 4</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MGMT 309</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>POLS 207</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NFSC 301</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13</td>
</tr>
<tr>
<td><strong>Senior Year</strong></td>
<td>NFSC 326/ ANSC 326</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BICH 410</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NFSC 404</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NFSC 430 “W”</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>STAT 301, 302 or 303</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

A total of 120 hours is required for graduation; 36 hours of 300/400 level courses are required to meet the TAMU residency requirement.

1 Catalog should correspond with your first semester.
2 Course prefixes were changed from NUTR and FSTC to NFSC in the 2019-2020 academic year. Full course descriptions are included in the appendix.
3 University Core Curriculum. Six hours of international and cultural diversity are required. Selection must be from courses on the approved list. Selection can be courses that also satisfy the requirement for social and behavioral sciences, visual and performing arts, humanities, or electives.
4 Students may choose BIOL 319 and BIOL 320 or VTPP 423 and VIBS 305.
5 CHEM 119 is the prerequisite for NFSC 203.
6 Take either ANTH 205 or 210. Either satisfy Language, Philosophy, & Culture requirements as well as International and Cultural Diversity requirements.

*This is the recommended schedule; however it may vary depending on your entry into the nutrition major.*
**DPD Courses by Catalog**

**CURRICULUM IN NUTRITION - CATALOG NO. 143 (2020-2021)**

<table>
<thead>
<tr>
<th>University Core Curriculum</th>
<th>Science Courses (Credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizenship</td>
<td>Anatomy/Physiology</td>
</tr>
<tr>
<td>______ Am. History Elective (3) <em>(TCCN: HIST 1301)</em></td>
<td>______ BIOL 319 (4) <em>(Cannot substitute BIOL 2401)</em></td>
</tr>
<tr>
<td>______ Am. History Elective (3) <em>(TCCN: HIST 1302)</em></td>
<td>______ BIOL 320 (4) <em>(Cannot substitute BIOL 2402)</em></td>
</tr>
<tr>
<td>______ POLS 206 (3) <em>(TCCN: GOVT 2305/2302)</em></td>
<td>_________ BICH 410 (3)</td>
</tr>
<tr>
<td>______ POLS 207 (3) <em>(TCCN: GOVT 2306/2301)</em></td>
<td>_________ BICH 411 (3)</td>
</tr>
<tr>
<td>Communication</td>
<td>Biochemistry</td>
</tr>
<tr>
<td>______ ENGL 104 (3) <em>(TCCN: 1301)</em></td>
<td>_______ BIOL 111 (4) <em>(TCCN: 1406)</em></td>
</tr>
<tr>
<td>______ ENGL 210 (3) <em>(TCCN: 2311)</em></td>
<td>_______ BIOL 112 (4) <em>(TCCN: 1407)</em></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>_______ GENE 301/312 (4)</td>
</tr>
<tr>
<td>______ CHEM 119 (4) <em>(TCCN: 1411)</em></td>
<td>_________ CHEM 227 (3) <em>(TCCN: 2423)</em></td>
</tr>
<tr>
<td>______ CHEM 120 (4) <em>(TCCN: 1412)</em></td>
<td>_________ CHEM 237 (1) <em>(TCCN: 2423)</em></td>
</tr>
<tr>
<td>______ CHEM 228 (3) <em>(TCCN: 2425)</em></td>
<td>_________ CHEM 228 (3) <em>(TCCN: 2425)</em></td>
</tr>
<tr>
<td>Language, Philosophy, and Culture</td>
<td>Required Nutrition/Food Science Courses</td>
</tr>
<tr>
<td>______ ANTH 205 or ANTH 210(3)</td>
<td>_________ FSTC 326 (3)</td>
</tr>
<tr>
<td>Mathematics and Statistics</td>
<td>_________ NFSC 203 (3)</td>
</tr>
<tr>
<td>______ Any Core Math (3) (may take TCCN: 1324)</td>
<td>_________ NFSC 210 (2)</td>
</tr>
<tr>
<td>______ Any Core Math (3) (may take TCCN: 1325)</td>
<td>_________ NFSC 301 (3)</td>
</tr>
<tr>
<td>______ STAT 301, 302, or 303 (3) <em>(must be taken at TAMU/or AP Credit)</em></td>
<td>_________ NFSC 301 (3)</td>
</tr>
<tr>
<td>______ STAT 301, 302, or 303 (3) <em>(must be taken at TAMU/or AP Credit)</em></td>
<td>_________ NFSC 365 (3)</td>
</tr>
<tr>
<td>______ STAT 301, 302, or 303 (3) <em>(must be taken at TAMU/or AP Credit)</em></td>
<td>_________ NFSC 475 (3)</td>
</tr>
<tr>
<td>______ STAT 301, 302, or 303 (3) <em>(must be taken at TAMU/or AP Credit)</em></td>
<td>_________ NFSC 481 (1)</td>
</tr>
<tr>
<td>Behavioral and Social Sciences</td>
<td>Technical Electives (ADA Approved)</td>
</tr>
<tr>
<td>______ PSYC 107 (3) <em>(TCCN: 2301)</em></td>
<td>_________ MGMT 309 (3)</td>
</tr>
<tr>
<td>Creative Arts</td>
<td>_________ NFSC 211 (4)</td>
</tr>
<tr>
<td>______ Creative Arts Elective (3)</td>
<td>_________ NFSC 304 (4)</td>
</tr>
<tr>
<td>International &amp; Cultural Diversity</td>
<td>_________ NFSC 404 (3)</td>
</tr>
<tr>
<td>______ 3 hours (can be used to satisfy other requirements)</td>
<td>_________ NFSC 407 (4)</td>
</tr>
<tr>
<td>______ 3 hours (can be used to satisfy other requirements)</td>
<td>_________ NFSC 430 “W” (3)</td>
</tr>
<tr>
<td>Writing Intensive Credits <em>(must be NFSC/2 required)</em></td>
<td>Free Electives <em>(6 total)</em></td>
</tr>
<tr>
<td>(1) NFSC 204</td>
<td>______ Free Electives</td>
</tr>
<tr>
<td>(2) NFSC 481</td>
<td>______ Free Electives</td>
</tr>
</tbody>
</table>

A total of 120 hours is required for graduation; 36 hours of 300/400 level courses are required at TAMU.

1. Catalog should correspond with your first semester.
2. University Core Curriculum.
3. Student may choose to take biomedical anatomy and physiology. Choose VIBS 305 and VTPP 423
4. NFSC 404 is offered in Fall terms only; 404 is the prerequisite to NFSC 407 which is offered in Spring terms only.
5. Take either ANTH 205 or ANTH 210. Either will satisfy International, Cultural Diversity as well as Language, Philosophy and Culture requirements
6. Applicable graduate courses may be substituted with DPD Director approval. See listing of alternative graduate courses in the appendix.
OPPORTUNITIES FOR DPD GRADUATES

I. Nutrition and Dietetic Technician Registered (NDTR)

DPD program graduates qualify to take the national Commission on Dietetic Registration (CDR) Nutrition and Dietetics Technician, Registered (NDTR) registration examination. Passage of this national exam qualifies one as a NDTR. The NDTR credential enables employment as a dietetic technician and other nutrition-related positions.

NDTR Career Opportunities

NDTRs work independently or as a team member under the supervision of RDNs in a variety of employment settings, including the following:

Healthcare

- Help treat and prevent disease by conducting screens, gathering data and performing other tasks to assist the registered dietitian in providing medical nutrition therapy as an important part of health-care teams
- May work with hospitals, HMOs, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities

Food Service Management

- Manage employees, purchasing and food preparation and preparing budgets within foodservice operations
- May work in schools, nursing home facilities, healthcare facilities, hotels, restaurants, colleges, daycare centers, or the military

Community Nutrition

- Develop and teach nutrition classes for the public
- May work in Women, Infant, & Children (WIC) programs, public health agencies, Meals on Wheels and community health programs

Wellness

- Help educate clients about the connection between food, fitness, and health
- May work in health clubs, weight management clinics, and community or corporate wellness programs

Business, Industry, and Sales

- Develop menus, overseeing food-service sanitation and food safety and preparing food labeling information and nutrient analysis
- May work in food companies, contract food management companies or food vending and distributing operations

Reference:

While the NDTR credential is an option, DPD graduates should be aware the RDN credential will offer many more employment and career opportunities. It is not required that DPD graduates get the NDTR certification before pursuing the RDN credential.
II. Registered Dietitian Nutritionist (RDN)

Pathways to enter the dietetic profession as a RDN vary based on undergraduate and post-baccalaureate status; a graphic displaying these pathways can be viewed at https://www.eatrightpro.org/-/media/eatrightpro-files/career/become-an-rdn-or-dtr/routestoregistrationpriorjan2024.pdf?la=en&hash=B9061BA4CA6D9C1DABB48FF614E9384BC362B4F4.

Descriptions of the programs included in the pathway is as follows:

**Didactic Programs in Dietetics (DPD)** - ACEND accredited program for undergraduates and post-baccalaureate students that provides pre-dietitian coursework to meet core knowledge requirements for RDNs (KRDN). Upon completion of the program, graduates will receive a verification statement, which is required for entry into a Dietetic Internship (DI). Post-graduate supervised practice in a DI is required for RDN eligibility.

**Dietetic Internships** - ACEND accredited supervised practice only for RDN eligibility (must complete DPD and have a bachelor’s degree before entry)

**Coordinated Programs in Dietetics (CP)** - ACEND accredited programs for undergraduates and post-baccalaureate students that provides coursework and supervised practice in a single program for RDN eligibility.

**Future Education Model Graduate Programs** - ACEND accredited program for graduates that integrates coursework and experiential learning for RDN eligibility.

Texas A&M University offers the DPD program that provides core knowledge requirements for RDNs (KRDN). Upon completion of the DPD program, graduates receive a verification statement, which is required for entry into a Dietetic Internship (DI). Post-graduate supervised practice in a DI is required for RDN eligibility. The following represents the Texas A&M University DPD program pathway to becoming a RDN:

Graduate from ACEND-accredited DPD Program

Apply, Match, and Complete Acend-accredited Dietetic Internship

Take and pass the National Exam for Registered Dietitian Nutritionists

**RDN CAREER OPPORTUNITIES**

The importance of food in prevention and treatment of chronic disease has been recognized. Based on the United States Department of Labor job outlook statistics, employment projections of dietitians and nutritionists is projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations (https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm). Job opportunities continue to grow in a variety of areas including health care, sports nutrition, and public policy. RDNs serve as an integral role in managing chronic disease and health improvement. The educational background and training RDNs receive prepares them to work among diverse populations with various needs. Some of the major areas of employment include:
Clinical Dietetics

- As part of a healthcare team, RDNs educate and counsel patients about nutrition, provide medical nutrition therapy through assessment of nutritional needs, nutritional diagnosis, and an individual nutrition care plan
- May work in hospitals, nursing homes, outpatient settings or the military.

Food Service Management

- As part of the management team, RDNs plan and oversee everything from food purchasing and preparation to managing of staff
- May work in schools, nursing home facilities, healthcare facilities, hotels, restaurants, colleges, day care centers, or the military

Business, Industry, Wellness and Sales

- Food firms need RDNs with nutrition expertise for communications, consumer affairs, public relations, marketing, and product development
- May work in sales and promotion, the food industry, corporate wellness programs, marketing, and even supermarkets

Community Nutrition

- As a member of the community health care team, RDNs work with the community to plan and coordinate community-wide health programs to improve their quality of life through healthy eating habits.
- May work in a variety of settings including WIC, community gardens, extension agencies and community-based clinics

Private Practice/Entrepreneurial

- Working in their own business or under contract with health-focused companies, RDNs may provide advice on services in nutrition care, sports nutrition or food service management
- May contract with food vendors, restaurant managers, nursing home residents, company employers, extension agencies, supermarkets and/or private clients

Sports Nutrition and Wellness Programs

- Applying sports nutrition science to fueling fitness, sport and athletic performance, sports RDNs provide nutritional information for those seeking to achieve optimal performance
- May work for colleges and university athletic departments, corporations, health care organizations, professional sports organizations, private practice, health and fitness centers, or the military

Public Policy

- Public policy RDNs work to assist in developing dietary recommendations or guidelines that benefit the public’s health and well-being
- May work at the local, state, or national level

Education/Research

- Working closely with investigators and colleagues, RDNs implement, evaluate, and provide educational experiences for dietetic, medial, nursing or other allied health students
- May work in a clinical research center in hospitals or academic centers
If the preceding career opportunities appear appealing, continue reading through this handbook thoroughly and use the guidance provided as a resource throughout your academic career to match a DI program and ultimately become a RDN.

PREPARING EARLY TO MATCH A SUPERVISED PRACTICE PROGRAM

Purpose of ACEND Accredited Supervised Practice Programs (DI Programs)

The main objectives of an ACEND accredited supervised practice program are to:

- Prepare students to take the CDR credentialing exam to become a RDN;
- Involve students in a variety of practical experiences that integrate their academic skills with current practice;
- Increase exposure to the various nutrition and dietetic services and specialty areas to help students plan their careers; and
- Provide students with opportunities to strengthen their skills in areas of interest and network with experts in the dietetic profession.

A dietetic internship (DI) is the accredited supervised practice route required for Texas A&M University DPD graduates to qualify for eligibility to take the CDR credentialing exam to become a RDN and will be emphasized throughout the remainder of this handbook. Competition for DI programs is intense and comparable to applying to other allied health professional school programs. The most recently documented statistics on the ACEND website report a 62% national match rate in 2018 (https://www.eatrightpro.org/-/media/eatrightpro-files/acend/supply-and-demand-chart.pdf?la=en&hash=D980DE0F836AAB57E7050D9C5760F8A79EE0D97C). The number of Texas A&M University DPD applicants varies each year based on the number of graduates. Twenty-five students applied to DI programs in the Fall 2019 and Spring 2020 and 92% of the applicant’s matched (Table 1).

2019-2020 DI Match Outcomes of Texas A&M University DPD Students Based on GPR

<table>
<thead>
<tr>
<th>Year of Graduation</th>
<th>Total Matched Graduates</th>
<th>Matched Graduates with GPR ≥3.5</th>
<th>Matched Graduates with GPR 3.49-3.3</th>
<th>Matched Graduates with GPR 3.29-3.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Sept 2018</td>
<td>4</td>
<td>0</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>2018-2019</td>
<td>6</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2019-2020</td>
<td>13</td>
<td>7</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>23 (92%)</td>
<td>9 (39%)</td>
<td>5 (22%)</td>
<td>9 (39%)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year of Graduation</th>
<th>Total Unmatched Graduates</th>
<th>Unmatched Graduates with GPR ≥3.5</th>
<th>Unmatched Graduates with GPR 3.49-3.3</th>
<th>Unmatched Graduates with GPR 3.29-3.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Sept 2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2019-2020</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>2 (8%)</td>
<td>0</td>
<td>0</td>
<td>2 (100%)</td>
</tr>
</tbody>
</table>

Table 1 Texas A&M University DPD Program Fall 2019 to Spring 2020 DI Match Outcomes; 92% Match Rate
Preparing to be the Most Qualified Applicant

Start early

It is critical that students start early in preparation for the DI program application process. Students who follow the ACEND and DPD Director’s recommendations as outlined in this handbook for applying to DI programs are more successful in a DI match. The following areas are strongly considered in preparation for a DI match and should be given attention as soon as a student moves into the DPD program. Generally qualified and successful applicants participate in one or more of each of the experience areas listed below. See the Advisement Timeline for Success in Competing for a DI Match at the end of this section.

Academic performance

DI programs vary in their academic requirements; many require that both the overall and DPD GPR’s are >3.0 while several require >3.5 DPD GPR. It is essential to confirm that your academic performance at least meets the DI minimum requirements posted on their website or in the Applicant Guide to Supervised Practice Experience. Noting the DI program’s mean total GPR of current interns on the Applicant Guide to Supervised Practice Experience is also useful when comparing your academic performance to existing interns.

- Students who do not meet identified grade requirements in a course can retake it; however, the original grade will still appear on the transcript. Retaking a course and receiving an improved grade may be indicative of motivation and ensure that the student has the knowledge base required for the DI program.

- Participation in the University (http://honorsprograms.tamu.edu/Home) or Nutrition Honors program (http://nfs.tamu.edu/students/honors-program-in-nutritional-sciences/) is recommended for students who meet eligibility requirements.

- All collegiate coursework is considered when averaging the overall GPR and DPD GPR on the DI application for undergraduate and post-baccalaureate students. Therefore, students should seek to perform well in all collegiate coursework.

- Note that a strong academic performance is important, but it is NOT enough in most cases for a DI match. DI Directors desire a balanced portfolio that includes strong academics, employment and organizational experience and leadership skills. Refer to the Applicant Guide to Supervised Practice Experience (https://nutrition.tamu.edu) under the DPD resource table to review the evaluation criteria considered by each program, including minimum GPR requirements for admission.

Employment Experience

Employment experience is necessary to demonstrate that the student is motivated, productive, reliable, and competent. Work experience in a foodservice, clinical or community environment is relevant and very beneficial. Some DI programs require nutrition-related employment experience, while other programs want to see that the student can multi-task successfully by working (including employment not related to nutrition/dietetics) and achieving academic success. When compared to other applicants, the applicant with dietetic-related work experience is going to have a stronger application than the one with non-dietetic work experience. Some DI programs specifically look for certain types of experience including hospital experience; it is important to thoroughly research the DI program website to identify the specific requirements before applying to make sure you are a good candidate. Some suggested areas for work experience are as follows:
Healthcare establishments – Local facilities include CHI St. Joseph Hospital (Bryan and College Station), Baylor Scott and White Hospital, The Physician Center, Crestview Retirement Community, The Langford, Isle at Watercrest Nursing Home, Parc at Traditions, and CHI St. Joseph Manor;

Food service establishments – Texas A&M University Dining Services, local hospitals and nursing homes mentioned above or restaurants; food handling experience is necessary, and wait staff positions generally do not provide the same experience. Note that any work outside of school reflects time management skills;

Women, Infants and Children Clinics (WIC) – 12 credits of nutrition coursework are required to work at WIC;

Summer camps - There are several summer camps that are designed for special populations and often hire nutrition students. One example is Wellspring Weight Loss Camps (http://wellspringweightloss.com/);

Nutrition research labs – This employment is especially good for students who are applying to combined graduate degree DI programs; and

NASA Lab – Located in Texas A&M University Research Park; Contact Mickey Speakmon at mspeakmon@poultry.tamu.edu, 979-255-8216.

Undergraduate Research Experience
The Academy encourages all DPD students to participate in undergraduate research experiences to strengthen their critical thinking skills and prepare them for a DI, graduate school, and the dietetic profession. Suggestions include:

- NFSC 285 or NFSC 485 Directed Studies - Directed study on diverse areas of nutrition; Requires approval of instructor; see https://nutrition.tamu.edu to view researchers and their interests;

- NSFC 291 or NFSC 491 Research - Research conducted under the direction of faculty member in nutrition; Requires approval of instructor; see https://nutrition.tamu.edu to view researchers and their interests; and

- Undergraduate Research Scholars Program - https://launch.tamu.edu/Undergraduate-Research/URS

Volunteer Experience
Volunteer experience should reflect student commitment; consistent volunteering at the same location for a minimum of one semester is preferred over one or two visits. Volunteering does not replace employment experience and is evaluated separately. Volunteer opportunities include:

- Health care establishments – Local facilities include CHI St. Joseph Hospital (Bryan and College Station), Baylor Scott and White Hospital, The Physician Center, Crestview Retirement Community, Isle at Watercrest Nursing Home, Parc at Traditions, and CHI St. Joseph Manor;

- Twin City Community Café – 979-822-1492; https://www.twincitymission.org/volunteer


- The 12th Can Food Pantry - https://www.the12thcan.org/

- Howdy Farm - Student-run organic, sustainable farm on the campus of Texas A&M University. http://tamuhowdyfarm.weebly.com/
Internship Experience (Note: These internships provide high impact experience to prepare applicants for an ACEND-accredited DI and do not fulfill the requirements to become a RDN)

Paid and unpaid internship experiences are often available in the summer. Some internships are available through the Texas A&M University, while others are independent of these programs. Examples are as follows:

- Agricultural and Natural Resources Policy (ANRP) Internship Program in Washington, D.C. - Available in the fall, spring and summer semesters. The ANRP Internship is available in Texas in the spring biannually. Information is available online at https://anrp.tamu.edu/;

- Camp for All Food Services Internship - Tentative Dates: May-August. Intern will receive room, board, and a bi-weekly stipend. For more information, contact Sterling Nell Leija at sleija@campforall.org;

- Camp Ronald McDonald at Eagle Lake Summer Food Service Internship - Visit http://www.campronald.org for job descriptions and application. The traditional application deadline is in February;

- Camp Tejas - Summer Job as Food Service Assistant or Food Service Intern; For more info contact Seth Gordon at seth@camptejas.org or 979-220-9691. https://www.mytejas.org/remain-internship/;

- Cooper Aerobics Health & Wellness, Plano, Texas - Cooper Aerobics offers students an opportunity to work alongside some of the leading professionals in the health and fitness industries. Through hands-on work, students can gain practical, real-world experience in worksite health promotion, fitness training and club programming. https://www.cooperaerobics.com/About/Join-Our-Team/Internships.aspx;

- Food Management Internship (FMI) - Sponsored by the National Association of College and University Food Services (NACUFS). This program allows student interns the opportunity for a paid eight-week summer internship that provides experience in college and university food service settings. Additional information can be found at http://www.nacufs.org. The traditional application deadline is in January;
• Pepsi-Co Frito Lay Summer Internship Program - Internship Dates – mid-May-early August. Application deadline is usually in February; https://www.pepsicojobs.com/main/student

• International Food Information Council (IFIC) - Sylvia Rowe Fellowship Award: Internship in Nutrition, Food Safety, Risk Communication. The goal of the recipient of this award should be to develop communication skills that he or she can and will apply to communicating nutrition and food safety information to the public in an academic setting, professional situation, or other public venue. The recipient will be awarded a six to 12 week paid internship at the IFIC Foundation offices in Washington, DC. Additional information can be found at https://foodinsight.org/sylvia-rowe-2020-fellowship/;

• James A. Haley Annual Summer Career Experience Program (SCEP) - Contact Anne Brezina or Melody Chavez for more information: (813) 972-2000, ext. 7234 or ext. 4756 or via email at melody.chavez@med.va.gov and/or anne.brezina@med.va.gov. Application deadline is usually in April.

• Norton Sound Health Corporation Nutrition and Health Summercise Internship in Nome, Alaska - Contact Kelly Keyes, CAMP Director at kkeyes@nshcorp.org or (907)-443-3480

• Undergraduate Outreach Program in Space Life Sciences Sponsored by Texas A&M University and the National Space Biomedical Research Institute (NSBRI) - See http://www.nsbri.org/summerapprenticeship/

• Tarrant County Meals on Wheels - Application deadline is usually at the end of March. Contact Lilly Frawley at lilly@mealsonwheels.org. See www.mealsonwheels.org

• Methodist Hospital, Houston, Texas - Application deadline is usually in February. See https://www.houstonmethodistcareers.org/sg-summer-internship.html

• Robin Plotkin, Dallas, TX (http://www.robinplotkin.com/) - Contact Robin at robin@robinplotkin.com/

• Jennifer Neily, Dallas, TX (http://neilyonnutrition.com) – Contact Jenn at Neily@NeilyonNutrition.com

Organizational Involvement Experience*

Students are advised to participate in university, college, professional, and community activities. Participation in a variety of organizations and activities with identified leadership involvement is essential in preparation for a DI program and career in the dietetic profession. DI programs look for students who are leaders and display a commitment to the dietetic profession through professional memberships and involvement. Often DI Directors would prefer to see leadership and involvement in one or two organizations including a professional organization rather than membership in every possible one. While DPD students may have memberships in non-professional organizations, it is highly encouraged to prioritize participation and leadership in dietetic-related professional organizations including:

• The Academy – http://www.eatright.org (membership is required for all DPD students); additional professional membership resources and opportunities include:
  • Student Scoop: http://www.eatrightpro.org/;
  • Student Online Community of Interest Message Board: http://www.eatrightpro.org/resources/membership/student-member-center
● Dietetic Practice Groups (DPG’s) (professional-interest groups who wish to connect with other members within their areas of interest and/or practice; student memberships available): http://www.eatrightpro.org/resources/membership/academy-groups/dietetic-practice-groups
● Member Interest Groups (MIG’s) (groups of Academy members with common interests; focus is on areas other than the practice of dietetics or geographic location): http://www.eatright.org/migs
● Connect with the Academy on LinkedIn: https://www.linkedin.com/company/eatrightpro/
● The Texas Academy: http://www.eatrighttexas.org/
● Texas Student Dietetic Association (TSDA): http://www.eatrightsda.org/*
● Southeast Region Academy of Nutrition and Dietetics: https://www.eatrighttexas.org/regions/southeast-region
● American Society of Nutrition (ASN): http://www.nutrition.org/
● Collegiate and Professional Sports Dietitians Association: www.sportsrd.org
● Nutrition and Dietetic Association (NDA)**: https://ndatamu.wordpress.com
● Nutrition Honors Association (NHA): https://stuactonline.tamu.edu/app/organization/profile/public/id/1808 (students must be in the Honors Program to participate)
● Gluten Free Aggies: http://glutenfreeaggies.tamu.edu/
● Vegetarian/Vegan Aggies: https://www.facebook.com/groups/veganaggies/
● Food Recovery Network: https://www.facebook.com/tamufrn
● Food Science Club: https://www.facebook.com/groups/TAMUFSTCC/
● Maroon & White Leadership Fellows/Society: http://maroonandwhite.tamu.edu
● List of all TAMU student organizations: http://getinvolved.tamu.edu/

* TSDA is the student organization associated with the Texas Academy of Nutrition and Dietetics. It is composed of Texas DPD students who are also members of the Academy and Texas Academy. There is no fee to join TSDA, but students must sign-up for membership on the TSDA website. Students can sign up for membership in the fall or the spring. Annually, TSDA meetings occur in the fall (usually in conjunction with the Dietetic Internship Preparation Workshop and Fair at Texas A&M University) and spring at the Texas Academy of Nutrition and Dietetics Annual Meeting, and provide great networking opportunities with DPD peers and professionals. All DPD students are strongly encouraged to join TSDA as soon as they enter the DPD track. Additionally, DPD students should consider running for TSDA leadership positions in the spring as these provide excellent experience and increased networking opportunities. Sign up for membership and get more information on the TSDA at https://texasdieteticstudents.com/.

**NDA is an on-campus organization composed of Nutritional Science majors and other students with an interest in nutrition. NDA meetings provide opportunities to learn about career possibilities in the nutrition and dietetics field and to hear speakers on current topics in nutrition. The NDA also sponsors philanthropic and social activities that promote club member interaction. All DPD students are strongly encouraged to join as soon as they enter the major and seek leadership/officer positions.

Letters of Recommendation

Letters of recommendation are a very important part of DI, graduate school, scholarship, and employment applications. Generally, three letters of recommendation are required for both DI program and graduate school applications. Considerations related to the letter of recommendation and reference selection are as follows:

● Professors and employers are preferred references because they can address your self-motivation, leadership, time management skills, responsibility, and maturity. DI Program Directors are looking for students who come highly recommended and possess outstanding qualities;
● It is extremely important that students develop positive relationships with professors and employers and interface with them in a variety of situations so they can serve as strong references; and

● Some Texas A&M University faculty cite criteria in their syllabi that is required for them to write a letter of reference for students. Be sure to meet these criteria if you want this faculty member to write a letter of recommendation for you.

More detailed information related to letters of recommendation is addressed in Applying to the DI Match section.

**E-Portfolios**

Some DI programs require the submission of an e-portfolio as part of the DI application. The e-portfolio is a tool that allows you to show the DI Director and selection committee about your accomplishments and goals in a digital format. It is also useful in tracking your professional activities and goals. It is important to identify and follow the guidelines of any program requiring an e-portfolio. General guidelines for development of an e-portfolio and a sample e-portfolio are included in the appendix.

**Linked In**

Students are encouraged to create a Linked In account to display their professional experiences including leadership positions, employment, and experiential activities and keep this updated throughout their college career. The following link can be used to assist in creating a Linked In profile: [https://university.linkedin.com/](https://university.linkedin.com/).

Having a Linked In will provide the opportunity to connect with dietetic professionals, faculty members, current and Texas A&M graduates. Students can also follow professional organizations such as the Academy of Nutrition and Dietetics ([https://www.linkedin.com/company/eatrightpro/](https://www.linkedin.com/company/eatrightpro/)). When following the Academy, many other pages and organizations that are excellent resources will be recommended.

Texas A&M University DPD students are also encouraged to connect with fellow current and/or former DPD students by joining the Texas A&M University DPD Linked In: [https://www.linkedin.com/groups/12431424/](https://www.linkedin.com/groups/12431424/).

**Professional Skills**

Successful DI applicants seek to develop professional skills, which are displayed on the applicant’s resume, application and reference letters. Simply being a member in an organization is not enough; DI Directors want to see active involvement and/or leadership in the organization. Ideas to help develop professional skills are as follows:

- Communication skills (essential)
  - pay attention to both oral and written communication skills as these skills display your organization skills and attention to detail;
  - use clear, concise and proper communication with faculty, employers, DI Directors, and professionals;
  - demonstrate professionalism and proper grammar and spelling in all forms of written communication including email, application, letters requesting references, etc.;
  - demonstrate professional oral communication and strong interpersonal skills in conversation, phone etiquette, and in interviews;
  - seek out situations and opportunities that will allow you to practice and develop public speaking skills; and
  - manage your social networks professionally and be aware that DI Directors may look at your social media outlets when making DI match selections.
Leadership and self-motivation
- seek key roles and officer positions in extracurricular and volunteer activities and organizations; note that priority should be given to involvement and leadership in professional organizations such as TSDA, NDA, Texas Academy Regions, DPG’s, etc.; and
- demonstrate self-reliance and motivation by independently seeking solutions and identifying opportunities for personal growth, setting and achieving goals, and using judgment and decision-making skills.

Time management skills
- demonstrate the ability to multitask and be successful in academics and employment;
- participate in extracurricular activities, especially professional organizations including TSDA, NDA, Texas Academy Regions, DPGs, etc.; and
- display organization, dependability, and responsibility in all interactions with professionals, faculty, employers, and peers.

Resourcefulness
- seek to be a self-learner and not rely on professors for course related information. DI Directors expect interns to be independent learners and to not require “hand holding” in the learning experience; and
- seek to self-identify answers to questions before asking (ex. read syllabus and assignments before asking related questions).

Advisement Timeline and Checklist for Success in Competing for a DI Match*

**Freshman**
- Read [Preparing to be the Most Qualified Applicant](#) section of the DPD Handbook and apply guidelines provided
- Focus on learning course content. Mastery of content is significantly important as many concepts are foundational and required for knowledge advancement; this will ensure greater overall success.
- Work to achieve good grades in all courses, especially nutrition and science courses! Keep in mind that DI programs vary in their academic requirements; many require that both the overall and DPD GPR’s are ≥3.0 while several require ≥3.5 DPD GPR. Grades from junior colleges and graded dual credit courses count toward the DI program application.
- Take time to get to know faculty and advisors.
- Get involved in extracurricular activities and place student membership in professional organizations (Nutrition Dietetic Association (NDA), Texas Student Dietetic Association (TSDA), Texas Academy of Nutrition and Dietetics (The Texas Academy) Regions, etc.) as a priority. Attend professional meetings (Texas Academy Regional and Area meetings); this is extremely important for professional development.
- Seek work experience in **healthcare or foodservice** (food preparation, not wait staff). If your job is unrelated, seek quality volunteer experience in nutrition/dietetic-related programs. Work experience can be obtained during the summer, but many DI Directors prefer to see that students can balance work and school during the academic semesters.
- Start a portfolio, e-portfolio and/or Linked In account that documents all your activities and supports your career development in dietetics. This should include a professional statement of goals, resume, work samples, acknowledgements/recommendations, awards and honors, conferences, workshops or special seminars, professional memberships, and references. It is important to keep track and document all honors and awards for your resume and future DI application.
- Consider participation in the University or the Department of Nutrition Honors Program.
- Apply for Department of Nutrition scholarships (by February).
Sophomore

☐ Reread **Preparing to be the Most Qualified Applicant** section of the DPD Handbook and apply guidelines provided

☐ Keep focused on learning course content and good grades.

☐ Build your resume – extracurricular activities, work & volunteer experience, professional organization memberships (NDA, TSDA, The Academy, The Texas Academy - network with local dietitians); update your e-portfolio and LinkedIn account with new experiences.

☐ Seek leadership roles in clubs, organization, or community service projects.

☐ Consider internship opportunities to gain experience and build your resume (example: Frito Lay, Camp Tejas, Ronald McDonald Camp, etc.).

☐ Build your academic and experience portfolio; consider an undergraduate research experience with a NFSC 285/485 Directed Studies followed by NFSC 291/491 Research.

☐ Read **Criteria to Consider In DI Program Selection** section of the DPD Handbook.

☐ Start investigating potential DI programs. Use available resources included in the resource section and attend open houses at DI programs that interest you – this will allow you to learn the selection criteria at these respective DI programs.

☐ Attend the DPD orientation and meet the Eligibility Requirements for Participation in the DPD Program in order to change to the DPD track.

☐ Prepare to take the GRE®. Taking the GRE® the summer between your sophomore and junior year will increase the number of opportunities to take the exam; Note the official GRE® scores can be sent to a maximum of four universities free of charge on the test day; fees are required to send GRE® scores after the test day. See [http://www.ets.org/gre/revised_general/about/fees/](http://www.ets.org/gre/revised_general/about/fees/) for fee details.

☐ Apply for Department of Nutrition scholarships (by February).

Junior

☐ Reread **Preparing to be the Most Qualified Applicant** section of the DPD Handbook and apply guidelines

☐ Continue to focus on integration of acquired knowledge and grades, building your resume, and expanding your portfolio.

☐ Seek related work, volunteer, and dietitian shadowing experiences in a variety of settings; update your e-portfolio and LinkedIn account with new experiences.

☐ Consider membership in Academy Dietetic Practice Groups (DPGs) to explore your interests and enhance your professional network.

☐ Consider an undergraduate research experience with a NFSC 485 Directed Studies followed by NFSC 491 Research.

☐ Attend the DI Preparation Workshop (fall semester) and spring DPD meeting for juniors.

☐ Reread **Criteria to Consider In DI Program Selection** section of the DPD Handbook.

☐ Actively evaluate DI programs – Use available resources included in the resource section and attend DI open houses; (DPD students should have a good idea of potential DI programs to apply by the end of the spring semester of your junior year.

☐ If the GRE® has not been taken, take it no later than the summer between your junior and senior year; See [http://www.ets.org/gre/revised_general/about/fees/](http://www.ets.org/gre/revised_general/about/fees/) for fee details.

☐ Apply for The Texas Academy Foundation (by November), The Academy Foundation (by February), NFSC (by February) and TSDA scholarships. Note: you must be a student member of The Academy to apply for professional scholarships.

☐ Attend the Texas Academy Annual Conference and Expo (ACE) (April)

Submit the completed DI Intent to Apply Form (appendix) to kbeathard@tamu.edu by May 30th – one year prior to application to a DI.
Senior

- Read the **Applying to The DI Match** section of the DPD Handbook
- Continue to focus on integration, synthesis and application of nutrition knowledge in courses, maintaining good grades, building your resume, and expanding your portfolio.
- Re-attend open houses and/or revisit programs you are planning to apply.
- Continue to gain related work, volunteer, and dietitian shadowing experiences in a variety of settings; update your e-portfolio and Linked In account with new experiences.
- Continue to gain undergraduate research experiences.
- Attend the DI Preparation Workshop (fall semester) and fall and spring DPD meetings.
- Consider attending the Academy Food and Nutrition Conference and Expo (FNCE) (October)
- Apply for The Texas Academy Foundation (by November), The Academy Foundation (by February) and TSDA scholarships. Note: you must be a student member of The Academy to apply for professional scholarships.
- Apply for DI programs by designated deadlines.
- Attend the Texas Academy Annual Conference and Expo (ACE) (April)

Post-Baccalaureate Students Completing DPD Coursework

- Meet with Karen Beathard and Dr. Poppy Capehart to coordinate requirements for DPD coursework.
- Attend the DPD orientation and meet the **Eligibility Requirements for Participation in the DPD Program** in order to change to the DPD track.
- Read **Preparing to be the Most Qualified Applicant** and **Criteria to Consider In DI Program Selection** sections of the DPD Handbook.
- Start investigating DI programs. Use available resources found in the resource section and attend open houses at DI programs that interest you – this will allow you to learn the selection criteria at these respective DI programs.
- Focus on integration, synthesis and application of nutrition knowledge in courses, maintaining good grades, building your resume with dietetic-related experiences, and expanding your portfolio.
- Attend open houses and/or programs you are planning to apply.
- Gain related work, volunteer, and dietitian shadowing experiences in a variety of settings; update your e-portfolio and Linked In account with new experiences.
- Read the **Applying to The DI Match** section of the DPD Handbook
- Attend the DI Preparation Workshop (fall semester) and fall and spring DPD meetings.
- Consider attending the Academy Food and Nutrition Conference and Expo (FNCE) (October)
- Apply for The Texas Academy Foundation (by November), The Academy Foundation (by February) scholarships. Note: you must be a student member of The Academy to apply for professional scholarships.
- Apply for DI programs by designated deadlines.
- Attend the Texas Academy Annual Conference and Expo (ACE) (April)

*Note: Students entering the DPD Program as a junior or senior should read through the entire advisement timeline and individualize it to your personal situation. Karen Beathard can assist you as needed. It is most important to gain relevant experience prior to applying for the match.

**CRITERIA TO CONSIDER IN DI PROGRAM SELECTION**

**DI Program Types**

The primary types of supervised practice programs that are appropriate for DPD graduates are (1) the combined graduate-DI programs and (1) stand-alone DI programs. Once the supervised practice program requirements are completed and verified, one is eligible to take the CDR credentialing exam to become a RDN.
1. **Stand-alone DI programs** do not require obtaining an advanced degree, but may have the option of obtaining a graduate degree. These programs may be full-time or part-time and vary in length based on the option to get an advanced degree. These DI programs may be administered at the location of the DI program or as a distance program. Applicants need to investigate each program to identify if distance options exist. Most DI programs require admission tests such as the GRE® and require some graduate classes while completing the DI. **Students should be aware the entry-level registration eligibility education requirements for RDNs have advanced from the requirement of a baccalaureate degree to a minimum of a graduate degree, effective 2024.** Refer to [http://www.cdrnet.org/vault/2459/web/files/Graduate%20Degree%20FAQ.pdf](http://www.cdrnet.org/vault/2459/web/files/Graduate%20Degree%20FAQ.pdf) for additional questions related to graduate degree requirements.

   a. **Distance DI programs** are designed to allow students to participate in a DI Program in the community of their preference. These programs vary in design and application requirements. Some programs require that the student coordinates their own internship experience by locating and identifying preceptors to supervise their internship activities based on the program requirements prior to applying to the program. Other distance programs assist with location of preceptors or allow submission of preceptor names after the match. It is very important to identify all of the program requirements before applying to a DI program because the preceptors and affiliations usually must be coordinated prior to submitting the program application and match.

2. **DI with an Advanced Degree (Combined graduate-DI) programs** offer participants the opportunity to complete the DI and obtain an advanced degree in the same program. Combined graduate-DI programs require admission tests such as the GRE® and a separate graduate school application with due dates for the graduate application that may not coincide with the due date of the DI application; pay attention to graduate program admission requirements and due dates to ensure application deadlines are met. Combined programs are often full-time. The duration of the program may range from 18 to 30 months depending on the program and the graduate degree. Graduate programs may require a thesis or capstone project or offer both. Specific program requirements are located on the DI and graduate program websites. DPD students who are working on or have completed a graduate degree may consider a stand-alone DI program to avoid additional coursework.

**Program Emphasis**

All DI programs provide 1200 hours of supervised experience that include the following core competencies: nutrition therapy, community and food service systems management. DI programs also have emphasis areas such as medical nutrition therapy, clinical nutrition, community nutrition, research, food service, etc. Allocation of hours is the responsibility of the program provided all competencies are met. Sufficient time must be allotted in each area to ensure students practice the role of the dietitian and achieve entry-level competence. However, programs have the opportunity for flexibility and innovation in curriculum planning based on goals and resources. Applicants should consider emphasis areas when selecting a DI.

**A Day In The Life Of A Dietetic Intern**

A day in the life of a dietetic intern should be considered when applying to a DI program. This varies depending on the type of DI program that one matches. Both stand-alone and combined graduate-DI programs include participation in supervised practice under the supervision of RDNs who serve as preceptors.

Supervised practice is equivalent to employment; full-time DI programs generally require interns work from 8am-5pm Monday through Friday under the supervision of RDNs who serve as preceptors.
Applicants should reference the respective DI website and attend open house events for specific requirements for their interns.

Generally, interns are provided a schedule of “rotations” at the beginning of the DI program that they are required to follow. “Rotations” are areas of supervised practice that interns will work for a designated period of time and include clinical, community, management, staff relief and non-traditional or specialty areas. The Applicant Guide to Supervised Practice Experience (https://nutrition.tamu.edu) publication identifies the amount of time spent and the locations for these experiences for each DI program.

Some rotations are at the same location, while others require travel to different locations. For example, most rotations including clinical and management are completed at the Michael DeBakey VA Medical Center where another internship may have an oncology rotation at a specific hospital and a management rotation at a school district. Interns are required to provide transportation between rotations when they are at different locations.

DI Programs with Advanced Degree Required or Optional
The timing of the supervised practice portion of combined graduate-DI programs varies; common variances are as follows:
- students take coursework during the first semester of enrollment and complete supervised practice during the second semester and thereafter alternate between supervised practice and coursework by semesters;
- students take all graduate coursework first and complete supervised practice after the completion of coursework;
- graduate coursework is combined with supervised practice during each academic semester; students participate in graduate courses (in-person or on-line) 2 days/week and supervised practice 3 days/week during the fall and spring semesters.

Financial Constraints/Costs
DI program costs vary. Most DI programs are unpaid; however, some programs offer stipends. Stipends are increments of money provided to the interns and vary in amount depending on the program. DI programs offering stipends tend to be more competitive. Some programs charge a set enrollment fee for the DI program while others charge tuition. Other financial considerations include DI/university application fees, clinical fees, transportation (car, public transportation, etc.), food, liability insurance, and incidentals (lab coat, textbooks, etc.). There is a minimum application fee for the first DI program application and fee for each additional application. Institutions may have additional fees. There is also a standard fee of $55 paid to D&D Digital Systems for computer matching. DI program location will also influence costs; some locations have a higher cost of living and require travel to various internship sites.

Financial aid opportunities vary among DI programs. Some DI programs will allow interns to obtain government loans or grants to cover the expense, while others will not. Some DI programs also offer graduate assistantships, scholarships and out-of-state tuition waivers. Some DI programs allow interns to have a part-time outside job to help cover expenses; however, most do not permit outside employment. Often, time requirements of the DI rotations and assignments make it difficult to work outside of the DI program.
Considerations to Help Narrow Programs of Your Interest

Deciding where to apply involves careful consideration. Information can be obtained by researching the DI Program’s website and resources listed in this handbook. Use the following checklist to help in deciding DI programs to apply.

- Program Mission Statement, Goals, Target Measures (Example: How many graduates pass the RD exam? Look at program website)
- Required or Optional Master’s Degree
- DI Program Emphasis
- Academic Requirements (Minimum GPR)
- GRE Requirements
- Program Requirements (work, volunteer, etc.)
- Fees (Tuition, Housing, Liability Insurance)
- Scholarships, Fellowships, and/or Stipend Availability
- DI Director, Preceptors, Graduates, and/or Fellow Interns
- Location
- Weather

RESOURCES TO ASSIST IN RESEARCHING DI PROGRAMS

The following resources are recommended when researching DI program characteristics and requirements:

Specific DI Program Websites

DI programs have websites that provide specific information and application materials that are unique to their programs. Review these sites thoroughly to determine the application requirements for programs of your interest. The information on the DI website should take precedence over all other resource information since it belongs to and is managed by the respective program. Be resourceful by reading the website for information prior to calling or emailing the DI Director to ask questions. Professionalism is critically important when communicating with the DI Director via email or telephone conversation. Remember first impressions are lasting impressions.

Texas A&M University DPD E-campus Website

This website includes relevant DPD and DI program forms and information that is exclusively for DPD students. DPD students who do not appear to have access to this website should email Karen Beathard, DPD Director at kbeathard@tamu.edu.

Texas A&M University DPD Linked In

Texas A&M University DPD students are invited to connect with fellow current and/or former DPD students on the Texas A&M University DPD Linked In: https://www.linkedin.com/groups/12431424/. Find out where DPD graduates attended their DI programs and learn more about their experiences.

Texas A&M University DI Preparation Workshop & Fair

The DI Preparation Workshop & Fair is an annual student-led event that is generally scheduled early in the fall semester and open to all DPD students. This event provides participants:

- guidance in the steps to preparing to apply to DI programs;
- the opportunity to discuss varying DI Programs with DI Directors at the DI Fair;
- the opportunity to meet and listen to presentations from RDNs who work in various areas of industry;
- the opportunity to engage with DPD students across Texas;
There is a handbook that provides slides from workshop presentations and additional information to assist with applying to a DI program; and
- the opportunity to participate in the TSDA fall meeting.

***Applicant Guide to Supervised Practice Experience***

The Applicant Guide to Supervised Practice Experience ([https://nutrition.tamu.edu](https://nutrition.tamu.edu)) publication is a resource that includes a detailed information sheet on each DI program. It provides basic program information, application requirements, locations for rotations, financial details, and criteria used in ranking applicants. This is one of the best resources that DPD students can use to learn more about individual DI programs. Sample pages from this publication are located in the appendix.

**DI Program information on the ACEND website ([http://www.eatright.org/acend](http://www.eatright.org/acend))**

The ACEND website provides information about each DI program including the DI Director’s contact information and the program web link. Once on the ACEND website, information can be accessed by clicking on “Accredited Education Programs” located on the left column. Then click on “Dietetic Internships”. An example of information found at this site is located in the appendix.

**Open Houses or Site Visits**

It is highly recommended that students visit programs of interest. Many programs offer open house events or opportunities for students to visit individually. This provides the opportunity to meet the DI Director and/or faculty and become more familiar with the program, the facilities, and the city. Dates of open house events may be found on the DI program website or at [https://iu.app.box.com/v/DIopenhouses](https://iu.app.box.com/v/DIopenhouses). Open House events that are advertised to the DPD Director will be emailed to DPD students. Register for the open house events according to the information given.

It is appropriate to contact the DI Director directly to schedule a visit at programs that do not offer an open house event. Professional dress is very important on these occasions as this may be your first and most lasting impression.

**Current and/or Former Interns**

It is acceptable to contact current and/or former interns via email to ask them questions regarding their experience with the DI program. It is very important to remember that this is subjective information, but it can sometimes be useful in making a decision about a program. The best way to obtain this contact information is to attend the DI Preparation Workshop & Fair, ask the DI Director for current or past intern contact information, and/or ask Karen Beathard for former student’s contact information.

**The Academy Annual DI Fair**

The Academy Annual DI Fair is a national event where the majority of DI Programs exhibit and DI Directors provide information about their respective programs to attendees. This event is held annually in October at the Academy Food and Nutrition Conference and Exposition (FNCE).

**CONSIDERATIONS IN DECIDING THE NUMBER OF DI APPLICATIONS TO COMPLETE**

While there is no ideal number (and no limit) to the number of DI programs to apply, applicants generally apply to three to four programs. This is an individual decision that should be based on the following factors:

**Risk Associated with Applying to Too Few or Too Many Programs**

There is a risk of not matching a DI program if applicants apply to too few programs. For example, if a student applies to only one program during the initial match, they may not match this program. However, they can apply in the second round match to a DI program that has openings. Note that applicants should only apply to DI programs they are willing to attend if they match. Therefore, if there...
is only one program that the applicant is willing to attend, then they should only apply to that one program.

Additionally, applying to too many programs can result in the loss of focus, compromising the strength of the DI application and more expense since there is an application fee for all programs.

**Competitiveness of the DI Program**

The *Applicant Guide to Supervised Practice Experience* publication, located on the DPD website (https://nutrition.tamu.edu), can be used to determine the competitiveness of the DI programs by evaluating the number of applicants who applied to each program for the last two years and comparing it to the number of intern positions available.

Additionally, DPD students should consider the number of Texas A&M University graduates applying to this same program during the same match. Competing against other Texas A&M University students can be limiting. Applying to out-of-state DI programs and not limiting program selection to one geographic location may enhance your potential for a DI match since you will not be competing with as many Texas A&M University DPD graduates. Selecting to apply to DI programs with fewer applicants and/or fewer Texas A&M University graduates may also enhance the likelihood of a DI match.

**Qualifications as a Candidate (GPR, experience, etc.)**

Research the DI program requirements by reading their website, contacting the DI Director and reviewing the evaluation ranking criteria in the *Applicant Guide to Supervised Practice Experience* publication, located on the DPD website (https://nutrition.tamu.edu), to determine the qualifications and documentation required to prepare the most competitive application. Make sure that basic qualifications are met before applying; do not apply to a DI program if your GPR or GRE® score is lower than the program requirements, you don't have all the required experience, and/or you cannot afford the tuition, relocation or local living expenses.

**Financial Requirements**

The financial requirements will vary for each person based on the number of programs an individual chooses to apply and the cost of DI application fees, collegiate work transcripts, etc. Base fee considerations include:

- GRE - $205
- Official transcripts to be sent to DICAS – this will vary based on the number of institutions you have attended and the cost of each transcript;
- DI application fee of $50 for the first DI program application and $25 fee for each additional application;
- Additional individual programs fees identified in their program information; and
- D&D Match - $55

**The GRE® General Test Information**

The GRE® is required for combined DI graduate programs and for most stand-alone DI programs. It is recommended that all DPD students take the GRE® even if the DI program a student is planning to apply does not require it. Past graduates who did not match in the first round needed the GRE to qualify for a second round match but were unable to participate in the second round since programs of interest required it. GRE® scores are good for five years and can be used when applying to DI programs within that respective time frame. Requirements for taking the test are available at http://www.ets.org/gre/revised_general/register/id.

The GRE® General Test measures verbal reasoning, quantitative reasoning, critical thinking, and analytical writing skills. A general description of the test content is below. Additional information is located at http://www.gre.org.
- **Verbal Reasoning** — Measures the test taker’s “ability to analyze and evaluate written material and synthesize information obtained from it, analyze relationships among component parts of sentences, recognize relationships between words and concepts.” (GRE®, http://www.gre.org)

- **Quantitative Reasoning** — Measures the test taker’s “problem-solving ability, focusing on the basic concepts of arithmetic, algebra, and geometry and data analysis.” (GRE®, http://www.gre.org)

- **Analytical Writing** — Measures the test taker’s “critical thinking and analytical writing skills, specifically your ability to articulate and support complex ideas clearly and effectively.” (GRE®, http://www.gre.org_2012)

The GRE® General Test scoring is as follows. Additional GRE® General Test scoring information can be found at http://gre.org.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Scores Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal Reasoning</td>
<td>130 – 170, in 1 point increments</td>
</tr>
<tr>
<td>Quantitative Reasoning</td>
<td>130 – 170, in 1 point increments</td>
</tr>
<tr>
<td>Analytical Writing</td>
<td>0 – 6, in half point increments</td>
</tr>
</tbody>
</table>

Programs that require the GRE® usually specify minimum scores needed by the applicant in the Applicant Guide to Supervised Practice Experience (https://nutrition.tamu.edu) publication or on the DI program web site.

**Fees**

The cost for the GRE® General Test is $205.00. Credit card registration is required and can be completed at www.gre.org. On test day the official GRE® scores can be sent to a maximum of four universities free of charge with options to send your scores from the current or most recent test. The programs will only see the scores sent to them. There is a fee to send scores to additional universities beyond the four free programs and/or after the test day. Therefore, it is economical to know the programs that you plan to apply for before taking the GRE so you can send them your scores free. Note that there is also a fee of $50 for cancellation and/or rescheduling. Additional GRE® fee information can be found at http://www.ets.org/gre/revised_general/about/fees/.

**Frequency of Testing**

GRE® General Testing sessions are offered continuously at computer-based test centers in the United States. Local testing is conducted at the General Services Complex, 750 Agronomy Rd, Suite 1101. The exam takes approximately 3½ - 4½ hours to complete. Unofficial scores are provided immediately at the completion of the exam. Official scores will be mailed to the registration address and identified locations approximately 10-15 days after testing. Additionally, scores can be viewed online free of charge and obtained via telephone for a fee. Please note that some programs require a paper copy of the GRE® scores, so advanced preparation is required to ensure application deadlines are met. The GRE® can be taken once every 21 days with a maximum of five times per year; scores are good for five years.

**GRE® Preparation**

The GRE® preparation time is different for each individual; however, it is recommended that you prepare in advance to improve your overall score. The following resources are available to assist in preparation for the GRE®:

- GRE® review courses;
• GRE® computer practice problems that are offered from 9am-4pm on M-R and 9am-2pm on Friday in Room 526 Blocker Building. For additional information, contact the Center for Academic Enhancement at 845-2724;

• GRE® practice books that can be purchased at most bookstores; and/or


Consult the GRE® website for any additional information. The information that is posted at www.gre.org supersedes any information that is printed in this information form.

APPLYING TO THE DI MATCH

Preparing the DI Program Application Using the Dietetic Internship Centralized Application System (DICAS)

Most DI programs use the Dietetic Internship Centralized Application System (DICAS) online applicant portal (https://portal.dicas.org), a centralized application process, for the DI match.

• Applicants are required to create a personal account and are assigned a unique identification number that will be used on all communication with DICAS Online customer service and the selected internship programs.

• Access to DICAS is variable and depends on the DI match in which the applicant is participating; DICAS is open during the fall before the spring match and the summer for the fall match. It will close for a period of time but will reopen and applicants can return to their saved application. It is important to note that all DI programs participate in the spring match (applications due in February) and a small percent of Dis participate in the fall match (applications due in September).

• DICAS has tutorials that should be watched before starting your DICAS application.

• Once on the portal, DI applicants will be prompted by an application checklist that includes all information that must be entered into the portal during the application process; required information includes demographic data, coursework, activities, honors, volunteerism, and work experience. Applicants are also required to enter grades for DPD science and professional courses. Use the DPD Course List Supplemental Form located in the appendix to identify Texas A&M University DPD science and professional courses. The online program will calculate the GPR based on the entered data. DICAS has been updated to allow for “S” and “U” grades that will not average in the overall GPR calculation. Be sure to confirm the GPR calculations. Note you will also be required to upload the DPD Course List Supplemental Form to DICAS.

• There are occasional challenges that occur with DICAS such as unexpected crashes, difficulty uploading documents, etc., so it is highly recommended to have the majority of the application completed by January 1st preceding the Spring match and by mid-Summer for the Fall match so students can have time to resolve unforeseen problems.

• The following sections describe the requirements for preparation of the DICAS application. Your transcripts, personal statement, letters of recommendation, resume, DPD Supplemental Form, Declaration of Intent or Verification Statement and any other forms identified on the respective DI website are required to complete your DICAS application. Failure to meet the DICAS DI application and the D&D Digital deadlines will result in your application not being considered in the match and your paid fees will not be refunded.

Transcripts

Applicants must request official collegiate transcripts from all previously attended colleges including those that sponsored high school dual credit programs and study abroad using the Transcript Request Form. The Transcript Request Form and directions to complete and print it are on the DICAS online program. Be sure to advise the Registrar Office to enclose the Request Form with your official sealed transcript and mail it directly to the DICAS Online Transcript Processing Center at: DICAS Transcript Department, PO Box 9118, Watertown, Massachusetts 02472. DICAS online has difficulties matching official transcripts that are not accompanied by the Transcript Request Form, and this may delay application processing. Based on this, transcripts should be sent as soon as possible, however, you want to make sure your most current grades are included on each transcript. Some students report ordering the transcript from the Registrar in-person may reduce the potential for mistakes.

Students who are applying to DI programs that include graduate credit will probably be required to submit a separate transcript to the graduate program as part of the graduate application process.

Personal Statement (Letter of Application)

Applicants are required to write a personal statement (letter of application) for the DI application. The personal statement is a significant component of the DI application and should be professional and grammatically correct. DI program requirements may vary based on their specific guidelines. Therefore, it is critical to refer to the DI program website and write the personal statement according to the specific guidelines provided. A separate personal statement should be written for each DI program.

Consider the following when drafting the personal statement:

- Customize the personal statement to each DI program.
- Questions that should be addressed in the personal statement include the following:
  - Why did you choose dietetics as a career?
  - What are your immediate and long-term goals?
  - What can you contribute to the dietetic profession as a whole?
  - What experiences do you have that relate to dietetics? Discuss work, volunteer, and extracurricular experiences that have helped to prepare you for your career
  - Why are you interested in this program? What influenced you to apply here?
- Make this personal. Be yourself! This is like an interview.
- Display a POSITIVE ATTITUDE! Point out your strong points and provide examples to support them.
- Appear confident and use “when” not “if.”
- State personal/career goals clearly & precisely. Identify your characteristics that “stand out” and make you a strong candidate for this program. This is an opportunity to “sell” yourself.
- Always keep your writing professional, cordial, and factual. Never write or communicate in a tone that could be construed as derisive or complaining.
- Start writing the personal statement early. Do not worry about length at first. Write everything that you can think of, and condense later.
- Be sure to demonstrate good written communication skills and active voice with accurate spelling, grammar, and punctuation. (Use “spell check” as needed.) One small error may eliminate you from the applicant pool.
- Compose the statement in Word and cut and paste the final statement into the applicant portal. This will provide the opportunity to print it out and have others proof it before submitting it.
- Consider taking your statement to the University Writing Center that is located in the Evans and West Campus Libraries. Have the letters reviewed and seek advice on form and grammar. This is a
free service. The web site for the University Writing Center is http://writingcenter.tamu.edu; this site provides several helpful resources.

- Solicit feedback from RDNs you may work, volunteer, or network with to proofread your writing and seriously consider their comments. Karen Beathard, DPD Director, does not proofread letters of application, as this is not fair to all applicants. Please refrain from asking her to do so.
- Offer a copy of the personal statement to those writing letters of recommendation for your DI application packet; this will help them write a stronger recommendation.

Resume

Applicants are required to submit a professional resume. A competitive professional resume is concise and relevant, includes work experience, professional organizational involvement, leadership, and honors and is free of spelling and/or grammatical errors. It is recommended that a resume should be one page and a maximum of two pages. An example of a competitive professional resume is located in the appendix.

The Texas A&M Career Center conducts resume development workshops and provides many other helpful resources for students; this information can be viewed at http://careercenter.tamu.edu under the current student link. Resume evaluators are also available at the Career Center and will individually review resumes and make suggestions for improvement. Walk-in resume evaluation is from 8:30-11:00 am and 1:30-4:00 pm on Monday-Friday in room 209 Koldus. Resumes can also be submitted to evaluators online via email if they cannot attend an in-person meeting. There is no charge for this service.

Letters of Recommendation

DI and graduate programs will each require three letters of recommendation from professionals who can support your application. The same references can be used for the DI and graduate program recommendations. Professionals such as professors and employers should be the writers of these letters; personal letters from friends, religious figures, or employers related to “household” functions (i.e. babysitting, house cleaning, etc.) should not be used. Many programs specify and require certain professionals, such as the DPD Director, write a letter of recommendation. It is very important to check the DI program website for specific application directions and honor all requests.

When selecting professionals to write letters of recommendation, select those who know you personally and academically and will write an honest recommendation that accurately reflects your character, work ethic, and potential as a nutrition professional. Make sure the professionals asked to write for you will be able to cover all aspects of the recommendation form. Allow adequate time for the writer to complete the recommendation; a minimum of one month in advance is required. Requesting letters of recommendation more than two months in advance is appropriate when asking a faculty member who may be writing letters for many students. The path to obtaining letters of recommendation is as follows:

1. Identify professional references;
2. Complete a letter of recommendation request form (appendix);
3. Contact the professional in-person to ask them to write a letter of recommendation for you and give them the letter of recommendation request form (Do not assume someone will write for you);
4. Enter the reference name and contact information including email address into the DICAS portal;
5. An email request will be sent to the reference writer requesting completion of a reference form;
6. Recommender will digitally enter one letter of recommendation for all DI programs that the applicant is applying;
7. Applicant will be notified when letter of recommendation is entered into the DICAS portal; and
8. The applicant should write a “thank you” note to the reference writer.
**Note:** It is the responsibility of the applicant to monitor the status of the application and ensure the letters of reference are completed and received at DICAS by the application deadline. The status section on the main page of the application will provide information regarding completion of the letters of recommendation. The recommendations are not considered complete until they have been marked as "Completed"; a status of "In-Progress" indicates that the recommendation has been started, but has not been submitted. It is acceptable to send polite reminders to writers who have not responded in a timely manner. DICAS cannot accept letters of reference via fax or email under any circumstances. Additionally, members of the Texas A&M University DI Selection Committee cannot write letters of recommendation for candidates applying to the Texas A&M University DI program.

**Declaration of Intent/Verification Statements**

A **“Declaration of Intent”** is a digital form that Karen Beathard, DPD Director, must complete on DICAS for students who have not finished their DPD coursework at the time of application to a DI Program. This form identifies the remaining coursework required for graduation for undergraduates and remaining DPD courses for post-baccalaureate students. It serves as a written contract between the student and the DPD Director confirming the identified course will be completed before being eligible to receive the Verification Statement and start the DI Program. DPD students who are planning to apply for a DI in the spring must complete the "Request for a Declaration of Intent" form by the completion of the fall semester prior to the spring semester they plan to apply for a DI.

A **“Verification Statement”** is a document that Karen Beathard, DPD Director, will complete on DICAS for post-baccalaureate students who finished their DPD coursework and DPD undergraduate students who graduate with their Bachelor of Science (BS) degree. Verification Statements will be mailed to DPD graduates and graduate students who complete DPD coursework within a month of their graduation or completion date.

Post-baccalaureate students who completed their DPD coursework and undergraduate DPD students who are graduating should complete and submit the “Request for a Verification Statement” form when they apply for graduation. Failure to submit this form will delay the delivery of the Verification Statement in a timely manner. DPD graduates or post-baccalaureate students who completed DPD coursework and did not receive a Verification Statement or misplaced it should contact Karen Beathard at kbeathard@tamu.edu or 979-845-4403 for assistance.

**Requesting the Declaration of Intent and Verification Statements on DICAS**

All DI applicants are required to request either the “Declaration of Intent” or “Verification Statement” in the DPD Program Information section of the DICAS online application. Only undergraduate DPD graduates and post-baccalaureate students who have completed DPD coursework should request a Verification Statement. Currently enrolled DPD students should request a Declaration of Intent. All applicants must identify Karen Beathard as the Texas A&M University DPD Director. The proper email to use for this request is kbeathard@tamu.edu. Once the request has been submitted, the DPD Director will receive an email indicating that she is required to submit the identified document.

If the Declaration of Intent form is selected, the DPD Director will list the applicant’s remaining coursework required for graduation and submit it back to the applicant for confirmation of accuracy. The applicant should accept the form once they confirm its accuracy. If any information on the form is inaccurate, the applicant should deny the form, identify the inaccuracy, and return it to the DPD Director. This section will be complete once all parties are satisfied. This section must be complete to submit your DI application.

All applicants who match a DI program will be required to submit a Verification Statement with an original signature of the DPD Director to the DI Director before starting the program. It is the responsibility of all DI program applicants to submit a personal Verification Statement to the DI Director
of the program they matched before they can begin the program. Karen Beathard does not mail Verification Statements to DI Directors.

Supplemental Application Forms

DPD Course List Required Supplemental Form

This form lists the required DPD courses at Texas A&M University and must be uploaded to DICAS as part of the DI application packet. The form is located in the appendix.

Graduate School Application

DI programs with a required or optional advanced degree usually require a separate graduate school application with due dates for the graduate application that often do not coincide with the due date of the DI application. Some graduate programs have a pre-select option for applicants who apply to their graduate programs in the fall semester prior to the spring internship match date. Pay attention to graduate program admission requirements and due dates to ensure application deadlines are met. Specific program requirements are located on the DI and graduate program websites.

Other Supplemental Application Forms

Some DI programs require additional supplemental application forms including a physical examination, a specific academic record, class rank information, or a copy of the DPD requirements signed by the DPD Director, etc. Read the application instructions on each DI program website very carefully to identify any supplemental application requirements since DI programs vary. Be sure to honor all requirements including deadlines for additional forms; overlooking a small detail can make a big difference on match day. Submit any additional forms that need to be signed by the DPD Director to Karen Beathard.

Computer Matching Procedures

The majority of DI programs select applicants through a computer matching process that is coordinated by D&D Digital Systems and follows the ACEND spring and fall DI application timelines. Note that the D&D Digital Systems is different from the Dietetic Internship Centralized Application System (DICAS) online applicant portal and each has specific procedures. It is important that DI applicants follow the procedures for both and submit all required components by the DI application deadline.

Computer matching simulates the steps of the traditional recruitment process using the rank order lists completed by applicants and programs. Each applicant ranks the list of their preferred DI programs on the D&D Digital Systems website. D&D Digital Systems matches applicants with the highest ranked program that offers the applicant a position. Not all applicants match; however, those who do will match only one position. Applicants who receive a match are expected to accept it and participate in that DI program. more information about the computer match process is located at https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students. Computer matching program information is available on the D&D Digital website at http://www.dnddigital.com.

Applicants who participate in the computer matching process may select any one of the following options to apply:

- Register online by paying the standard $55 registration fee by credit card. You will receive a username and password after payment is completed that will allow online access for you to enter, verify and change, if necessary, your contact information, release information, and DI choices. OR

- Click Download Application Form. A registration form with personal contact information, DI choices, and release option can be printed out and mailed to D&D Digital with the $55 Registration Fee. The registration form and check should be sent to D&D Digital via certified mail; this will provide a
receipt to document the date that it was mailed. Request to be notified of receipt of the form. The D&D Digital match form must be postmarked by the application deadline (mid-February for spring applications or mid-September for fall applications). Applicants should check with D&D Digital if certified mail receipt is not returned within three weeks.

Applicants should carefully enter their DI choices on the D&D Digital Systems website! Be sure to mark the box allowing your name to be released if you don’t receive an appointment. This will enable DI programs with openings to contact you after the appointment date if you do not match during the first round. Even if your DI application is perfect, a mistake on the computer matching, like completing the D&D Digital form after the time deadline, can completely eliminate your DI program application.

D&D Digital ranking priorities are confidential, and the DI Directors will not know how you ranked their programs. It is important to rank programs according to individual preferences. **Do not** list any DI program you are unwilling to attend. As a participant in the computer matching process, it is expected that applicants who receive a match adhere to the results and accept that match. It is professionally unethical to decline a match in order to pursue appointment to another DI program; it is also inconsiderate to the DI Director, other DI applicants and future Texas A&M University DI applicants. If for any reason you decide that you are unable to accept an appointment from a computer match after submitting the D&D Digital match information, you should withdraw from the match by the identified deadlines. Deadlines for withdrawal from the computer match are included on the ACEND website at [http://www.eatright.org/acend](http://www.eatright.org/acend) or on the D&D Digital web site at [http://www.dnddigital.com](http://www.dnddigital.com) and are expected to be honored.

See [http://www.eatright.org/acend](http://www.eatright.org/acend) for further information on computer matching policies and procedures including guidelines for DI participation in the preselect option, computer matching timelines, computer matching statistics, applicant responsibilities, and FAQ: Top 10 Questions about Computer Matching for Dietetic Internships (DIs).

The Computer Matching process **MUST** be completed by the standard DI application date (mid-February or mid-September) to participate in the process.

**DI Match Application Timelines**

Students who wish to attend internship programs that BEGIN between May and November should participate in April computer matching. All DI programs participate in the Spring Match so there are more intern positions available.

- **December** – Portal site opens for applicants participating in the April computer matching.
- **Mid-February** - (See [http://www.eatright.org/ACEND](http://www.eatright.org/ACEND) for the exact date; this date applies to the DI application and computer matching)
  - DI application is due and DICAS Portal site closes at 11:59pm (fee depends on number of programs you apply.)
  - Students must register online for computer matching through D&D Digital prior to the application deadline ($55 fee) - [http://www.dnddigital.com](http://www.dnddigital.com)
  - April - Students will be notified of their match via D&D Digital website and DI programs with open positions will post for non-matched applicants

Students who wish to attend DI programs that BEGIN between January and April should participate in November computer matching. It is important to note that fewer programs participate in the Fall Match, which limits the number of intern positions available.

- **August** – Portal site opens for applicants participating in the November computer matching.
- **September** - (See [http://www.eatright.org/ACEND](http://www.eatright.org/ACEND) for the exact date; this date applies to the DI application and computer matching)
  - DI application is due and DICAS Portal site closes at 11:59pm (fee depends on number of programs you apply.)
  - Students must register online for computer matching through D&D Digital prior to the application deadline ($55 fee) - [http://www.dnddigital.com](http://www.dnddigital.com)
November - Students will be notified of their match via D&D Digital website and DI programs with open positions will post for non-matched applicants (See http://www.eatright.org/ACEND for exact dates)

Exact match dates cannot be provided as the date changes annually. See the ACEND website (https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students) or D&D Digital website (http://www.dnddigital.com) for exact dates.

**DI Match Application Checklist (Prior to the Match)**

**Sophomores / Juniors**

- Identify programs of interest by using available resources and attending open houses
- Take GRE® during the summer between your sophomore and junior and no later than between your junior and senior year

**Academic Year that Student is Actually applying to a DI Program - DPD Seniors and Post-Baccalaureate Students**

**Early Fall**

- Use DI web site to confirm the application requirements of the specific program and identify any additional supplemental forms that are required
- Apply for graduate school (if required)
- Initiate DICAS Application
- Write personal statement(s)
- Apply for the Texas Academy Foundation scholarship (Due November)

**By the End of the Fall Semester**

- Request three letters of recommendation using the Letter of Recommendation Request Form
- Complete either the Request for Declaration of Intent or Verification Statement form (forms in appendix) and submit to Karen Beathard
- Request Declaration of Intent or Verification Statement on DICAS

**Early Spring**

- Apply for financial aid and scholarships (including The Academy Foundation scholarship)
- Order all original transcripts in early January (Be sure most recent grades are included)
- Finalize resume including all employment and volunteer experience
- Complete computer matching procedures at the D&D Digital website – http://dnddigital.com
- Make final adjustments to your original DI application on DICAS and submit your application by the identified deadline (Timeline is available at https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students)

**Note:** a lot of DI Directors will be expecting applications prior to the deadline
Prepare for interview (if necessary based on program)

Mid-Spring (usually Early March)

DI priority rankings can be modified before 11:59 pm Central Time on the D&D Digital website http://www.dnddigital.com website; however, no additional internships can be added to the list.

If you make other arrangements and will not be able to accept a match that may occur, you must notify D&D Digital in writing of your decision to withdraw from DI matching by the date specified on the http://www.dnddigital.com website. The $55 matching fee is not refundable. If you do not withdraw from the match by the identified time, you WILL be expected to attend the DI program you match.

DI INTERVIEW PREPARATION

Some programs require an interview in-person or via the telephone, email and/or other distance methods. This is done after the DI application is submitted. Interview formats vary based on the requirements of the DI Program; some emphasize personal character and others are skills-based and emphasize applied questions like case studies, etc. It is important to identify the type of interview that will be conducted. Interview requirements including the requirement for an in-person interview are found in the Applicant Guide to Supervised Practice Experience (http://nutrition.tamu.edu) publication or on the program’s website. Applicants that apply to a program requiring an in-person interview will be required to travel to the interview. This will be an added expense to the application process. Interviews are usually held in October/November for the fall match and March/April for the spring match. Programs who conduct interviews often interview a select number of applicants.

Preparation for the Interview

- Learn as much information about the DI as possible: DI facts, processes, program requirements, etc.
- Be prepared with specific examples that demonstrate your strengths, areas for improvement, learning experiences, and why you want to enter the dietetic profession, etc.;
- Familiarize yourself with ethics of the profession and nutrition hot topics;
- Prepare and always ask relevant questions during the interview process; and
- Display professionalism, manners, interpersonal skills, and interest in the DI program.

Sample Interview Questions

- Why do you want to enter the dietetics profession?
- Why do you want to attend this DI program?
- Tell us something about yourself you want the selection committee to know that isn’t in your application.
- What is the most important skill for a dietitian to have?
- List two of your strengths and one of your weaknesses.
- Tell me about a time when you had an objective to complete and you failed. How did you respond?
- Do you think you are a good leader? Tell me about what would make you a qualified leader.
What would you do if you were asked to do something unethical?

Interview Day

If the interview is in person, interviewees should dress professionally, be on time and bring their personal portfolio. The personal portfolio should include an updated resume, professional goals, personal samples of work from DPD courses, honor certificates, leadership certificates, etc.

Applicants preparing for a telephone interview should consider “dressing the part” by dressing professionally to enhance confidence. One should select a quiet, comfortable location without distractions to accept the interview call. Complete attention should be focused on the interview; this is an impression of the applicant’s technical knowledge, oral communication, interpersonal skills, and professionalism and will influence the DI match.

NOTIFICATION AND APPOINTMENT OF DI MATCH

Notification Day

This is the day applicants are notified of their DI match. All applicants will receive a personal login and password from D&D Digital prior to notification day. Applicant matching results will be posted on www.dnddigital.com at 6:00 PM central time on the identified date. Applicants who receive a match will match only one program. The matched DI program name and contact information will be provided; applicants should immediately contact the DI Director to accept the matched appointment. The DI Director will provide additional instructions after accepting the match. The DI Director and Karen Beathard, Texas A&M DPD Director, expects all matched applicants to accept the appointment and no arrangements should be made with any other DI programs. If matching results are not available to you via the web site by the identified date, it is the applicant’s responsibility to contact D&D Digital directly at 515-292-0490.

Please notify Karen Beathard at kbeathard@tamu.edu or 979-845-4403 of your matching results on Notification Day. This information is required for Texas A&M University assessment records. Mrs. Beathard can also assist with second round applications as needed.

Additionally, applicants should notify the professionals who wrote letters of recommendation of their match status. These professionals supported the DI application with their time by writing a letter and notification of the match outcome is a professional and respectful courtesy.

Appointment Day

Appointment Day is the day that matched applicants are required to contact the DI Program Director on or before 5:00 p.m. (time zone of the program) to confirm acceptance of the match. Failure to notify the DI Program Director of your intent to participate in their DI within this time frame will disqualify the applicant from the match.

Failure to Match in First Round Match

Applicants who fail to match a DI program in the first round match have the following options:

Second Round Match

DI programs that did not receive enough applicants that met their program criteria or their selected students matched other programs may have openings after the first round match and participate in the “second round match.” The “second round match” offers applicants who fail to match in the first round the opportunity to apply to DI programs that have openings after the first round match. The protocol for the second round match is different from the initial match. DI programs that are participating in the second round match will be identified on the D&D website. Unmatched applicants should refer to the respective DI program websites for second round application instructions. Applicants can apply to any
DI program that has openings. It is important to follow the application instructions to programs of interest in a timely manner. There is a $20 fee per program.

The original DI application packets of those interested in participating in the second round match will be saved on the DICAS portal; the application information can be updated for the second round match. This allows programs that did not fill 100% of their intern positions in the first round match to view the applications of unmatched applicants and consider them for a potential second round match.

It is important to note that the DI programs considered in the second round match often have different prerequisites than programs previously applied including the GRE®. Due to the short timeline in the second round match, it is impossible to take the GRE® in time to meet the application deadline. Therefore, the GRE® is highly recommended when preparing for the initial DI match.

Individualized Supervised Practice Pathways (ISPPs)

Individualized Supervised Practice Pathways (ISPPs) are alternative supervised programs that allow graduates who did not match a DI in the first round to gain supervised practice experience and qualify to take the RDN exam. ISPPs are similar to distance DI programs and have specific eligibility requirements and options that vary by program. Students can view DI programs that offer ISPPs by visiting http://eatright.org/acend. Students interested in applying to an ISPP should research the program eligibility requirements, including the requirements to self-locate preceptors before contacting the program director. Additional information on ISPP programs can be found at https://www.eatrightpro.org/acend/students-and-advancing-education/ispp-for-students.

Become a Nutrition and Dietetics Technician, Registered (NDTR)

A DPD program graduate who does not match a DI program should consider becoming a Nutrition and Dietetics Technician, Registered (NDTR) by taking the national CDR NDTR registration examination. The NDTR credential will enable employment as a dietetic technician and development of skills that will prepare them for applying for a DI program in the future. More information on the NDTR credential can be viewed at https://www.cdrnet.org/certifications/dietetic-technician-registered-dtr-certification. DPD graduates who are interested in pursuing the NDTR credential should email Karen Beathard to notify her and submit official transcripts to her to initiate processing. Once Karen Beathard has processed the online paperwork, CDR will email the survey form that is required for completion to the graduate.

Seek Experience and Reapply in the Future

Students who do not match should evaluate the situation and identify why they did not match. Often students have a deficiency in their resume and/or portfolio such as work experience that inhibits a DI match. Students who do not match and have limited work experience should consider building their resume or portfolio by gaining work experience in a related area and reapply in the future. Applicants should plan to apply to a DI program within four years of graduation; most DI programs will not consider an applicant’s application five or more years after their completion of the DPD program requirements without requiring they take additional coursework.

Post DI Match Application Checklist (After the Match) For Students Who Matched a DI

☐ Contact the DI Director immediately to confirm your match; the DI Director will provide additional instructions

☐ Contact Karen Beathard (kbeathard@tamu.edu) to notify her of your match status and future plans

☐ Notify the professionals who wrote your letters of recommendation of your match status
Obtain an original copy of your Verification Statement and submit it to your DI Director; Karen Beathard will automatically mail the verification statements to graduates after graduation.

Order your final transcript that posts final grades and the actual date of graduation and submit it to your DI Director.

**Post DI Match Application Checklist (After the Match) For Students Who Did Not Match a DI**

- Contact Karen Beathard (kbeathard@tamu.edu) to notify her of your match status and future plans.
- Notify the professionals who wrote your letters of recommendation of your match status.
- Consider options 1, 2, or 3 below. Order your final transcript that posts final grades and the actual date of graduation and submit it to your DI Director.

**Option 1**

- Go to the D & D Digital website (http://www.dnddigital.com) to identify DI programs with openings and decide if you are going to apply for the second round match.
- If you are going to participate in the second round match, go to the specific DI programs website to identify the second round match protocol. Follow the specific protocol of the DI program(s) you are interested in applying.

**Option 2**

- Consider applying for an ISSP. View DI programs that offer ISPPs by visiting http://eatright.org/acend.
- Research the ISSP program eligibility requirements, including the requirements to self-locate preceptors before contacting the program director. Follow the specific protocol of the ISSP you are interested in applying.

**Option 3**

- Consider becoming a NDTR, work and gain more experience before applying for DI programs in the future.
- Complete and submit the required paperwork to become a NDTR to Karen Beathard; See https://www.cdrnet.org/program-director/grad-info-dpd-pathway-iii for details.

**FINANCIAL AID AND SCHOLARSHIPS**

**Financial Aid**

Financial aid consists of scholarships and grants, loans and part-time employment. To determine your eligibility to receive financial assistance, you must submit the Free Application for Federal Student Aid (FAFSA) each academic year. You may access the electronic version of the FAFSA online at www.fafsa.ed.gov. To contact a financial aid counselor call (979) 845-3236. Information concerning tuition, fees, and financial aid is published in the Texas A&M University Undergraduate Catalog or online at http://financialaid.tamu.edu/.
As a reminder, financial aid is not accepted by all DI programs. DI programs will not permit part-time employment. DI applicants should research respective programs to determine if they accept financial aid and/or will permit part-time employment.

Scholarships

DPD Undergraduates

- **Department of Nutrition** - [http://nutrition.tamu.edu](http://nutrition.tamu.edu)
  - Deadline: Check with the Department of Nutrition advising office for exact date - usually around the **end of February**
  - Recipients are recognized at a annual Scholarship and Awards Event
  - Amounts vary depending upon the scholarship awarded; usual range ~$500-$2000 annually
- **Texas Student Dietetic Association (TSDA)** - [http://www.eatrighttsda.org/](http://www.eatrighttsda.org/)
  - Deadline: **Usually April**
  - Must be an TSDA and Academy student member
- **Morrison’s Scholarship Program (SODA)** - [http://ijammorrison.com/](http://ijammorrison.com/)
  - Deadline: **May**
  - Seniors in DPD programs, who will attend a DI or Juniors of a Coordinated Program

DPD Juniors, Seniors, or Dietetic Interns in a Graduate Program

- **The Texas Academy Foundation** - [http://tandfscholarships.org/](http://tandfscholarships.org/)
  - Deadline: **Usually November**
  - Amounts range from $500 to $1200
  - Must be an Academy student member.
- **The Academy Foundation** - [http://www.eatright.org/Foundation/scholarships/](http://www.eatright.org/Foundation/scholarships/)
  - Deadline: **Mid-February**, Deadline date usually coincides with the DI application deadline
  - Amounts range from $500 to $3,000
  - Must be an Academy student member

PROFESSIONAL EMPLOYMENT AND CAREER DEVELOPMENT

There are a variety of resources available to assist you in locating professional employment. Involvement in professional organizations including the Academy, DPGs, MIGS, Texas Academy and Texas Academy Regions provide numerous networking opportunities and professional leadership experiences. Each of these organizations have websites that often list employment and/or career opportunities. Attending and networking at professional meetings and conferences such as the Academy Food and Nutrition Conference and Expo (FNCE) and the Texas Academy Annual Conference and Expo (ACE) are also very helpful when seeking career opportunities. Further, the Academy provides career development tool kits and a mentor-mentee program, which members can participate.

ADDITIONAL RECOMMENDED REFERENCE

APPENDIX
DPD Program Nutrition Course Descriptions

The following list includes a description and the prerequisites of the DPD Program Nutrition courses. DPD students must make a “B” or better in these courses to remain in the DPD Program. Please see the Texas A&M University course catalog (https://catalog.tamu.edu/undergraduate/course-descriptions/nfsc/) or the departmental handbook for a description and prerequisites of other DPD course requirements.

**NFSC 203 Scientific Principles in Human Nutrition (Credit 3); offered fall and spring semesters
Chemistry and physiology of proteins, carbohydrates, lipids, vitamins and minerals; their ingestion, digestion, absorption, transport, and metabolism. 
Prerequisites: Completion of CHEM 119. Majors only.**

**NFSC 204 Current Perspectives in Nutrition and Food Science (Credit 1); offered fall and spring semesters*
Current trends in the fields of nutrition and food science; critical review of relevant literature in these fields ranging from popular press to peer-reviewed research; study of original research and market trends in understanding food, food processing, nutrients, health and diseases. 
Prerequisites: Majors only.**

**NFSC 210 Horizons in Nutrition and Food Science (Credit 2); offered fall and spring semesters
Introduction to nutrition and food science career opportunities through presentations by nutrition and food science researchers and industry professionals; addresses issues of professionalism including portfolio development, teamwork, and critical thinking skills.**

**NFSC 211 Scientific Principles of Foods (Credit 4); offered fall and spring semesters
Basic principles underlying selection, preparation, and preservation of food in relation to quality standards, acceptability, and aesthetics; Introduces the composition, nutritive value, chemical and physical properties of foods and the experimental study of foods; includes lecture and lab that meets three hours weekly.
Prerequisites: CHEM 119; NFSC 202 or NFSC 203; sophomore classification or above.**

**NFSC 301 Nutrition Through Life (Credit 3); offered fall and spring semesters-*
Analysis of nutrition with emphasis on human biological needs through stages of the life cycle. The biochemical, physiological, and anthropometric aspects of nutrition.
Prerequisites: NFSC 203; junior classification or approval of department head.**

**NFSC 304 Food Service Systems and Management (Credit 4); offered fall and spring semesters
Dietetics Students Only
Principles of food service management used in selecting, storing, preparing and serving food in quantity; emphasis on menu planning, quality control, purchasing, equipment and layout/design; application of basic management principles in food service operations, including financial planning and personnel issues; includes lecture and lab that meets three hours weekly. Students will participate in off-campus lab activities; they will be given the Texas A&M DPD Off-Campus Labs or Observational Experiences Policy and required to confirm understanding of the guidelines.
Prerequisites: NFSC 203 and NFSC 211, junior or senior classification.**

**NFSC 365 Nutritional Physiology of Vitamins and Minerals (Credits 3)
Fundamental nutritional significance of fat soluble and water soluble vitamins and minerals to human metabolism, cell biology and physiology; micro-nutrient groups as per metabolic function or biochemical and physiological actions; important dietary sources, absorption, storage, metabolism, biochemistry, deficiency and toxicity of individual nutrients in this context and basis of DRIs.
Prerequisites: NFSC 203 and NFSC 301; junior or senior classification.**
NFSC 404 Nutrition Assessment and Planning (Credit 4); offered fall semester ONLY

Dietetics Students Only
Methods of determining the nutritional status of individuals; dietary assessment techniques; planning nutritional care including diet modifications and nutrition support; nutrition counseling; documentation on nutritional care; includes lecture and lab that meets three hours weekly. Students will participate in off-campus observational activities; they will be given the Texas A&M DPD Off-Campus Labs or Observational Experiences Policy and required to confirm understanding of the guidelines.

Prerequisites: NFSC 203; NFSC 211; NFSC 301; junior classification or approval of department head.

NFSC 407 Nutritional Care and Therapy (Credit 4); offered spring semester ONLY
Application of the Nutrition Care Process for clinical diagnoses and conditions; planning of nutritional care plans for complex patients, including the formulation and planning for enteral and parenteral nutrition support.

Prerequisites: NFSC 203, NFSC 211, NFSC 301 and NFSC 404; junior classification, dietetics track; or instructor approval

NFSC 430 Community Nutrition (Credit 3); offered fall, spring, & summer semesters; Meets Writing-Intensive Course Requirements
Health and nutrition programs, food labeling, cultural and religious food practices, consumer education.

Prerequisites: Completion of NFSC 203 and 301 or instructor approval.

NFSC 475 Nutrition and Physiological Chemistry (Credit 3); offered fall and spring semesters
This course is designed to integrate Nutrition, biochemistry and physiology. Students will learn how carbohydrates, lipids and proteins are used for energy.

Prerequisites: NFSC 203; NFSC 301; BICH 410; senior classification or approval of department head.

NFSC 481 Seminar (Credit 1); offered fall, spring, & summer semesters; Meets Communication Intensive Course Requirements
Review of current literature and research in nutrition; oral presentations and critical discussions.

Prerequisites: Senior classification in Nutritional sciences or allied area, or instructor approval.

NOTE: This course should be taken in your last semester at TAMU.

*New course requirements for all students in the 2020-2021 academic year.

**Note: Course prefixes changed from NUTR to NFSC in the 2018-2019 academic year.
### DPD Program Post-Baccalaureate Course Substitutions

The following list provides acceptable graduate courses that can be substituted for undergraduate coursework; this list is relevant to post-baccalaureate students only.

<table>
<thead>
<tr>
<th>Undergraduate Course Requirement</th>
<th>Acceptable Graduate Course Substitutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFSC 475 NUTR &amp; PHYSIOLOG CHEM</td>
<td>NFSC 641 Nutritional Biochemistry I</td>
</tr>
<tr>
<td>NFSC 481 SEMINAR</td>
<td>NFSC 681 Seminar</td>
</tr>
<tr>
<td>NFSC 326 Food Bacteriology</td>
<td>NFSC 606 Microbiology of Foods</td>
</tr>
<tr>
<td>NFSC 365 Nutritional Physiology of Vitamins and Minerals</td>
<td>NFSC 645/POSC 645 Nutrition and Metabolism of Vitamins</td>
</tr>
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<td></td>
<td>NFSC 650/POSC 650 Nutrition and Metabolism of Minerals</td>
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<tr>
<td>GENE 301 Comprehensive Genetics</td>
<td>GENE 603 Genetics</td>
</tr>
<tr>
<td>GENE 312 Comprehensive Genetics Lab</td>
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<tr>
<td>BIOL 320 Integrated Human Anat/Phys II</td>
<td>VTPP 605 Systemic Veterinary Physiology I</td>
</tr>
<tr>
<td>MGMT 309 Survey of Management</td>
<td>MGMT 655 Survey of Management</td>
</tr>
<tr>
<td>BICH 410 Comprehensive Biochem I</td>
<td>BICH 601 Fundamentals of Biochemistry I</td>
</tr>
<tr>
<td>BICH 411 Comprehensive Biochem II</td>
<td>BICH 602 Fundamentals of Biochemistry II</td>
</tr>
<tr>
<td>STAT 302 Statistical Methods</td>
<td>STAT 601 Statistical Analysis</td>
</tr>
</tbody>
</table>
DICAS DPD Course List - Required Supplemental Form

DPD Course List for the 2020-2021 Academic Year
To Be Completed by the DPD Program Director -
Contact Karen Beathard if your course list needs modification based on your graduation date.

<table>
<thead>
<tr>
<th>DPD Program Institution:</th>
<th>Texas A&amp;M University</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPD Director:</td>
<td>Karen Beathard, FAND,MS,RD,LD</td>
</tr>
<tr>
<td>Website for Course Catalog:</td>
<td><a href="http://catalog.tamu.edu/">http://catalog.tamu.edu/</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DPD Professional Courses</th>
<th>DPD Science Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR or NFSC 203 SCIENTIFIC PRIN NUTRITION</td>
<td>BIOL 111 INTRODUCTORY BIOL I</td>
</tr>
<tr>
<td>NUTR or NFSC 210 HORIZONS IN NUTRITION AND FOOD SCIENCE</td>
<td>BIOL 112 INTRODUCTORY BIOL II</td>
</tr>
<tr>
<td>NUTR or NFSC 211 SCIENTIFIC PRIN OF FOODS</td>
<td>CHEM 119 FUND OF CHEMISTRY I</td>
</tr>
<tr>
<td>NUTR or NFSC 301 NUTR THROUGH LIFE</td>
<td>CHEM 120 FUND OF CHEMISTRY II</td>
</tr>
<tr>
<td>NUTR or NFSC 304 FOOD SERVICE SYSTEM MGMT</td>
<td>CHEM 227 ORGANIC CHEMISTRY I</td>
</tr>
<tr>
<td>NFSC 365 NUTRITIONAL PHYSIOLOGY OF VITAMINS &amp; MINERALS</td>
<td>CHEM 237 ORGANIC CHEMISTRY LAB</td>
</tr>
<tr>
<td>NUTR or NFSC 404 NUTR ASSESSMENT &amp; PLAN</td>
<td>CHEM 228 ORGANIC CHEMISTRY II</td>
</tr>
<tr>
<td>NFSC 407 NUTRITION CARE &amp; THERAPY</td>
<td>GENE 301 COMPREHENSIVE GENETICS</td>
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<tr>
<td>NUTR or NFSC 430 COMMUNITY NUTRITION</td>
<td>GENE 312 COMPREHENSIVE GENETICS LAB</td>
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<tr>
<td>NUTR 470 or NFSC 475 NUTR &amp; PHYSIOLOG CHEM</td>
<td>BIOL 319 INTEGRATED HUM AN PHY I</td>
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<tr>
<td>NUTR OR NFSC 481 SEMINAR</td>
<td>BIOL 320 INTEGRATED HUM AN PHY II</td>
</tr>
<tr>
<td>ANTH 205 PEOPLES &amp; CULT OF WRLD or ANTH 210 SOCIAL AND CULTURAL ANTHROPOLOGY</td>
<td>BICH 410 COMPREHEN BIOCHEM I</td>
</tr>
<tr>
<td>FSTC/DASC/NFSC 326 FOOD BACTERIOLOGY</td>
<td>BICH 411 COMPREHEN BIOCHEM II</td>
</tr>
<tr>
<td>MGMT 309 SURVEY OF MANAGEMENT</td>
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<td>POLS 206 AMERICAN NATIONAL GOVERNMENT</td>
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<tr>
<td>PSYC 107 INTRO TO PSYCHOLOGY</td>
<td></td>
</tr>
<tr>
<td>STAT 302 STATISTICAL METHODS</td>
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</tbody>
</table>
Dietetic Internship (DI) Intent to Apply Form
(Undergraduates and Post-baccalaureate students completing DPD coursework should submit this form by May 30th one year prior to application to a DI)

Date __________________________
Name_____________________ Email____________________________ UIN ______________

Permanent Address ___________________________________________________________
_____________________________________________________________________________

Local Phone (   ) __________________ Permanent Phone (    ) ______________________

Expected Graduation Date _____________________________________________________

Overall grade point at this time ________ (grade point of transferred credit ________)

GRE Scores: _____ (verbal) _____ (quantitative)_____not taken, will take on _________(date)
(If applicable)

All Paid Work Experience in College (List position title and approximate dates)
1. 
2. 
3. 

Volunteer Work Experience in a Dietetics-related Position
1. 
2. 
3. 

Honors/Extracurricular Activities as College Student (for organization, give office held if applicable)
1. 
2. 
3. 
4. 
5. 
6. 

Prioritize the programs you plan to apply on the following table:

<table>
<thead>
<tr>
<th>Prioritization</th>
<th>DI Programs You Plan to Apply</th>
<th>DI Web Address</th>
<th>Emphasis</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
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<td>Second</td>
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<td>Third</td>
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<tr>
<td>Others</td>
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</tbody>
</table>

When are you planning to apply for a DI internship?
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 on ratings and your signature on next page.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Actual or Expected Date of Graduation</th>
</tr>
</thead>
</table>

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

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

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

If Other, please indicate relationship:
**How long have you known the applicant?**

**How well do you know the applicant?**

<table>
<thead>
<tr>
<th>Do You: (Check appropriate box.)</th>
<th>Highly Recommend</th>
<th>Recommend</th>
<th>Not Recommend</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5 ☐</td>
<td>4 ☐</td>
<td>3 ☐</td>
</tr>
</tbody>
</table>

**Additional Information:** Use to amplify or add to characteristics rated on the 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:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Position</th>
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<table>
<thead>
<tr>
<th>Place of Employment</th>
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<table>
<thead>
<tr>
<th>Address</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
</table>
Sample Page from the Applicant Guide to Supervised Practice Experience.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>Internship</th>
<th>Internship w/ Adv. Degree</th>
<th>Internship w/ Adv. Degree Avail.</th>
<th>FEMGP</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE</td>
<td></td>
<td>Distance Internship</td>
<td>Coord. Program-Grad.</td>
<td>ISPP</td>
</tr>
</tbody>
</table>

**Director:** Karen Gelsmar  
**Phone:** 979-845-5713  
**Ext:** 5713  
**FBK:** 979-458-3129  
**Email:** kgnelsmar@tamu.edu

**Institution:** Texas A&M University  
**Website:** http://nms.tamu.edu/academics/dietetic-internship/

**Mailing Address:**  
**College/School:** Texas A&M University  
**Department:** Dept. Nutrition & Food Science  
**Street:**  
**Mail Drop:** 2253 TAMU  
**City:** College Station  
**State:** TX  
**Zip:** 77843-2253

**Program Information:**  
**Start Date 1:** August  
**Start Date 2:**  
**Number of openings:** 12  
**Program Length (weeks):** 38  
**Full-time Hr/Wk:** 40  
**Part-time Hr/Wk:**  
**Number of applicants 2 years ago:** 46  
**Number of Interns/Students 2 Years Ago:** 8  
**Number of applicants last year:** 46  
**Number of Interns/Students Last Year:** 8  
**Focus of Program:**  
**Concentration:** Clinical Dietetics  
**Additional Concentration:**  
**Weeks in Concentration:** 16

**Clinical Practice Experiences:**  
**Length (weeks):** 16+  
**Academic Medical Center**  
**Regional Medical Center**  
**Medical Center**  
**Small Medical Center**  
**Pediatric Hospital**  
**Rehabilitation Center**  
**VA Medical Center**  
**Community Hospital**  
**State Hospital**  
**Long Term Care Facility**  
**Out Patient Clinic**

**Other:**

**Medicine**  
**Nutrition Support**  
**Women's Health**  
**Pediatrics**  
**Bariatrics**  
**Psychiatric Care**  
**Trauma**  
**Pulmonary**  
**GI**  
**Surgery**  
**Renal/Dialysis**  
**Critical Care**  
**Burn Care**  
**Eating Disorders**  
**LTC**  
**Geriatrics**  
**Neurology/Spinal Cord Injury**  
**NICU**  
**Oncology**  
**HIV/AIDS**  
**Cardiology**  
**Organ Transplant**

**Other:**

**Community Practice Experiences:**  
**Length (weeks):** 7-12  
**Community Clinics/Programs**  
**Public Health/Health Departments**  
**WIC**  
**Child Services**  
**Schools**  
**Food Banks**  
**Cooperative Extension**  
** Meals on Wheels**  
**Senior Services**  
**Community Meals**  
**Fitness/Wellness**

**Other:**

**Management Practice Experiences:**  
**Length (weeks):** 6-12  
**Healthcare**  
**Public Schools**  
**College/University**  
**Commercial/ Retail**  
**Community Facilities**  
**Other Clinical Management**

**Staff Relief Practice Experiences:**  
**Length (weeks):** 2  
**All Rotations**  
**Clinical**  
**Clinical Administration**  
**Nutrition Education/Counseling**  
**Intern Choice**  
**Eating Disorders**  
**Health Dept**  
**State/Federal Agency**  
**Community**  
**Food Service**  
**Public Health**

**Other:**

**Non-Traditional and Specialty Practice Experiences:**  
**Non-Traditional Practice (weeks):** 2  
**Specialty Practice (weeks):** 2-3  
**Elective (weeks):**  
**International**  
**Hospitality**  
**Dental**  
**Corporate Wellness**  
**Health**  
**Community Agriculture/Urban Gardening**  
**Information Systems**  
**Independent Study**  
**Sales and Marketing**  
**Retail**  
**Culinary**  
**Sports Nutrition**  
**Research**  
**Advanced Practice**  
**Program Planning**  
**Public Health**  
**Pediatrics**  
**Eating Disorders**  
**Underserved**  
**Diabetes**  
**Media/Communication**  
**Neonatal**  
**Leadership**  
**Indian Health**  
**Military Skills**  
**Surgery**  
**Private Practice/Entrepreneur**  
**Retail**  
**Non-Profit**

**Other Important Program Information:**

Applicants are expected to travel to various rotations sites and must have reliable means of transportation. Travel time may be as much as 1 hour one way.
Note the financial aid information on the previous page; financial aid, government loans, scholarships and assistantships are available.

Notice the ranking of the criteria when evaluating applicants; the GRE score is the top consideration, followed by the DPD GPA, Total GPA, references, personal statement, interview and work experience. Additionally, this program participates in the February match and uses the DICAS application.
University of Houston Onsite Dietetic Internship

**PROGRAM TYPE:**
- [x] Internship
- [ ] Internship w/ Adv. Degree
- [ ] Internship w/ Adv. Degree Avail.
- [ ] FEMGP

**Director:** Claudia Scott MS, RD, LD, CDE  
**Phone:** 713-743-4025  
**Ext.:**  
**Fax:**

**INSTITUTION:** University of Houston  
**Email:** cwscott@uh.edu

**MAILING ADDRESS:**
- **College/School:** University of Houston
- **Department:** Health and Human Performance  
**Street:** 5878 Holman Street  
**Mail Drop:** 6015

**P.O. Box:** 104 Garrison  
**City:** Houston  
**State:** TX  
**Zip:** 77204-6015

**PROGRAM INFORMATION:**
- **Start Date 1:** January  
- **Start Date 2:** July  
- **Number of openings:** 20

**Program Length (weeks):** 27  
- [x] Full-time Hr/Wk: 40-50  
- [ ] Part-time Hr/Wk:

**Number of applicants 2 years ago:** 150  
**Number of interns/students 2 years ago:** 21  
**Number in 2nd Round/ISPP Last Year:**

**Number of applicants Last year:** 180  
**Number of interns/students Last Year:** 20

**FOCUS OF PROGRAM:**
- Concentration: Clinical or MNT  
- Additional Concentration:

**CLINICAL PRACTICE EXPERIENCES:**
- Length (weeks): 10  
- [x] Academic Medical Center  
- [x] Regional Medical Center  
- [x] Medical Center  
- [x] Small Medical Center  
- [x] Pediatric Hospital  
- [x] Rehabilitation Center  
- [ ] VA Medical Center  
- [x] Community Hospital  
- [ ] State Hospital  
- [x] Long-term Care Facility  
- [x] Outpatient Clinic

- [ ] Other:
- [x] Medicine  
- [x] Nutrition Support:  
- [x] Women’s Health  
- [x] Pediatrics  
- [x] Bariatrics  
- [x] Psychiatric Care  
- [x] Trauma  
- [x] Pulmonary  
- [x] GI  
- [x] Surgery  
- [x] Renal/Dialysis  
- [x] Critical Care  
- [ ] Burn Care  
- [x] Eating Disorders  
- [x] LTC  
- [x] Geriatrics  
- [x] Neurology/Spinal Cord Injury  
- [x] NICU  
- [x] Oncology  
- [x] HIV/AIDS  
- [x] Cardiology  
- [x] Organ Transplant

- [ ] Other:

**COMMUNITY PRACTICE EXPERIENCES:**
- Length (weeks): 8  
- [x] Community Clinics/Programs  
- [x] Public Health/Health Departments  
- [x] WIC  
- [x] Child Services  
- [x] Schools  
- [x] Food banks  
- [x] Cooperative Extension  
- [x] Meals on Wheels  
- [x] Senior Services  
- [x] Community Meals  
- [x] Fitness/wellness

- [ ] Other:

**MANAGEMENT PRACTICE EXPERIENCES:**
- Length (weeks): 4  
- [x] Healthcare  
- [x] Public Schools  
- [x] College/University  
- [x] Commercial/Retail  
- [x] Community Facilities

- [ ] Other:

**STAFF RELIEF PRACTICE EXPERIENCES:**
- Length (weeks): 1-2  
- [x] All Rotations  
- [x] Clinical  
- [x] Clinical Administration  
- [x] Nutrition Education/Counselling  
- [x] Intern Choice  
- [x] Eating Disorders  
- [x] Health Dept.  
- [x] State/Federal Agency  
- [x] Community  
- [x] Food Service  
- [x] Public Health

- [ ] Other:

**NON-TRADITIONAL AND SPECIALTY PRACTICE EXPERIENCES:**
- Non-Traditional Practice (weeks):  
- Specialty Practice (weeks):  
- Elective (weeks): 4  
- [ ] International

- [x] Hospitality  
- [x] Dental  
- [x] Corporate Wellness  
- [x] Rural Health  
- [x] Community Agriculture/Urban Gardening  
- [x] Information Systems  
- [x] Independent Study  
- [x] Sales and Marketing  
- [x] Renal  
- [x] Culinary  
- [x] Sports Nutrition  
- [x] Research  
- [x] Advanced Practice  
- [x] Program Planning  
- [x] Public Health  
- [x] Pediatrics  
- [x] Eating Disorders  
- [x] Underserved  
- [x] Diabetes  
- [x] Media/Communication  
- [x] Neonatal  
- [x] Leadership  
- [x] Indian Health  
- [x] Military Skills  
- [x] Surgery  
- [ ] Private Practice/Entrepreneur  
- [x] Retail  
- [x] Non-Profits

- [ ] Other:

**OTHER IMPORTANT PROGRAM INFORMATION:**
Notice the ranking of the criteria when evaluating applicants; the DPD GPA is the top consideration, followed by work experience, personal statement, and references. Additionally, this program participates in the February and November match and uses the DICAS application. **Note** the financial aid information: Financial aid, government loans, scholarships and assistantships are not available.
The Accreditation Council for Education in Nutrition and Dietetics (ACEND) Dietetic Internship Program Resource from ACEND Website – Sample Pages

ACEND Main Page – https://www.eatrightpro.org/acend

Under “Accredited Programs”, select “Dietetic Internships” on the lower right side of main page.
Clicking on “Dietetic Internships” on the lower right side of main page will take you to the following: https://www.eatrightpro.org/acend/accredited-programs/dietetic-internships

Dietetic Internships

Listed below are the Dietetic Internships (DI). After each program's address is the accreditation status granted by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and the date the program’s accreditation term ends. View accreditation status definitions.

To apply to a DI, individuals must complete at least a bachelor's degree and ACEND-accredited coursework requirements (Didactic Program in Dietetics). Currently all DIs must provide at least 1200 hours of supervised practice. This is usually completed in 8-24 months depending on the availability of a part-time schedule or requirement of graduate credit. Individuals completing the program who are verified by the program director are eligible to write the CDR registration examination for dietitians.

Appointments to DIs are awarded on a competitive basis and most use a national computer matching process. Programs not participating in computer matching accept applications only from individuals employed by the sponsoring organization. Prospective applicants must contact program directors for current information, including application deadline dates. More information about the application, tuition and financial aid can be obtained from the program.

Below is a search engine designed to locate accredited programs by state and options available. To the right are check boxes to help narrow the selection.

- "Only Programs Offering Distance Education" are for programs where coursework can be completed entirely online.
- "Only Programs with Course Credit Transfer Agreements" applies to students who have completed a Dietetic Tech program and have credits to transfer into a Coordinated Program.
- "Only Programs that Result in a Graduate Degree" are for students who are interested in receiving a Masters or doctoral degree upon program completion.
- "Only Programs that have an ISPP (Individualized Supervised Practice Pathway) option available" allows graduates who did not match to a dietetic internship but possess DPD verification statement or doctoral degree holders to fulfill supervised practice hours in an ACEND® accredited program.

The information in this listing, including program details, is intended to be as accurate as possible when posted, but is subject to change without notice. The Academy of Nutrition and Dietetics and the Accreditation Council for Education in Nutrition and Dietetics assume no responsibility for changes or errors in the compilation of this information, and no one accessing and using the information shall have any right of recovery on account of its use.
After typing in Texas in the search box and entering “go,” you will be directed to 23 programs that match the Texas DI search criteria. The following is the Texas A&M University DI information that is included in the Texas DI listings.

**College Station**

**Texas A&M University**
Department of Nutrition and Food Science
100 Cater-Mattil
2253 TAMU
College Station, TX 77843-2253

Accredited
**Accreditation Term Ends:** 06/30/2024

**Full Time Degree**

- **Annual Enrollment:** 12
- **Enrollment:** August, Fall, Graduate school
- **Program Length:** void
- **Emphasis:** Clinical Dietetics
- **Graduate Credit Offered:** Graduate degree available
- **Other Stipend:** None
- **Computer Matching:** April
- **Reserved pre-select slots:** 6

**Full Time Non Degree**

- **Annual Enrollment:** 12
- **Enrollment:** August
- **Program Length:** 09 Months
- **Emphasis:** Clinical Dietetics
- **Degree Granted:** Graduate degree available
- **Graduate Credit Offered:** Graduate degree available
- **Other Stipend:** None
- **Computer Matching:** April
- **Other Information:** The program offers the option to earn graduate credit or degree.
- **Reserved pre-select slots:** 6

Karen S Geismar
Ms. Karen S Geismar
(979)845-5713
Fax: (979)862-6842
E-mail: ksgeismar@tamu.edu
[http://nfs.tamu.edu/academics/dietetic-internship](http://nfs.tamu.edu/academics/dietetic-internship)

The information above is very similar to the information for all DI programs on the ACEND website.

As a reminder, this is one resource for DI information. The most accurate resource for DI information is the program website. Be sure to view it when making DI decisions.
Letter of Recommendation Request Form

Complete this form and provide one to each individual you are asking to serve as a reference. You must also include a current resume and unofficial transcripts from all colleges attended. Please sign the permission to release education records only if you permit the writer to include GPR or class rank information in your letter of recommendation. Only one form is required per student.

Student_____________________________________________________________Date____________________

Email
Address________________________________________________________Phone_________________

A. List all programs that you are planning to apply. (Program Name, Director and the top two criteria for this program as found in the Applicant Supervised Guide)

B. Letters of recommendation requested by___________________________________________________(date). (a minimum of one month in advance is required.)

C. Background Information
   1. Schools Attended and Dates – Unofficial transcripts from all colleges attended must be attached to this form.

   2. Please check the following categories regarding your employment experience in a nutrition/health related area during the fall and spring semesters for each class year. An updated resume must be attached to this document.

<table>
<thead>
<tr>
<th>Year</th>
<th>Beginning/Ending Dates (Month/Year)</th>
<th>&lt;10 h/wk.</th>
<th>10-20 h/wk.</th>
<th>&gt;20 h/wk.</th>
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<td>Senior</td>
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<tr>
<td>Post-graduate or Graduate Students completing DPD courses</td>
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</tbody>
</table>
3. Please check the following categories regarding your volunteer experience in a nutrition/health related area during the fall and spring semesters for each class year.

<table>
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<tr>
<th>Year</th>
<th>Beginning/Ending Dates (Month/Year)</th>
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<td>Post-baccalaureate Students completing DPD courses</td>
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</table>

4. What would you like to be doing professionally in 5 years beyond acceptance and completion of a dietetic internship and passage of the RD exam? In 10 years beyond acceptance and completion of a dietetic internship and passage of the RD exam?

I give permission to _______________________________ to write a letter of recommendation to:

__________________________________________________________

__________________________________________________________ has my permission to include my grades, GPA, & class rank in this letter.

__________________________________________________________  __________________________
Signature Date
Request for a Declaration of Intent

Note: Courses listed do not reflect the current prefix of NFSC
Texas A&M University

This form is required to identify the remaining coursework required for graduation for undergraduates and remaining DPD courses for post-baccalaureate students. It identifies the courses that must be completed before being eligible to receive the Verification Statement and start the DI Program. DPD students who are planning to apply for a DI in the spring must complete the “Request for a Declaration of Intent” form by the completion of the fall semester prior to the spring semester they plan to apply for a DI. The Texas A&M University DPD Director who must issue and sign the Declaration of Intent is:

Karen Beathard MS, RD, LD, FAND, 102 Cater Mattil, 979-845-4403

Please complete this form by providing your personal information and identifying the courses that you have completed at Texas A&M University by writing your grade in the “Completion at TAMU” column. For course work completed elsewhere or graduate work, write a course designation, number, school at which it was taken and final grade in the “substitution” column (Example: CHEM 1031 at Stanford – A). You may write “in progress” for coursework currently enrolled.

Student Name _____________________________________ Date of Graduation ____________________
Birthdate_________________________________________UIN_________________________________
GPR _____ DPD GPR ____ Colleges or Universities
Attended__________________________________________

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Completion at TAMU - Grade</th>
<th>Substitution (graduate course or transferred course) - Grade</th>
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<tbody>
<tr>
<td>NUTR or NFSC 203 SCIENTIFIC PRIN NUTRITION</td>
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<td>NUTR or NFSC 210 HORIZONS IN NUTRITION AND FOOD SCIENCE</td>
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<td>NUTR or NFSC 211 SCIENTIFIC PRIN OF FOODS</td>
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<td>NUTR or NFSC 301 NUTR THROUGH LIFE</td>
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<td>BIOL 319 INTEGRATED HUM AN/PHY I</td>
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<td>Course Requirement</td>
<td>Completion at TAMU - Grade</td>
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<td>GENE 301 COMPREHENSIVE GENETICS</td>
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<td>CHEM 119 FUND OF CHEMISTRY I</td>
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<td>CHEM 120 FUND OF CHEMISTRY II</td>
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<td>PSYC 107 INTRO TO PSYCHOLOGY</td>
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<td>ANTH 205 PEOPLES &amp; CULT OF WRLD or ANTH 210 SOCIAL &amp; CULTURAL ANTH</td>
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<td>STAT 302 STATISTICAL METHODS</td>
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<tr>
<td>POLS 206 AMERICAN NATIONAL GOVERNMENT (Post-grad and Grad Students only)</td>
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</table>

List All Remaining Coursework That Must Be Completed for Graduation *(List course designation and number, semester the course will be taken, and college/university where course will be taken)*

List All DI Programs That You Are Planning to Apply *(Prioritize These with One Being Your First Choice.)*

<table>
<thead>
<tr>
<th>Prioritization</th>
<th>Institution</th>
<th>Location</th>
<th>Emphasis Area</th>
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<td>First Choice</td>
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<td>Third Choice</td>
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<tr>
<td>Remaining Choices</td>
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Permanent Email Address:
Applications for DI programs and permission to take the CDR credentialing exam to become a RDN require the submission of a Verification of Completion of the Didactic Program in Dietetics form. In order to receive a verification statement, all courses on this checklist must be completed and verified by the program director. The Texas A&M University DPD Director who must issue and sign the form the Verification Statement is:

Karen Beathard MS, RD, LD, FAND, 102 Cater Mattil, 979-845-4403

Please complete this form by providing your personal information and identifying the courses that you have completed at Texas A&M University by writing your grade in the “Completion at Texas A&M” column. For course work completed elsewhere, write a course designation, number, school at which it was taken and final grade in the “substitution” column (Example: CHEM 1031 at Stanford- A.) You may write “in progress” for coursework currently enrolled.

Student Name _____________________________________Date of Graduation ____________________
Birthdate________________________________________UIN_________________________________
GPR ____DPD GPR ____Colleges or Universities Attended ______________________________________

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<td>CHEM 227 ORGANIC CHEMISTRY I</td>
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<td>CHEM 237 ORGANIC CHEMISTRY LAB</td>
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<td>CHEM 228 ORGANIC CHEMISTRY II</td>
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<td>BICH 410 COMPREHEN BIOCHEM I</td>
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<td>BICH 411 COMPREHEN BIOCHEM II</td>
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<td>PSYC 107 INTRO TO PSYCHOLOGY</td>
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<td>ANTH 205PEOPLES &amp; CULT OF WRLD or ANTH 210 SOCIAL &amp; CULTURAL ANTH</td>
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<td>STAT 302 STATISTICAL METHODS</td>
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<td>POLS 206 AMERICAN NATIONAL GOVERNMENT (Post-grad and Grad Students only)</td>
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**List All DJ Programs That You Are Planning to Apply (Prioritize These with One Being Your First Choice).**

<table>
<thead>
<tr>
<th>Prioritization</th>
<th>Institution</th>
<th>Location</th>
<th>Emphasis Area</th>
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<tbody>
<tr>
<td><strong>First Choice</strong></td>
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<td><strong>Second Choice</strong></td>
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<td><strong>Third Choice</strong></td>
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<tr>
<td><strong>Remaining Choices</strong></td>
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Please complete the following contact information so Karen Beathard can mail your verification statement to you after you graduate:

Name____________________________________________________ Phone number ______________

Permanent mailing address______________________________________________________________________________

Permanent email address____________________________________________________________________________________
Electronic Portfolio (e-portfolio) Guidelines

An e-portfolio is an electronic way for students to display their skills in a professional and competitive manner for DI Directors and future employers, track professional progress, reflect on their time as a DPD student and assess their completion and evolution of professional and academic goals. Further, some DI Directors require an e-portfolio as part of the DI application. A sample e-portfolio can be viewed at: http://morgansinclair.wixsite.com/home.

The following are suggested guidelines to be followed when creating an e-portfolio.

I. Identify sites (free with fee-based options available) for development of an e-portfolio
   A. www.webstarts.com
   B. www.yola.com
   C. www.web.com
   D. www.wix.com – this is a very user friendly site that is used in the sample and NFSC 210.
   E. www.weebly.com

II. Develop an e-portfolio outline
   A. About me
      1. Provide a brief amount of information about yourself.
      2. Include your personal mission statement
      3. Include a professional image of yourself
      4. Include a PDF version (or hyperlink) to your resume
      5. Note: this page should be somewhat minimal and be used to direct the reader to other parts of the website
   B. Undergraduate career (Post-graduates should include relevant undergraduate experiences in development of their e-portfolios)
      1. Include a brief description of the Texas A&M University (TAMU) DPD program.
      2. Use the following wording when describing the mission statement of the program: “The mission of the Texas A&M University DPD Program is to prepare future leaders in the dietetic profession by providing a high quality undergraduate level education and high impact and experiential learning activities that generate strong technical knowledge, critical thinking, communication skills, and professionalism.”
      3. It is an option to include grade point, transcript, and a list of nutrition related courses and descriptions.
         a. An example class description is as follows: “The Scientific Principles of Food (NSFC 211). Under the direction of Ms. Saundra Lorenz, we explored the different components of food, taste, food texture, and the outcome of cooking with different ingredients. We worked our way through each major food category and included baked goods as well to understand the need of certain ingredients when cooking and baking. Attached below is a project completed when learning about the various cuts of meat on swine and cattle.” (*taken from the website of Morgan Sinclair)
         b. Students are required to contact their instructors prior to posting projects or original work as part of their study at TAMU. (Information from classes should not include exams, case studies, or other assignments which the instructor may deem unnecessary)
   C. Experience
      1. Provide more details on nutritionally relevant experiences listed on their resume. Examples include study abroad, leadership positions, mentor-mentee participation, etc.
      2. Use this area to reflect on the experience
         a. Address lessons that you learned from the experience and why this lesson was important to your development
         b. Discuss how this experience influenced you to act or behave differently
c. Discuss how this experience helped to develop your leadership ability, skills and professionalism.
d. Include a few pictures that support this learning experience (remember this is not social media, but a chance for a future employer to know you better; see guidelines of professionalism)

D. Volunteerism
1. Use this section should mirror the experience section, but focus and reflections should be specifically on volunteer experiences.

E. Sample Work
1. Provide examples of unique projects you have completed including projects for class or another organization.
2. Ask your professor before posting work done for their class
3. Avoid sharing work that is unapproved or will give future students an unfair advantage when completing the same assignment.
4. Sample work
   a. Work samples that you developed including nutrition pamphlets, videos, and writing assignments.
   b. Avoid including documents or forms which you did not develop yourself and/or work that all DPD students do such as case studies.
   c. Consider inclusion of projects that you were particularly proud of or ones that professors were pleased.
   d. Reflect on what you learned from this sample work and why you included it on your website.

F. Reflections
1. Ask professors or others that you shadowed or worked with to provide a review of your skill set and performance.

G. Miscellaneous
1. Inclusion of this section is optional and used to provide more personal information about themselves such as hobbies or non-nutritionally relevant experience.
2. Include a few pictures that support this learning experience (remember this is not social media, but a chance for a future employer to know you better (see guidelines of professionalism).

III. Guidelines of Professionalism
A. Select a professional, simple template that emphasizes your skills and ability
B. Be creative but professional in all your postings
C. Make sure all pictures are professional and reflect the intended experience
D. Make your site aesthetically appealing
   1. Confirm that it is neat and organized
   2. Make sure it is easy to navigate, read and understand
E. Design your website to demonstrate your commitment to wanting to be a part of the dietetic profession
F. Include material and personal reflections that represent the scope of your interests and skills
G. Explain the items that you include and indicate why you included them.
H. Refer to the Ted Talk “How Great Leaders Inspire” by Simon Sinek

IV. Publish and Share
A. Invite a mentor to view your site for content and professionalism
B. Once you have confirmed the website meets professional standards, click “publish” and create access
C. If you decide to password protect your site, include that password when sharing it with others
D. Share your website with potential DI Directors, prospective employers, etc.
E. Make sure to continually update your site so the content continues to be current and relevant to your stated goals.
EDUCATION
Texas A&M University, College Station, TX
Graduated: Spring 2014
Bachelor of Science in Nutritional Sciences – Dietetics Major GPA: 3.86
Cumulative GPA: 3.36

LEADERSHIP
Academy of Nutrition and Dietetics
Student Representative
Student Advisory Committee, June 2014 - 2015

Mid-East Texas Dietetic Association
Fundraising Chair, 2013 - 2014

Texas A&M Aggie Mentor Program
Mentor, 2013 - 2014

Texas A&M Navigators Campus Ministry
Servant Leader Team, 2011- 2014

Texas A&M Nutrition and Dietetics Association
Vice-President, 2012 - 2013

Texas Student Dietetic Association
Secretary, 2012 – 2013
-Organized student track at Texas FNCE

DIETETICS RELATED EXPERIENCE
Epicures Catering - Food Service, Bryan, TX
June 2013 – May 2014
➢ Server, food preparation and event set-up

JTA Wellness – Community & Clinical Nutrition, San Antonio, TX
Spring 2013
➢ Director of Interns
● Provided direction for dietetic intern with University of Houston Distance Dietetic Internship Community Rotation.
● Wrote job description for Abilene Christian University Family Studies Practicum Program - JTA internship.
➢ Intern
• Conducted one-one-one initial consultations with 23 patients in weight loss research study.
• Collaborated with fellow intern to perform recipe analysis for over 500 recipes using ESHA program.
• Assisted in 9 learn-at-lunch corporate nutrition-wellness event presentations and handout planning.
• Created handouts for patients.
• Assisted in reviewing grocery store items for Healthy Item of the Week in electronic newsletter.
• Wrote blog entry for Dairy MAX guest blog.
• Wrote various responses for city newspaper nutrition stories as part of partnership with Coca-Cola.

SJ Best Bets Program Community Nutrition, Bryan & College Station, TX
Summer 2013
➢ Conducted grocery store aisle review under grocery store dietitian.

St. Joseph Hospital - Clinical Nutrition, Bryan, TX
Spring 2012 - Fall 2012
➢ Dietitian Assistant
• Provided clinical diet education to nutritionally compromised patients under dietitian supervision.
• Charted nutrition education to patient medical record.

National School of Martial Arts - San Antonio, TX
Taekwondo Instructor
2006 - 2010
➢ Official coach at USA-Taekwondo tournaments.
● Worked with team to instruct Taekwondo classes in after-school Taekwondo program with 87 children.
● Trained and supervised 3 new instructors.

Other Dietetics Related Volunteer Work
➢ National Nutrition Month-Nutrition Dietetic Association event
➢ National Food Day - Nutrition Dietetic Association event
➢ Various A&M Nutrition and Dietetic Association events
➢ Brazos Valley Food Bank, 4 times 2012 - 2013 school year
➢ Volunteered at Texas Academy’s RD promotion booth at HEB’s It’s Time School Summit convention
➢ Casa Helotes-Meals-on-Wheels During Spring Breaks, food preparation

PROFESSIONAL MEMBERSHIP
➢ Academy of Nutrition and Dietetics 2000-2004
➢ Texas Academy of Nutrition and Dietetics 2000-2004
➢ Mid-East Texas Dietetic Association 2000-2004
➢ Pediatric Nutrition Practice Group 2000-2004
Sample Resume II
Student Name
Address  •  Phone Number  •  Email

EDUCATION
- Texas A&M University, College Station, Texas  Graduating May 2020
- Bachelor of Science in both Biology and Nutrition (DPD tract)
- Psychology Minor
  GPR: 3.6
  DPD GPA: 3.4

RELEVANT WORK EXPERIENCE

Dietetic Coordinator, College Station, Texas  May 2019 - present
Legacy Nursing Home and Rehabilitation
- Interviewed residents to determine food preferences, then adjusted therapeutic diets accordingly
- Compiled information about patient’s medical history and kept all other records/reports updated
- Interfaced with nursing staff to solve problems with inefficiency; produced new forms with Excel
- Facilitated the transfer of records to new foodservice vendor; modified meal tickets accordingly

Undergraduate Research Scholar, Texas A&M University  Summer 2018 - present
IONHealth Eggs Study & IONHealth Aging Study under Karen Beathard
- Investigated if consuming egg-based lutein and zeaxanthin affects cognition in old age
- Explored lycopene’s link to cognition in young adults under Dr. Steven Riedman
- Developed marketing materials and partnered with local businesses to recruit for studies
- Delegated tasks to other student researchers and monitored progress of study goals
- Directed subjects through study protocol/procedure; addressed/resolved problems and complaints

International Student Ministry Director, College Station, Texas  August 2016 - present
University Lutheran Chapel
- Taught conversational English to international students from 10+ countries
- Engaged international students in a cooking class where they learned to cook healthy food in an unfamiliar and confusing American culture
- Collaborated with Pastor to resolve problems, plan monthly special events, and create new ideas for classes and curriculum

VOLUNTEER EXPERIENCE

House of Delegates (HOD) Academy Election Campaign Manager  January-February 2020
- Collaborated with Karen Beathard to promote candidacy and competency for Speaker Elect
- Developed campaign materials to raise awareness about voting to both students and professionals

DIPW Planning Committee Marketing Chair, College Station Texas  May-October 2019
- Delegated tasks to other students; scheduled social media posts; designed registration website
- Collaborated with members of other committees to update marketing materials

Operation Lone Star, Brownsville, Texas  July 21st-27th 2019
- Designed culturally relevant bilingual handouts for the low-income participants
- Interfaced with the local population of South Texas and advised patients based on their needs

DPD and Food Science Focus groups, College Station Texas  June 10th-27th 2019
- Reviewed curriculum; came to a consensus about what needs improvement and changes to finalize
VOLUNTEER EXPERIENCE (Continued)

Stop Hunger NOW, College Station Texas  
January 2018, 2019
- Participated in the assembling and packaging process for food to be donated to food insecure populations and countries ravaged by war. Special focus was given to women/children in poverty
- Recruited volunteers for the event using social media and physical media

The Big Event, College Station Texas  
April 2016, 2017, 2018, 2019
- Served the local community through landscaping, painting, and housekeeping for the elderly/disabled

Food Procurement: University Lutheran Chapel, College Station Texas  
January 2017-present
- Ensured weekly church events were properly catered from 2018-2020
- Coordinated weekly Sunday brunch as well as Sunday Night supper for two semesters
- Provided baked goods for the church’s Prayer Booth, bible studies, and outreach events

SKILLS AND CERTIFICATIONS

Certifications and awards:
- Certified Food Safety Manager (Prometric: valid May 2019 - Spring 2024)
- Certified food handler and allergen handler (Servsafe: valid May 2020 - May 2025)
- Recipient of the Jane Elizabeth Cohen Endowed Scholarship (2020)
- Undergraduate research scholar (2019-2020)
- Two time awardee of Verlin & Howard Kruse ’52 Scholarship (2018 & 2019)
- Recipient of the BAFTX Scholarship (2018)

Membership/Professional Organizations:
- Academy of Nutrition and Dietetics (2018-present)
- Texas Academy of Nutrition and Dietetics (2018-present)
- Member of the Texas Student Dietetic Association (2020-present)

Proficient in:
- All Microsoft Office programs, including Excel, Word, PowerPoint
- Survey design using google forms or Survey Monkey
- Task delegation and general management
- Complaint handling and resolution
- Food science, food safety, and all basic cooking techniques
- Using website building tools such as WIX and Squarespace
- Inorganic Chemistry, Organic Chemistry, and Biochemistry
- Organizing, planning, and executing planned events and workshops.
- Canva
Texas A&M DPD Off-Campus Labs or Observational Experience Policy

Students currently participate in identified lab or observational experiences to meet specific course learning outcomes in the following DPD courses: NFSC 304 Food Service Systems Management and NUTR 404 Nutritional Assessment and Planning. NFSC 304, NSFC 404, NFSC 407 and any other DPD courses that initiate off-campus labs or experiences are required to adhere to the identified policies.

Off-campus experiences are intended to meet specific course learning outcomes. While students are not intended to replace employees, they are expected to meet the requirements of the respective course (i.e. NFSC 304 – students are expected to participate in “hands on” experiences to enhance their technical knowledge and skills, etc.)

This policy will be provided to students enrolled in the respective courses prior to participation in the identified activities. It is the responsibility of the student to become familiar with the policies and comply with them during all off-campus experiences.

I. Facility Requirements
   A. Affiliation agreements will be created between the facility and Texas A&M University that will exist for a maximum of five years.
   B. Policies or procedures may change at any time during the affiliation agreement; changes will be communicated to affected individuals.
   C. Facilities will make students aware of facility emergency guidelines including, but not limited to, fire safety procedures and location of Hazard Communication Safety Data Sheets [formerly known as Material Safety Data Sheets (MSDS)].
   D. Facilities will make students aware of general facility policies and procedures that are specific to their establishment and may apply during the experience.

II. Student Requirements
   A. Students will be required to provide the respective course instructor with emergency contact information, which will be submitted to the administrative offices of the Department of Nutrition and Food Science and maintained by the course instructor.
   B. Student will be required to indicate they understand their responsibilities related to the experience by signing a form in the respective course; the form should be kept on file by the course instructor.
   C. Student Responsibilities
      1. Participating facilities are located in various locations throughout Bryan/College Station. Students are responsible for their own transportation to and from lab experiences. Travel policies are consistent with Texas A&M University travel requirements (http://agrilifecdn.tamu.edu/collegecouncils/files/2014/04/University-Rule-Student-Travel.pdf)
      2. Students who drive to lab are responsible for maintaining a valid Texas or other state driver’s license, current state vehicle inspection and registration, personal automobile insurance coverage, wearing seat belts and obeying traffic laws and regulations.
      3. Students are expected to comply with Texas A&M University Student Conduct Rules (http://student-rules.tamu.edu/).
      4. Students who are injured or involved in any type of accident should immediately notify the lab preceptor for assistance and course instructor for assistance and guidance.
      5. Students should not attend the lab experience if they are ill. If they become ill at the experience, they should notify the lab preceptor and course instructor and go home.
      6. Students should maintain personal health insurance.

III. Liability
   A. Students are not covered by liability insurance coverage of the lab locations or by Texas A&M University.
   B. Liability information is included in the affiliation agreements between Texas A&M University and each respective facility.

These are the minimum policy requirements for off-campus labs or observational experiences that must be included in the course syllabus. Any additional requirements specific to the course should also be included as needed.
Lab Confirmation Form
(Sample from NFSC 304)

Lab experiences are designed and intended to meet the NFSC 304 course and lab learning outcomes. I have read and understand that it is my responsibility as a student to become familiar with the policies and comply with them during all off-campus experiences.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Emergency Contact Information</th>
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<td></td>
<td>Contact Name</td>
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Please initial next to the following statements to indicate your agreement with them:

- [ ] I am responsible for my own transportation to and from lab experiences that are located in various locations throughout Bryan/College Station.
- [ ] I agree that I am responsible for maintaining a valid Texas or other state driver's license, current state vehicle inspection and registration, personal automobile insurance coverage, wearing seat belts and obeying traffic laws and regulations.
- [ ] I agree to comply with Texas A&M University Student Conduct Rules: [http://student-rules.tamu.edu/](http://student-rules.tamu.edu/).
- [ ] If I am injured or involved in any type of accident, I will immediately notify the lab preceptor for assistance and course instructor for assistance and guidance.
- [ ] I will not attend the lab experience if I am ill. If I become ill at the lab, I will notify the lab preceptor and course instructor and go home.
- [ ] I understand that I should maintain personal health insurance.
- [ ] I understand that I am not covered by liability insurance coverage of the lab locations or by Texas A&M University.
- [ ] I agree to arrive to lab at the designated time in the proper dress code and will notify the lab preceptor and Karen Beathard if I am unable to arrive at the lab at the designated time.
- [ ] I have received a copy of the student lab handout and the Texas A&M DPD Off-Campus Lab or Observational Experience Policy.

My signature below indicates my understanding of the NFSC 304 lab requirements and the Texas A&M DPD Off-Campus Lab or Observational Experience Policy and that I commit to honoring my responsibilities associated with it.

_______________________________________________________________________________  ______________  
Student Signature             Date

_______________________________________________________________________________  ______________  
Course Instructor Signature   Date
Preamble:
When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner’s roles and conduct. All individuals to whom the Code applies are referred to as “nutrition and dietetics practitioners”. By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:
1. Competence and professional development in practice (Non-maleficence)
Nutrition and dietetics practitioners shall:
   a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
   b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
   c. Assess the validity and applicability of scientific evidence without personal bias.
   d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
   e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner’s expertise and judgment.
   f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
   g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
   h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)
Nutrition and dietetics practitioners shall:
   a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
   b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
   c. Maintain and appropriately use credentials.
   d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g., written, oral, electronic).
   e. Provide accurate and truthful information in all communications.
   f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
   g. Document, code and bill to most accurately reflect the character and extent of delivered services.
   h. Respect patient/client’s autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
   i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)
Nutrition and dietetics practitioners shall:
   a. Participate in and contribute to decisions that affect the well-being of patients/clients.
b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
f. Refrain from verbal/physical/emotional/sexual harassment.
g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
h. Communicate at an appropriate level to promote health literacy.
i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)
Nutrition and dietetics practitioners shall:
   a. Collaborate with others to reduce health disparities and protect human rights.
   b. Promote fairness and objectivity with fair and equitable treatment.
   c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
   d. Promote the unique role of nutrition and dietetics practitioners.
   e. Engage in service that benefits the community and to enhance the public’s trust in the profession.
   f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:
Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹
Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.²
Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²
Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²
Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³
Diversity: “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”⁴
Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²
Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.
Non-Maleficence: is the intent to not inflict harm.¹

References: