

# Department of Nutrition Didactic Program in Dietetics (DPD) Handbook 2024 – 2025

Texas A&M University  
College of Agriculture and Life Sciences  
Department of Nutrition  
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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. The appendix provides a list of acronyms used in the handbook.

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
- Identify the Texas A&M University DPD philosophy, mission, goals, objectives, policies, and procedures
- Understand the purpose of accreditation and the Accreditation Council for Education in Nutrition and Dietetics (ACEND)
- 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:

- **Applicant Guide to Supervised Practice Experience**
  - ACEND website
  - GRE® website
- **First-semester DPD students are required to read through the handbook, answer the identified questions, sign and submit the signature page at the end of the handbook to Tyler Fadal ([tyler.fadal@ag.tamu.edu](mailto:tyler.fadal@ag.tamu.edu)) within the first two weeks of your first-semester admission into the DPD program.**
- **Current students should read through the DPD Handbook thoroughly annually and use it as a resource to confirm they are on track in preparing to match a supervised practice program.**

### DEPARTMENTAL RESOURCES FOR DPD-RELATED QUESTIONS:

Dr. Karen Beathard, PhD, RDN, LD, FAND, Instructional Professor, Didactic Program in Dietetics (DPD) Director  
[karen.beathard@ag.tamu.edu](mailto:karen.beathard@ag.tamu.edu),

Tyler Fadal, Department of Nutrition Program Manager  
[tyler.fadal@ag.tamu.edu](mailto:tyler.fadal@ag.tamu.edu)

Evelyn Quinones, Department of Nutrition Academic Advisor IV  
[evelyn.quinones@ag.tamu.edu](mailto:evelyn.quinones@ag.tamu.edu)

Ame Morgan, Department of Nutrition Academic Advisor  
[ame.morgan@ag.tamu.edu](mailto:ame.morgan@ag.tamu.edu)

## 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 **Nutrition and Dietetics Technician, Registered (NDTR)** is an individual who has successfully completed all 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 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
- An ACEND-accredited supervised practice program (dietetic internship (DI)) that meets identified knowledge and competency requirements
- A master's degree (effective January 2024)
- The CDR national RD/RDN exam of competence (Boards) and maintains ongoing continued professional education (CPE) requirements

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*
- Uses the title and/or calls themselves a "nutritionist." There is no established or equivalent accreditation process like the NDTR and RD/RDN education pathway that results in one claiming/having the title of nutritionist.

The RD/RDN credential represents national licensure. Individual states also have licensure requirements that vary. It is important to identify the state licensure requirements and comply with them. Texas state licensure is not mandatory but strongly encouraged because it gives the practitioner a "voice" in Texas dietetic legislation and advocacy. It is also required by some employers for hiring and insurance reimbursement. The titles "Licensed Dietitian" and "Provisionally Licensed Dietitian" cannot be used without Texas state licensure. Texas RDs/RDNs must obtain Texas state licensure and the Licensed Dietitian (LD) credential through the Texas Department of Licensing & Regulation (TDLR - <https://www.tdlr.texas.gov/diet/diet.htm>).

**Note:** RDN will be used throughout the remainder of the handbook.

The Texas A&M University DPD Program, sponsored by the Department of Nutrition (NUTR) and the College of Agriculture and Life Sciences (COALS), is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is 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. Details regarding Texas A&M University ACEND accreditation are as follows: Date of Initial Accreditation: 1/1/1977; Accreditation Term Ends: 6/30/2032; Degree Granted: BS; and post-graduates can get a verification statement upon completion of the DPD program course requirements.

Features of the Texas A&M University DPD Program are as follows:

- It has a defined mission, goals, and outcomes 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 NDTR credential and/or to match a supervised practice program and pass the national registration examination to become RDNs.
  - 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 prepare applicants to apply and be selected by a supervised practice program.
- Successful completion of the DPD program results in 1) a BS degree for undergraduates, 2) an ACEND-verification statement, 3) preparation for the NDTR and/or RDN credentials, and 4) qualification for supervised practice programs (DI) for all students who meet program requirements. Students must complete the DPD program requirements within three and a half years.

## BENEFICIAL WEBSITES

- The Academy of Nutrition and Dietetics (The Academy) homepage: <http://www.eatright.org/>
- The Academy LinkedIn: <https://www.linkedin.com/company/eatrightpro/>
- Accreditation Council for Education in Nutrition and Dietetics (ACEND) homepage: <https://www.eatrightpro.org/acend>
- Commission on Dietetic Registration (CDR): <http://www.cdrnet.org>
- Department of Nutrition (NUTR): <http://nutrition.tamu.edu>
- Free Application for Federal Student Aid (FAFSA): <https://studentaid.gov/h/apply-for-aid/fafsa>
- GRE®: <http://www.ets.org/gre/>
- Texas A&M University (TAMU) DPD LinkedIn: <https://www.linkedin.com/groups/12431424/>
- TAMU Office of Admissions and Records: <http://admissions.tamu.edu/>
- TAMU Office of Graduate and Professional Studies: <http://grad.tamu.edu>
- TAMU Professional School Advising (OPSA): <https://opsa.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/>
- TAMU Career Center: <http://careercenter.tamu.edu>
- TAMU University Writing Center: <http://writingcenter.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 for undergraduates and postgraduates seeking 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 comprises nutrition, food sciences, biochemistry, physiology, management, social and behavioral sciences, and other supporting courses. Emphasis is placed on developing and demonstrating technical and critical thinking skills, oral and written communication ability, and professionalism to thoroughly prepare DPD participants for supervised practice and the dietetic profession. Opportunities for applying 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 RDNs by providing high-quality education and high-impact experiential learning activities that generate strong technical knowledge, critical thinking, communication skills, and professionalism.*

The mission of the DPD Program aligns with the Texas A&M University, COALS, and NUTR 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 continuously to assess the achievement of the program goals and targets. Goals and measurable program outcomes are identified below.

### Program Goal 1

To prepare those who complete the DPD program (undergraduates and postgraduates) with technical knowledge and skills for successful admission into ACEND-accredited supervised practice (DI) programs and graduate school.

### **Program Objectives for Goal 1**

- At least 90% of those who complete the DPD program (undergraduates and postgraduates) agree that the NUTR curriculum provided technical knowledge, communication skills, and life science courses that enhanced their critical thinking skills in preparation for ACEND-accredited supervised practice programs as indicated by the annual graduate survey outcomes.
- At least 90% of Supervised Practice Directors agree that they were satisfied with those who completed the DPD program (undergraduates and postgraduates) preparation for supervised practice as indicated by director survey outcomes.
- At least 80% of students complete DPD program requirements within three and a half years (150% of the program length).
- At least 70% of those who complete the DPD program (undergraduates and postgraduates) apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Of those who complete the DPD program (undergraduates and postgraduates) who apply to a supervised practice program, at least 80% are admitted within 12 months of graduation.
- At least 10% of those who complete the DPD program (undergraduates and postgraduates) who do not enter a supervised practice program enter graduate school within 12 months of graduation.
- At least 90% of supervised practice directors will agree that those who complete the Texas A&M University DPD program are prepared with the technical knowledge and skills to succeed in the program, as indicated by the director survey outcomes.
- The program's one-year pass rate (those who complete the DPD program (undergraduates and postgraduates) who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

### **Program Goal 2**

To prepare those who complete the DPD program (undergraduates and postgraduates) to exhibit leadership and professionalism in ACEND-accredited supervised practice programs.

### **Program Objectives for Goal 2**

- At least 90% of those who complete the DPD program (undergraduates and postgraduates) agree that the NUTR curriculum provides opportunities to strengthen their leadership and collaboration skills through group projects and assignments, as indicated by annual graduate survey outcomes.
- At least 90% of supervised practice directors will agree that those who complete the DPD program (undergraduates and postgraduates) display professionalism, leadership, and the ability to work collaboratively effectively, as indicated by the director survey outcomes.

DPD student performance is routinely monitored to identify the early detection of academic difficulty. Resources are in place to assist students as needed. DPD learning outcome assessment data is collected each semester and formal assessment is conducted annually. DPD student assessment and DPD program outcome data are used to prepare progress and performance reports and are reported annually to the DPD Advisory Committee. Assessment and program outcomes are available on request. Contact Dr. Karen Beathard, DPD Director, at [karen.beathard@ag.tamu.edu](mailto:karen.beathard@ag.tamu.edu) to request annual data.

## ACEND ACCREDITATION COMPLAINT PROCEDURE

Any complaints related to ACEND accreditation of the Texas A&M University DPD Program and/or specific concerns regarding the DPD curriculum or experiential learning experiences should be submitted in writing to Dr. Lauren Coheley, Associate Head for Undergraduate Programs, Department of Nutrition at [Lauren.Coheley@ag.tamu.edu](mailto:Lauren.Coheley@ag.tamu.edu). Accreditation complaints will be addressed by the Texas A&M University DPD Accreditation Advisory Committee for resolution within thirty days.

Any individual, including a student, faculty, dietetics practitioner, and/or member of the public, may submit a complaint against any accredited program to ACEND. Complaints should be submitted directly to ACEND in writing using the specific complaint form located at <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint> only after a failed resolution by the Texas A&M University DPD Program. The complaint form must be signed by the complainant and emailed to [ACENDReports@eatright.org](mailto:ACENDReports@eatright.org). Anonymous complaints and/or incomplete forms will not be accepted or considered by ACEND.

All complaints other than those related to accreditation should follow the Texas A&M University Student Grievance Procedures: <http://student-rules.tamu.edu/studentgrievanceprocedures>.

The mailing address for ACEND is as follows:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995



# ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN THE DIDACTIC PROGRAM IN DIETETICS (DPD) PROGRAM \*

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

<b>DPD Eligibility Requirements</b>	
<p><b>All students must meet the following criteria for admission and maintenance in the DPD program:</b></p> <ul style="list-style-type: none"> <li>● Attend DPD Orientation during the semester that you are registered in the final required courses to meet eligibility requirements. For example, attend DPD orientation during the semester that you are registered in NUTR 203. Grades will be confirmed at the end of the semester, and students will be asked by the academic advisor or program coordinator if they still want to move into the DPD program prior to actual movement into it. DPD Orientation is offered twice in both the fall and spring semesters. Specific orientation dates will be announced on the departmental website (<a href="http://nutrition.tamu.edu">http://nutrition.tamu.edu</a>) and departmental listserv.*</li> <li>● Educational Requirements               <ul style="list-style-type: none"> <li>● Texas A&amp;M University grade point ratio (GPR) of 3.0 minimum</li> <li>● Grade of “B” or better on all nutrition (NUTR) courses listed on the DPD program course requirements</li> <li>● Grade of “C” or better on all non-nutrition courses listed on the DPD program course requirements</li> </ul> </li> <li>● Additional Requirements               <ul style="list-style-type: none"> <li>● Obtain and maintain annual student membership in the <a href="#">Academy of Nutrition and Dietetics (The Academy)</a></li> <li>● 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)</li> <li>● Sign an annual DPD contract of agreement for participation by the provided deadline</li> </ul> </li> </ul>	
<p><b>Undergraduate Students must also meet the following criteria:</b></p> <ul style="list-style-type: none"> <li>● Complete a minimum of 12 credits at Texas A&amp;M University</li> <li>● Complete both NUTR 203 and NUTR 210 with a “B” or better</li> <li>● Complete both CHEM 119 and CHEM 120 with a “C” or better.</li> </ul>	<p><b>Post-Graduate Students must also meet these criteria:</b></p> <ul style="list-style-type: none"> <li>● Complete a minimum of 9 credits at Texas A&amp;M University</li> <li>● Complete NUTR 203, NUTR 202, or equivalent and NUTR 689 Special Topic Modules with a “B” or better</li> <li>● Must provide all official transcripts and proof of baccalaureate degree granted by a U.S. regionally accredited college/university or foreign equivalent to Dr. Karen Beathard (<a href="mailto:karen.beathard@ag.tamu.edu">karen.beathard@ag.tamu.edu</a>) for approval</li> <li>● Must meet with Dr. Karen Beathard to identify required courses for completion of the DPD program</li> </ul>

\*Guidelines to add yourself to the Department of Nutrition listserv are on the website at <http://nutrition.tamu.edu>.

## Didactic Program in Dietetics (DPD) Program Course Requirements

DPD Science Courses	DPD Professional Courses
<b>All DPD Students Must Make a “C” or Better</b>	<b>All DPD Students Must Make a “B” or Better in the NUTR Courses Below</b>
CHEM 119 FUND OF CHEMISTRY I & LAB <sup>2</sup> Must be completed before participation in DPD program	NUTR 203 SCIENTIFIC PRIN OF HUMAN NUTRITION Must be completed before participation in DPD program
CHEM 120 FUND OF CHEMISTRY II & LAB <sup>2</sup> Must be completed before participation in DPD program	NUTR 204 PERSPECTIVES IN NUTRITION
BIOL 111 INTRODUCTORY BIOLOGY I <sup>2</sup>	NUTR 210 HORIZONS IN NUTRITION & FOOD SCIENCE Only undergraduates must complete before participation in the DPD program
BIOL 112 INTRODUCTORY BIOLOGY II <sup>2</sup>	NUTR 211 SCIENTIFIC PRIN OF FOODS
CHEM 257 ORGANIC CHEMISTRY I & LAB <sup>2</sup>	NUTR 301 NUTRITION THROUGH LIFE
CHEM 258 ORGANIC CHEMISTRY II & LAB <sup>2</sup>	NUTR 304 FOOD SERVICE SYSTEM MGMT
GENE 301 COMPREHENSIVE GENETICS <sup>3</sup>	NUTR 366 NUTRIENTS AND THE HUMAN BODY I
GENE 312 COMPREHENSIVE GENETICS LAB	NUTR 367 NUTRIENTS AND THE HUMAN BODY II
BICH 409 PRINCIPLES OF BIOCHEMISTRY <sup>3</sup>	NUTR 404 NUTR ASSESSMENT & PLAN
<b>DPD Professional Courses</b>	NUTR 407 NUTRITION CARE & THERAPY
ANTH 205 PEOPLES & CULT OF WORLD or ANTH 210 SOCIAL AND CULTURAL ANTHROPOLOGY <sup>2</sup>	NUTR 408 PROFESSIONAL DEVELOPMENT IN NUTRITION AND DIETETICS
PBSI 107 INTRODUCTION TO PSYCHOLOGY <sup>2</sup>	NUTR 430 COMMUNITY NUTRITION
POLS 206 AMERICAN NATIONAL GOVERNMENT <sup>2</sup>	NUTR 440 MICROBES AND MICROBIOME IN NUTRITION <sup>3</sup>
MGMT 309 SURVEY OF MANAGEMENT <sup>3</sup>	NUTR 475 NUTR & PHYSIOLOGY CHEM <sup>3</sup>
STAT 301, 302, OR 303 STATISTICAL METHODS	NUTR 481 SEMINAR <sup>3</sup>

<sup>1</sup> Full course descriptions included in the appendix

<sup>2</sup> Courses may be taken at a community college and transferred 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 the listing of alternative graduate courses in the appendix.

# DPD PROGRAM POLICIES AND PROCEDURES

## Texas A&M University and DPD Student Policies and Procedures

The goal of the Texas A&M University DPD program policies is to ensure an inclusive environment, provide equitable treatment of all participants, and help all students succeed in achieving their individual academic and professional goals.

- Admission Requirements: <http://www.tamu.edu/future-students>
- Access to Personal Files: <https://howdy.tamu.edu>
- Academic Calendar Including Student Holidays: <https://registrar.tamu.edu/academic-calendar>
- Financial Aid Resources: <http://financialaid.tamu.edu>
- Student Affairs (Counseling, Disability and Health Services, etc.): <https://studentaffairs.tamu.edu/>
- Student Support Services (Health Promotion, Assistance and Legal Services, etc.): <https://studentlife.tamu.edu/>
- Student Withdrawal Procedures: <http://student-rules.tamu.edu/rule17>
- Student Leave of Absence: <https://studentlife.tamu.edu/sas/resources/student-absence/> - Complete the Student's Absence Notification and make an appointment with a Student Assistance Services (SAS) staff member to discuss their return to classes. SAS can ensure follow-up services are provided or assist with student withdrawal if needed.
- Student Conduct Code Including Disciplinary Procedures: <http://student-rules.tamu.edu/rule24>
- DPD Off-Campus Labs or Observational Experience Policy: Students must participate in identified labs to meet specific course learning outcomes. This policy will be provided to students enrolled in the respective courses before participation in the identified activities. The student is responsible for becoming familiar with the policies and complying with them during all off-campus experiences. (See complete policy in the appendix.)

## Equitable Treatment Policies

Texas A&M University DPD program provides equitable treatment, meets diverse needs, and ensures an inclusive environment for all students, regardless of race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, or age.

- Student Complaint or Grievance Procedures: <https://student-rules.tamu.edu/studentgrievanceprocedures/>
- Student Privacy Policies: <https://catalog.tamu.edu/graduate/appendices/family-educational-rights-privacy/>
- Title IX, Department of Civil Rights and Equity Investigations: <https://titleix.tamu.edu/>

## Tuition and Fees (For the DPD Program)

Estimated cost of attendance for the 2024- 2025 academic year: <https://aggie.tamu.edu/billing-and-payments/cost-and-tuition-rates>

- Undergraduate Students - Tuition and fees vary by major and tuition rate code.
  - Resident students: \$16,392/2024-2025 academic year (12+ credits/semester)
  - Non-Resident students: \$30,749/2024-2025 academic year (12+ credits/semester)
  - Calculate your individual costs at <https://tuition.tamu.edu/>
- A required additional expense includes annual student membership in The Academy: Annual Dues: \$58.00; Must be updated annually on June 1<sup>st</sup> with annual proof of Academy student membership confirmation. <https://www.eatrightpro.org/member-types-and-benefits>
- Optional annual professional membership fees for the Texas A&M University Nutrition and Dietetic Association (NDA), Texas Student Dietetic Association (TSDA), and Texas Academy of Nutrition and Dietetics Southeast Region: Approximate total fees for membership = \$40
- Note: Tuition and fees for supervised practice programs (dietetic internships) vary by program. Please view the website of each program of interest to determine their respective tuition and fees. Programs can be viewed at <https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory>.

## DPD Program Participation Policies

- Prospective DPD students must attend the DPD orientation during the semester they plan to move into the DPD program. DPD orientation attendees will receive a copy of the DPD Handbook, including the eligibility requirements and DPD probation policy. DPD orientation dates will be posted on the [Department of Nutrition](#) website at the beginning of the fall and spring semesters (there is no summer DPD orientation). Contact Evelyn Quinones, Tyler Fadal ([tyler.fadal@ag.tamu.edu](mailto:tyler.fadal@ag.tamu.edu)), or Dr. Karen Beathard ([karen.beathard@ag.tamu.edu](mailto:karen.beathard@ag.tamu.edu)), for questions related to DPD orientation.
- It will be confirmed that prospective DPD students meet eligibility requirements at the end of the semester they attend the DPD Orientation. They will receive an email notification if they have or have not met the requirements.
- Prospective students are required to confirm via email that they wish to be moved into the DPD Program.
- First-semester DPD students are required to obtain and provide proof of the Academy student membership, confirm their receipt and reading of the DPD Handbook, and complete a DPD contract the semester they enter the DPD program.
- Each DPD student (undergraduate and postgraduate) must meet all DPD eligibility requirements, including coursework grade requirements, and maintain an overall minimum GPR of 3.0 at Texas A&M University.
- Each DPD student must maintain Academy student membership and renew it annually if they are on the DPD track.
- Each DPD student must watch the Academy and Commission on Dietetic Registration Code of Ethics virtual presentation and uphold the Academy Code of Ethics (appendix).
- Each DPD student must sign and submit a DPD contract annually confirming they understand the DPD requirements, have watched the ethics virtual lecture and have updated their annual Academy membership.
- Each DPD student must meet predefined assessment targets for each core Knowledge for Registered Dietitian Nutritionist (KRDN) competency in designated DPD courses to receive a Verification Statement. The pre-defined assessment targets for core KRDN competencies will be included in the designated DPD course syllabus.
- DPD student success in meeting core KRDN competencies will be monitored each semester by the faculty member instructing the respective course where the core KRDN competency is met. Remediation guidelines and assistance will be provided to students who do not meet core KRDN competency within the respective course.
- DPD students with academic concerns should be proactive and contact course instructors, the DPD Director, and/or nutrition advisors for assistance and guidance.
- DPD student academic performance will be monitored and reviewed at the end of each semester. DPD students who do not meet the DPD academic specifications outlined in the eligibility requirements or who do not meet the core KRDN competencies in respective DPD courses at the end of the semester will proceed with the DPD probation protocol.
- No DPD students will be paid compensation as part of the program.

## Probation and Dismissal from the DPD Program

- DPD students who do not meet the following requirements will be provided remediation assistance and/or placed on DPD probation:
  - Students who do not meet the core KRDN competencies in respective DPD courses
  - Students who do not meet the grade criteria in DPD courses
  - Students who fall below an overall 3.0 GPR at Texas A&M University
- Remediation Assistance
  - Remediation for students who do not meet core KRDN competencies within a designated course
    - The core KRDN competency requirements and remediation plan for designated DPD nutrition courses will be identified on the respective course syllabus. (Grades earned on the first attempts of each assignment, not grades earned during remediation, will be used to determine the course grade.)
    - DPD students who do not meet pre-defined assessment targets for each core KRDN competency must meet with the course instructor to discuss the remediation plan.
    - DPD students who do not meet the core KRDN assessment target as part of the remediation plan will not receive a Verification Statement.
  - Remediation for students who do not meet the DPD grade requirements for the DPD program
- Students will meet with Evelyn Quinones, Tyler Fadal or Karen Beathard to receive remediation guidance. Evelyn

Quinones will initiate a DPD Probation Contract, review it with the student, and guide them in meeting probation requirements.

- Students will be referred to the Academic Success Center for Undergraduate Studies: <http://asc.tamu.edu/>
- 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 the DPD Director to continue in the DPD program due to course enrollment issues. See the DPD Probation Policy.
- The following protocol will be followed for students who fall below academic requirements (course grade or GPR):
  - Nutrition advisors will provide Dr. Karen Beathard, DPD Director, a list of students who fail to meet DPD course grade or GPR requirements.
  - Nutrition advisors will email the identified DPD students 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.
  - Students will be required to sign and meet the requirements of the DPD probation contract.
- Students who fail to meet the terms of the DPD probation contract will be removed from the DPD program and moved to the Human Health Track.
- Students can be reconsidered for the DPD program if they meet the following criteria:
  - An overall minimum GPR of a 3.0 at Texas A&M University
  - A “B” or better in all nutrition (NUTR) DPD courses
  - A “C” or better in all non-nutrition DPD Courses (“S” is acceptable for non-nutrition DPD courses during 2020) as listed in the original DPD eligibility requirements

Students who are dismissed from the DPD program, do not meet the GPR or grade requirements, and/or do not meet all ACEND core KRDN competencies **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.)

Successful completion of the DPD program **does not guarantee placement in an accredited supervised practice program.**

### **DPD Transfer Course and Experiential Learning Equivalency Policies**

- Individuals interested in transferring into Texas A&M University and the Department of Nutrition should refer to the <https://admissions.tamu.edu/resources/future-students/transfer-students> website. This page includes information on the Transfer Student Program (<https://maroonlink.tamu.edu/organization/TSP>), scholarships and financial aid, and resources, including course substitutions.
- The Texas Common Course Numbering System website (TCCN) is used to determine what course numbers will transfer from Texas Community Colleges into the Texas A&M University DPD Program.
- 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 Department of Nutrition 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 <https://www.eatrightpro.org/acend/program-directors/program-directors-faqs/accepting-international-students-into-an-acend-accredited-program>
- Postgraduate/graduate students must provide all official transcripts and proof of a Baccalaureate degree granted by a United States regionally accredited college/university or foreign equivalent to Karen Beathard, DPD Director, and meet with her for coursework evaluation before 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 a substitution for DPD coursework.

### **Program Completion Requirements**

- All postgraduate students must take a minimum of nine credits of DPD coursework at Texas A&M University

- All undergraduate DPD students must meet the requirements for a baccalaureate degree: <https://catalog.tamu.edu/undergraduate/agriculture-life-sciences/nutrition/nutrition-bs-didactic-dietetics-track/#programrequirements>
- Undergraduate DPD students must meet all grade requirements, ACEND core KRDN competencies, and graduate with a BS degree to receive a Verification Statement of completion from the Texas A&M University DPD program.
- Postgraduate DPD students must meet all grade requirements, ACEND core KRDN competencies, and successfully complete all DPD program course requirements to receive a Verification Statement of completion from the Texas A&M University DPD program.
- All DPD students are expected to graduate with a BS degree and/or successfully complete all DPD program requirements within three and one-half years from the date they officially enter the DPD program.

Concerns related to the failure to meet DPD Program Policies and Procedures should be addressed in writing to Dr. Karen Beathard, DPD Director, at [karen.beathard@ag.tamu.edu](mailto:karen.beathard@ag.tamu.edu).

## 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 <https://studentaid.gov/h/apply-for-aid/fafsa>. 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/>.

### Scholarships

#### DPD Undergraduates

- **Department of Nutrition** - <http://nutrition.tamu.edu>
  - Deadline: Check with the Department of Nutrition advising office for the exact date - usually around the **end of February**
  - Recipients are recognized at an annual scholarship and awards event
  - Amounts vary depending upon the scholarship awarded; usual range ~\$500-\$2000 annually

#### DPD Juniors, Seniors, or Dietetic Interns in a DI/Graduate Program

- **The Texas Academy Foundation** - <http://tandfscholarships.org/>
  - Deadline: **Mid-March**
  - Amounts range from \$500 to \$1200
  - Must be an Academy student member
- **The Academy Foundation** - <https://www.eatrightfoundation.org/why-it-matters/awards/#Scholarships>
  - Deadline: **Mid-February**. The deadline date usually coincides with the DI application deadline
  - Amounts range from \$500 to \$3,000
  - Must be an Academy student member

# Didactic Program in Dietetics (DPD) Program Schedule by Semester <sup>7\*</sup>

Curriculum in Nutrition - Catalog No. 147 (2024-2025)<sup>1,2</sup>

<https://catalog.tamu.edu/undergraduate/agriculture-life-sciences/nutrition/#text>

<b>FRESHMAN YEAR</b>			
<i>First Semester</i>		<i>Second Semester</i>	
AGLS 125	1	History Elective <sup>3</sup>	3
ENGL 103 or 104	3	NUTR 301	3
CHEM 119	4	CHEM 120	4
BIOL 111	4	BIOL 112	<u>4</u>
NUTR 210	1		14
NUTR 204 "W" <sup>8</sup>	<u>1</u>		
	16		
<b>SOPHOMORE YEAR</b>			
<i>First Semester</i>		<i>Second Semester</i>	
CHEM 257	3	CHEM 258	4
ENGL 210	4	NUTR 211	4
PBSI 107	3	POLS 206	3
History Elective <sup>3</sup>	3	Mathematics	<u>3</u>
Mathematics	<u>3</u>		15
	16		
<b>JUNIOR YEAR</b>			
<i>First Semester</i>		<i>Second Semester</i>	
NUTR 366	4	NUTR 367	4
MGMT 309	3	GENE 301/312	4
POLS 207	3	NUTR Technical Elective	3
NUTR 304	<u>4</u>	NUTR 408	1
	14	Creative Arts Elective	<u>3</u>
			15
<b>SENIOR YEAR</b>			
<i>First Semester</i>		<i>Second Semester</i>	
NUTR 440	4	NUTR 475	3
BICH 409	3	NUTR 481 "W" <sup>8</sup>	1
NUTR 404	3	NUTR 407	4
NUTR 430	3	ANTH 205 or ANTH 210 <sup>6</sup>	<u>3</u>
STAT 301, 302 or 303	<u>3</u>	General Elective	<u>4</u>
	15		<u>15</u>

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

<sup>1</sup> Catalog should correspond with your first semester.

<sup>2</sup> Course prefixes were changed from NFSC to NUTR in the 2021-2022 academic year. Full course descriptions are included in the appendix.

<sup>3</sup> 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.

<sup>4</sup> Students may choose BIOL 319 and BIOL 320 or VTPP 423 and VIBS 305.

<sup>5</sup> CHEM 119 is the prerequisite for NUTR 203.

<sup>6</sup> Take either ANTH 205 or 210; Either satisfy Language, Philosophy, & Culture requirements as well as International and Cultural Diversity requirements

<sup>7</sup> The DPD Program Schedule will correspond with the Texas A&M University academic calendar including holiday and semester breaks.

<sup>8</sup> A "W" denotes either a writing-intensive class, which is required by Texas A&M for achievement of a degree

**\*This is the recommended schedule; however, it may vary depending on your entry into the DPD Program.**

# DPD Courses by Catalog

## CURRICULUM IN NUTRITION - CATALOG NO. 147 (2024-2025) <sup>1</sup>

### University Core Curriculum <sup>2</sup>

#### *Citizenship*

- \_\_\_\_\_ Am. History Elective (3) (**TCCN: HIST 1301**)
- \_\_\_\_\_ Am. History Elective (3) (**TCCN: HIST 1302**)
- \_\_\_\_\_ POLS 206 (3) (**TCCN: GOVT 2305/2302**)
- \_\_\_\_\_ POLS 207 (3) (**TCCN: GOVT 2306/2301**)

#### *Communication*

- \_\_\_\_\_ ENGL 104 (3) (**TCCN: 1301**)
- \_\_\_\_\_ ENGL 210 (3) (**TCCN: 2311**)

#### *Natural Sciences*

- \_\_\_\_\_ CHEM 119 (4) (**TCCN: 1411**)
- \_\_\_\_\_ CHEM 120 (4) (**TCCN: 1412**)

#### *Language, Philosophy, and Culture*

- \_\_\_\_\_ ANTH 205 or ANTH 210 (3) <sup>5</sup>

#### *Mathematics and Statistics*

- \_\_\_\_\_ Any Core Math (3) (may take **TCCN: 1324**)
- \_\_\_\_\_ Any Core Math (3) (may take **TCCN: 1325**)
- \_\_\_\_\_ STAT 301, 302, or 303 (3) (**must be taken at TAMU/or AP Credit**) <sup>6</sup>

#### *Behavioral and Social Sciences*

- \_\_\_\_\_ PBSI 107 (3) (**TCCN: 2301**)

#### *Creative Arts*

- \_\_\_\_\_ Creative Arts Elective (3)

#### *International & Cultural Diversity*

- \_\_\_\_\_ 3 hours (can be used to satisfy other requirements)
- \_\_\_\_\_ 3 hours (can be used to satisfy other requirements)

#### *Writing Intensive Credits (must be NUTR, 2 required)*

- \_\_\_\_\_ NUTR 204 (1)
- \_\_\_\_\_ NUTR 481 (1)

### Science Courses (Credit hours)

#### *Anatomy/Physiology*

- \_\_\_\_\_ NUTR 366 (4)
- \_\_\_\_\_ NUTR 367 (4)

#### *Biochemistry*

- \_\_\_\_\_ BICH 409 (3) <sup>6</sup>

#### *Biology and Genetics*

- \_\_\_\_\_ BIOL 111 (4) (**TCCN: 1406**)
- \_\_\_\_\_ BIOL 112 (4) (**TCCN: 1407**)
- \_\_\_\_\_ GENE 301/312 (4) <sup>6</sup>

#### *Chemistry*

- \_\_\_\_\_ CHEM 257 (4)
- \_\_\_\_\_ CHEM 258 (4)

### Required Nutrition Courses

- \_\_\_\_\_ NUTR 203 (3)
- \_\_\_\_\_ NUTR 204 (1) (W)
- \_\_\_\_\_ NUTR 210 (1)
- \_\_\_\_\_ NUTR 301 (3)
- \_\_\_\_\_ NUTR 440 (4)
- \_\_\_\_\_ NUTR 475 (3) <sup>6</sup>
- \_\_\_\_\_ NUTR 481 (1) (W) <sup>6</sup>

### Technical Electives (ADA Approved)

- \_\_\_\_\_ MGMT 309 (3) <sup>6</sup>
- \_\_\_\_\_ NUTR 211 (4)
- \_\_\_\_\_ NUTR 304 (4)
- \_\_\_\_\_ NUTR 404 (3) <sup>4</sup>
- \_\_\_\_\_ NUTR 407 (4) <sup>4</sup>
- \_\_\_\_\_ NUTR 408 (1)
- \_\_\_\_\_ NUTR 430 (3)

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. Students may choose to take biomedical anatomy and physiology. Choose VIBS 305 and VTPP 423
4. NUTR 404 is offered in Fall terms only; 404 is the prerequisite to NUTR 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



## Required Core Knowledge for Registered Dietitian Nutritionists (KRDN)

KRDNs are the core competencies that all DPD students must meet. The DPD curriculum is designed to meet all the ACEND core KRDN competencies in the designated courses listed below. Each KRDN has a pre-identified assessment method to measure student achievement. Students who do not meet a KRDN can remediate it; remediation techniques for students who do not meet the core KRDN are listed in the respective course syllabi. Successful attainment of core KRDN competencies is required to receive a Verification Statement from the Texas A&M University DPD Program.

### **Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.**

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate, and use professional literature to make ethical, evidence-based practice decisions – NUTR 481 Seminar
- KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols – NUTR 481 Seminar
- KRDN 1.3 Apply critical thinking skills – NUTR 481 Seminar

### **Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.**

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation – NUTR 407 Nutrition Care and Therapy; NUTR 481 Seminar
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics – NUTR 404 Nutrition Assessment and Planning
- KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice - NUTR 404 Nutrition Assessment and Planning
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services - NUTR 404 Nutrition Assessment and Planning
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates - NUTR 407 Nutrition Care and Therapy
- KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity, and inclusion – NUTR 430 Community Nutrition
- KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination – NUTR 430 Community Nutrition
- KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization – NUTR 489 Professional Development in Nutrition and Dietetics
- KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession - NUTR 404 Nutrition Assessment and Planning

### **Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups, and populations.**

- KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions, and develop plans to monitor the effectiveness of these interventions - NUTR 407 Nutrition Care and Therapy
- KRDN 3.2 Develop an educational session or program/educational strategy for a target population - NUTR 407 Nutrition Care and Therapy
- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups - NUTR 407 Nutrition Care and Therapy

- KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure, and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol) - NUTR 407 Nutrition Care and Therapy
- KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health, and disease - NUTR 404 Nutrition Assessment and Planning
- KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs – NUTR 304 Food Service Systems and Management

**Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.**

- KRDN 4.1 Apply management theories to the development of programs or services – NUTR 304 Food Service Systems and Management
- KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data – NUTR 304 Food Service Systems and Management
- KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained - NUTR 404 Nutrition Assessment and Planning
- KRDN 4.4 Apply the principles of human resource management to different situations – NUTR 304 Food Service Systems and Management
- KRDN 4.5 Apply safety and sanitation principles related to food, personnel, and consumers – NUTR 304 Food Service Systems and Management
- KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services – NUTR 304 Food Service Systems and Management
- KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement - – NUTR 304 Food Service Systems and Management

**Domain 5. Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.**

- KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement – NUTR 489 Professional Development in Nutrition and Dietetics
- KRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals – NUTR 489 Professional Development in Nutrition and Dietetics
- KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch) – NUTR 489 Professional Development in Nutrition and Dietetics
- KRDN 5.4 Practice resolving differences or dealing with conflict – NUTR 304 Food Service Systems and Management
- KRDN 5.5 Promote team involvement and recognize the skills of each member – NUTR 211 Scientific Principles of Food
- KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others – NUTR 489 Professional Development in Nutrition and Dietetics

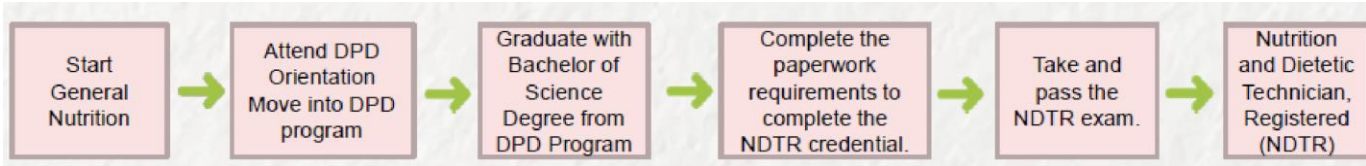
**Verification Statement**

A “**Verification Statement**” is the document that confirms DPD students (graduates and postgraduates) have successfully met all the requirements of the DPD program, including all core KRDN competencies, grades, and eligibility requirements qualifying them to take the NDTR exam and enter a DI program.

# OPPORTUNITIES FOR DPD GRADUATES

## Nutrition and Dietetic Technician Registered (NDTR)

The educational pathway to become a NDTR is as follows:



Those who complete the DPD program coursework (undergraduates and post-graduates) qualify to take the national Commission on Dietetic Registration (CDR) 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.

Those who complete the DPD program (undergraduates and post-graduates) may want to get NDTR certification for various reasons including, but not limited to:

- Financial limitations due to the inability to pay for a DI presently; getting the NDTR and working will provide income to help pay for the DI
- Additional experience is needed; getting the NDTR and working will provide additional experience to enhance a future DI match
- Was not accepted into a supervised practice (DI) program and wants to gain additional experience
- Interested in working in the nutrition field but not in becoming a RDN
- Desire to complete a graduate degree before starting a supervised practice (DI) program

More information on the NDTR credential is located at <https://www.cdrnet.org/three>.

## 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 providing medical nutrition therapy as an important part of healthcare, teams
- May work with hospitals, health management organizations (HMOs), clinics, nursing homes, retirement centers, hospices, home healthcare programs, and research facilities

### Food Service Management

- Manage employees, develop budgets, purchase and prepare food within food service 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 to 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, oversee food-service sanitation and food safety, and prepare food labeling information and nutrient analysis May work in food companies, contract food management companies, or food vending, and distributing operations

Reference:

<https://www.eatrightpro.org/career/career-resources/job-opportunities-for-rdns-and-ndtrs>

### [What is a Nutrition and Dietetics Technician Registered? \(eatrightpro.org\)](#)

While the NDTR credential is an option, those who complete the DPD program (undergraduates and postgraduates) should be aware **the RDN credential will offer many more employment and career opportunities**. DPD graduates are not required to get the NDTR certification before pursuing the RDN credential.

Compensation varies between the NDTR and RDN. The Academy provides member compensation information that is available at <https://www.eatrightpro.org/practice/career-development/career-toolbox/academy-member-compensation>.

## Registered Dietitian Nutritionist (RDN)

### Pathways to Enter the Dietetic Profession as a RDN

There are different pathways to enter the dietetic profession as a RDN. Descriptions of the programs included in the pathways to enter the dietetic profession are as follows:

**Didactic Programs in Dietetics (DPD)** - ACEND accredited program for undergraduates and post-graduates 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 DI. Post-graduate supervised practice in a DI is required for RDN eligibility.

**Dietetic Internships (DI)** - ACEND accredited supervised practice program that provides RDN eligibility (must complete DPD and have a bachelor's degree before entry). Combined graduate degree or stand-alone DI programs are best for Texas A&M University DPD graduates, depending on their situation and career goals. See Dr. Beathard for assistance if needed.

**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 (These are not programs recommended for Texas A&M University DPD graduates as you will be retaking coursework).

**Graduate Programs** - ACEND accredited program for post-baccalaureate students is designed to meet the required coursework and supervised experiential learning activities for dietetic practice in a degree-granting program. The Graduate Program courses must be part of the university degree program and culminate in a graduate degree (master's or PhD).

### **Texas A&M University Pathway to Becoming a RDN**

Texas A&M University offers a DPD program that provides core knowledge for RDNs (KRDN). Upon completion of the DPD program, those who complete the DPD program (undergraduates and postgraduates) receive a verification statement,

which is required for entry into a DI. A graduate degree and postgraduate supervised practice program (DI) is required for RDN eligibility. The specific pathway for Texas A&M University DPD undergraduates is as follows:



The following represents the Texas A&M University DPD program pathway to becoming a RDN:

Texas A&M University DPD Pathway to Become a RDN
<p>Undergraduate students and post-graduates must:</p> <ol style="list-style-type: none"> <li>1. Complete the DPD Track with a BS or complete all DPD coursework and meet all core KRDN competencies</li> <li>2. Receive a verification statement from Texas A&amp;M University DPD Program</li> <li>3. Complete a graduate program</li> <li>4. Complete an ACEND-accredited supervised practice (DI) Program               <ol style="list-style-type: none"> <li>a. Note: Completion of a graduate program and DI can be concurrent</li> </ol> </li> <li>5. Take the National Examination for RDNs</li> </ol>

## RDN Career Opportunities

The importance of food in preventing and treating chronic disease has been recognized. Based on the United States Department of Labor job outlook statistics, employment projections of dietitians are projected to grow 7% from 2021 to 2031, about as fast as the average for all occupations (<https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm#tab-6>). The Compensation and Benefits Survey of the Dietetics Profession 2021 and salary calculators can be used to evaluate RDN salary compensation (<https://www.eatrightpro.org/career/career-resources/salary-calculators>).

RDN job opportunities continue to grow in various areas, including health care, sports nutrition, and public policy. RDNs serve an integral role in managing chronic disease and health improvement. The educational background and training RDNs receive prepare 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 in the military

### Food Service Management

- As part of the management team, RDNs plan and oversee everything from food purchasing and preparation to management of staff
- May work in schools, nursing home facilities, healthcare facilities, hotels, restaurants, colleges, daycare 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, medical, 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 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 FOR ACCEPTANCE BY A SUPERVISED PRACTICE PROGRAM (DI)**

### **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.
- Provide students with opportunities to strengthen their skills in areas of interest and network with experts in the dietetic profession.

A DI is the ACEND-accredited supervised practice program route required for Texas A&M University DPD graduates and postgraduates who completed DPD coursework to qualify for eligibility to take the CDR credentialing exam and become a RDN. DI programs 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 reported 66% national acceptance and 20% pre-select acceptance to supervised practice programs in the Spring of 2024. (Note: Pre-select opportunities no longer exist). The number of those from Texas A&M University who complete the DPD program (undergraduates and postgraduates) and apply to DI programs annually varies. Texas A&M University DPD data over the last four academic years is included in Table 1.

## DI Acceptance Outcomes of Texas A&M University DPD Students

### 2020-2024 DI Acceptance Outcomes

Graduates	2020-2021	2021-2022	2022-2023	2023-2024
GPR $\geq$ 3.5	8	12	8	13
GPR 3.49-3.3	3	6	2	3
GPR 3.29-3.0	15	9	13	6
Total Accepted	26 (96%)	27 (90%)	23 (100%)	22 (100%)
Total Not Accepted	1 (4%)	3 (10%)	0	0

Table 1 Texas A&M University DPD Program DI Acceptance Data

## Preparing to be the Most Qualified Applicant

### Start Early

Students must start early in preparation for the DI program application process. The list below includes specific requirements and recommended preparation experiences to enhance success in being selected by a DI Program and career advancement. These activities are strongly encouraged and should be given attention as soon as a student moves into the DPD program. Students who follow the ACEND and DPD Director’s recommendations as outlined in this handbook for applying to DI programs and participating in one or more of the recommended experience areas are more successful in the DI selection process. See the [Advisement Timeline for Success](#) at the end of this section.

### Required Activities

The following specific activities are required to receive a verification statement from the Texas A&M University DPD Program.

#### Academic Performance

All DPD students must meet core KRDN competencies in designated DPD courses, maintain a Texas A&M University GPR of 3.0 minimum, a grade of “B” or better in all NUTR courses, and a grade of “C” or better in all non-nutrition courses listed on the DPD program course requirements.

- Students who do not meet the core KRDN competencies in designated courses will have the opportunity for remediation.
- Students who do not meet grade requirements in a DPD course may retake it; however, the original grade will appear on the transcript and be averaged in the total GPR. Retaking a course and receiving an improved grade indicates motivation and ensures students have the technical knowledge required for a DI program.
- All collegiate coursework grades (dual credit, junior college coursework, etc.) are used when calculating the overall GPR and DPD GPR on the DI application. Therefore, students should seek to perform well in **all** collegiate coursework.

DI programs vary in academic requirements; many require that the overall and DPD GPRs are >3.0, while several require a DPD GPR of ≥3.5. Some DIs have a minimum science GPR requirement. Minimum requirements are required to be posted on the DI program website. Program requirements may also be listed in the **Applicant Guide to Supervised Practice Experience**. It is essential to confirm that your academic performance at least meets the program's requirements before applying. Noting the DI program's mean total GPR of current interns in the **Applicant Guide to Supervised Practice Experience** is also useful when comparing your academic performance to that of existing interns.

Participation in the **University** (<http://honorsprograms.tamu.edu/Home>) or **Nutrition Honors Programs** (<https://nutrition.tamu.edu/undergraduate-honors-program/>) is recommended for students who meet eligibility requirements. For more information on the Nutrition Honors Program, contact Ms. Sandra Lorenz at [sandra.lorenz@ag.tamu.edu](mailto:sandra.lorenz@ag.tamu.edu).

Strong academic performance is important, but it is **NOT** enough in most cases to be selected by a DI program. DI Directors desire a balanced portfolio with strong academics, employment and organizational experience, and leadership skills. Refer to the **Applicant Guide to Supervised Practice Experience** under the ADMISSION REQUIREMENTS and EVALUATION OF APPLICANTS sections to review the evaluation criteria considered by each program, including minimum GPR requirements for admission.

## **Mentoring**

Professional mentoring includes the development of a professional relationship between a mentor (experienced professional) and a mentee (less experienced person who needs training and guidance in professional development) that is intended to strengthen the mentee's professional and technical skills and knowledge. In addition to being an ACEND requirement, professional mentoring is an exceptional way to

- 1) develop professionally by learning from professionals in the dietetic industry
- 2) expand your experiences
- 3) develop new skills
- 4) network with dietetic professionals

Mentoring programs can be project-based or traditional, with communication between a mentor and mentee. Project-based mentoring programs are strongly encouraged as they effectively connect students to practicing professionals and provide hands-on field experience. Mentoring resources are available at: <https://www.eatrightpro.org/practice/career-development/mentoring-networking-and-volunteering/ementoring-and-mentoring-resources>.

The 2022 ACEND Accreditation Standards require DPD graduates to “demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.” All DPD students must participate in a mentoring program and submit a written reflection of their mentoring experience when enrolled in NUTR 408 Professional Development in Nutrition and Dietetics.

Established mentoring programs in which students can participate are as follows:

- RD Mentorship Program - Free, project-based mentorship that allows dietetic students to make valuable connections within the dietetic community. This opportunity is available to junior and senior undergraduate dietetic students and post-graduate students who want to become RDNs. Students will work alongside a RDN on various projects from September 2024- April 2025. Registration is required from late August to early September 2024. <https://www.rdmentor.com/>
- Academy of Nutrition and Dietetics Online Mentor Program - This free mentoring program is open to all members and will match mentors with mentees who have common professional areas of interest, communication, and availability. The mentor match will match users according to similarities in profile interests and allow users to search by Academy



DPG or MIG, geographic location, and name.

[https://community.eatrightpro.org/mentoring?\\_ga=2.110265287.352550872.1624285631-1124660535.1623755645](https://community.eatrightpro.org/mentoring?_ga=2.110265287.352550872.1624285631-1124660535.1623755645).

- Diversify Dietetics Mentorship - <https://www.diversifydietetics.org/mentor-program>
- National Organization of Blacks in Nutrition and Dietetics (NOBIDAN) Mentoring – This mentoring program includes the mentor and mentee exchanging communication via e-mail, in-person, and/or telephone conversations.  
<https://www.nobidan.org/nobidan/professional-dev/mentorship-program>

## **Preparedness Activities**

Preparing in advance is one way to stand out among other DI applicants. Students participating in one or more preparedness activities in each category below appear to be more successful in being selected by a DI program. DI programs rank their desired applicants to participate in the activities below in the **Applicant Guide to Supervised Practice Experience**.

### **Employment Experience**

Employment experience is necessary to demonstrate that the student is motivated, productive, reliable, and competent. While all work experience outside of school enhances time management skills, employment in a food service, clinical, or community environment is relevant and helps prepare students for the DI experience. Some DI programs require nutrition-related employment experience, while other programs want to see that the student can multi-task successfully by working (this may include employment unrelated to nutrition/dietetics) and achieving academic success. **Dietetic-related work experience** is generally preferred by DI Directors. 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 and to make sure you are a good candidate. Some suggested areas and/or ideas for work experience are:

- *Becky Gates Children's Center* – The center on the Texas A&M University campus provides care, including meals and snacks, for 165 children between 12 months and five years old. Kitchen assistants are involved in all meal preparation areas with possible documentation opportunities. Assistants work 10-15 hours a week between 7:30 am and 4:00 pm Monday – Friday. Hours are flexible. Contact Deborah Almand ([dalmand@bgcc.tamu.edu](mailto:dalmand@bgcc.tamu.edu)) for employment inquiries.
- *Food service establishments* – Texas A&M University Dining Services (<https://www.aggiediningjobs.com>), 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.)
- *Healthcare establishments* – Local facilities include Baylor Scott and White Hospital, The Physician Center, St. Joseph Hospital (Bryan and College Station), Crestview Retirement Community, The Langford, Isle at Watercrest Nursing Home, Parc at Traditions, and CHI St. Joseph Manor. **Note: Crestview Retirement Community has a tuition scholarship that student employees can apply after working for them  $\geq$  two months.**
- *NASA Lab* – This lab prepares food for NASA astronauts and allows students to apply food safety technical knowledge and skills and participate in interprofessional work with Food Scientists. The lab is in Texas A&M University Research Park; Contact Carl Vavra at [carl.vavra@ag.tamu.edu](mailto:carl.vavra@ag.tamu.edu), 979-255-8216 for more information.
- *Nutrition research labs*—This employment is especially good for students applying to combined graduate degree DI programs. View Nutrition research faculty and their areas of interest at <https://nutrition.tamu.edu/home/researchprograms/>.

- *Summer camps*—Several summer camps are designed for special populations and often hire nutrition students. One example is Wellspring Weight Loss Camps (<http://wellspringweightloss.com/>).
- *Texas A&M Performance Nutrition* ([https://12thman.com/sports/2015/8/10/GEN\\_0810152920.aspx#:~:text=Texas%20A%26M%20Performance%20Nutrition%20is,injury%20and%20enhance%20overall%20health](https://12thman.com/sports/2015/8/10/GEN_0810152920.aspx#:~:text=Texas%20A%26M%20Performance%20Nutrition%20is,injury%20and%20enhance%20overall%20health)) – Students who have interest in sports nutrition may consider applying. This employment will provide the opportunity to work under the supervision of RDNs to provide athletes with proper nutrition. Employment opportunities will be posted at <http://jobsforaggies.tamu.edu>.
- *Women, Infants and Children Clinics (WIC)* – Twelve credits of nutrition coursework are required to work at WIC. <https://www.bvcog.org/about/human-resources>
- Additional employment opportunities can be found at Jobs for Aggies <http://jobsforaggies.tamu.edu>.

### 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 program, graduate school, and the dietetic profession. Research scholarships are available for undergraduates on the Department of Nutrition website. Research suggestions include:

- *NUTR 285 or NUTR 485 Directed Studies* - Directed study on diverse areas of nutrition; Requires instructor approval. View Nutrition research faculty and their areas of interest at <https://nutrition.tamu.edu/home/researchprograms/>.
- *NUTR 291 or NUTR 491 Research* - Research conducted under the direction of a faculty member in nutrition; requires approval from the instructor. View Nutrition research faculty and their areas of interest at <https://nutrition.tamu.edu/home/researchprograms/>. Note: Students participating in research for >two semesters may apply for the Department of Nutrition undergraduate research scholarship. The research scholarship application is on the Department of Nutrition website at <https://nutrition.tamu.edu/scholarships-and-financial-aid/>.
- *Aggie Research Program* – Opportunity to participate in research and leadership with fellow Aggies. <https://aggieresearch.tamu.edu/>
- *RD Mentorship Program* - Junior student researchers are recruited in April annually to assist with developing and implementing the RD Mentorship Research Program. Contact [rdmentorshipprogram@gmail.com](mailto:rdmentorshipprogram@gmail.com).
- *Undergraduate Research Scholars Program* - <https://launch.tamu.edu/Undergraduate-Research/URS>.

### Volunteer Experience

Volunteer experience reflects an attitude of service and can also display student commitment when participating in a consistent volunteer experience at the same location for a minimum of one semester. An extended volunteer experience is preferred over one or two volunteer experiences. Volunteering **does not** replace employment experience and is evaluated separately. Volunteer opportunities include:

- *ACEND Student Representative* - Student members of the Academy of Nutrition and Dietetics with strong leadership skills are encouraged to apply to be nominated for the Dietetics Student Representative position on the ACEND® board. This two-year volunteer position is an excellent way to gain leadership experience and skills in accreditation, education, communication, collaboration and more. See <https://www.eatrightpro.org/acend/students-and-advancing-education/acend-student-representative> for more information

- *Brazos Valley Community Action Programs* (<http://www.capbv.org/news/volunteer/>) – Includes volunteer information for the following:
  - *Meals on Wheels* – Opportunities include assisting with food services and delivering food to seniors in the Bryan/College Station area. Contact Kenneth Barnes via email at [kbarnes@capbv.org](mailto:kbarnes@capbv.org) or call the office at (979) 823-2203
  - *Women, Infants and Children Clinics (WIC)* – Opportunities are variable and may include filing, assisting with various presentations, etc. Contact Lisa Hall at [ljohnson@capbv.org](mailto:ljohnson@capbv.org) or 979-260-4016
- *Brazos Valley Food Bank* – 979-779-3663; <https://www.bvfb.org/volunteering>
- *DaVita Dialysis (Village Greeter)* - <https://www.davita.com/treatment-services/dialysis/on-dialysis/volunteering-to-help-ckd-patients>
- *Department of Nutrition DPD Advisory Committee Student Representative* – Junior DPD students with strong leadership skills and a desire to contribute to the advancement of the DPD program are encouraged to apply for this position. The application deadline is in April annually. One junior DPD student is selected annually to serve in this position. This two-year volunteer opportunity is an excellent way to gain leadership experience and skills and represent fellow DPD students – Contact Dr. Karen Beathard at [karen.beathard@ag.tamu.edu](mailto:karen.beathard@ag.tamu.edu)
- *Nutrition and Dietetics Career Workshop and Fair*– This volunteer opportunity allows students to participate in the planning and implementing the Nutrition and Dietetics Career Workshop and Fair, a state-wide event that occurs annually in the fall. Planning of this student-led event starts at the end of the spring semester and continues through the implementation of the event in the fall. Students can apply to serve as Co-Directors, Co-Chairs, or committee members – Contact Dr. Karen Beathard at [karen.beathard@ag.tamu.edu](mailto:karen.beathard@ag.tamu.edu)
- *DPD Handbook Focus Group* – This opportunity occurs annually in the summer; responsibilities include assisting with the annual update of the Texas A&M University DPD Handbook – Contact Dr. Karen Beathard at [karen.beathard@ag.tamu.edu](mailto:karen.beathard@ag.tamu.edu)
- *Fork Friendly* (<https://www.forkfriendly.com>) *Program (College Station-based program)* –Students will deepen their understanding of various nutrition topics, develop nutrition resources for clients to use for grocery shopping, dining out, diabetes management, intuitive eating, etc., and nurture the students' own interests. Contact Linda Kapusniak, MS,RD,LD at [ljkrd@yahoo.com](mailto:ljkrd@yahoo.com)
- *Healthcare Establishments* – Local facilities include Baylor Scott and White Hospital, The Physician Center, St. Joseph Hospital (Bryan and College Station), Crestview Retirement Community, Isle at Watercrest Nursing Home, Parc at Traditions, and St. Joseph Manor.
- *Urban Howdy Farm* - Student-run organic, sustainable farm on the campus of Texas A&M University. <http://tamuhowdyfarm.weebly.com/>
- *Operation Border Health Preparedness (OBHP)* is an annual emergency preparedness exercise that helps South Texas communities prepare for disasters and brings free medical services to six sites. Texas A&M University Senior DPD students collaborate with Health Science Center (HSC) students in this interprofessional experience, which provides healthcare services and nutrition education to participants. OBHP is a zero-credit, high-impact learning experience scheduled annually the last week of July.

- *Texas A&M University Nutrition and Dietetic Association (NDA) student organization* - <https://tamunutrition.wixsite.com/tamunda> -NDA offers many opportunities to volunteer in the local community. More information about NDA is available under organizational involvement.
- *Texas Lions Camp (Diabetes Med Staff)* - [www.lionscamp.com](http://www.lionscamp.com)
- *The Bridge Ministries Food Pantry* – 979-704-6037; <http://thebridgeministries.org/volunteer.html>
- *The 12th Can Food Pantry*- [The 12th Can - Home](http://www.the12thcan.org)
- *Twin City Community Café* – 979-822-1492; <https://www.twincitymission.org/volunteer>

**Internship Experience (Note: These internships provide high-impact experiences to prepare applicants for an ACEND-accredited DI and do not fulfill the ACEND requirements to become a RDN)**

Paid and unpaid internship experiences are excellent opportunities to gain high-impact experience and are strongly encouraged. Some internships are available through 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 biannually in the spring. Information is available online at <https://anrp.tamu.edu/>
- *Bitewell* – Company building a restaurant and supermarket ap; <https://bitewell.com/>; Contact Mallory Bobzien at [mpbobzien@gmail.com](mailto:mpbobzien@gmail.com)
- *Camp for All Food Services Internship* - Tentative Dates: May-August. The intern will receive room, board, and a bi-weekly stipend. For more information, contact Sterling Nell Leija at [sleija@campforall.org](mailto:sleija@campforall.org)
- *Camp Ronald McDonald at Eagle Lake Summer Food Service Internship* - Visit <http://www.campronald.org> for job descriptions and applications. 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](mailto: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>
- *Down Home Ranch Camp Nutrition Assistant, Manor, Texas* — Works under the Camp Manager developing menus, meal prepping, serving, cleaning kitchen and dishes, and food inventory while also assisting with camper and staff dietary restrictions and adjusting the menu for these individual restrictions as needed. For more information, contact Tom Oliver at [thomas.oliver@downhomeranch.org](mailto:thomas.oliver@downhomeranch.org)
- *Food Management Internship (FMI)*—Sponsored by the National Association of College and University Food Services (NACUFS), this program offers student interns 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.

- *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 6-12 week paid internship at the IFIC Foundation offices in Washington, DC. Additional information can be found at <https://ific.org/about-ific/careers/sylvia-rowe-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](mailto:melody.chavez@med.va.gov) and/or [anne.brezina@med.va.gov](mailto:anne.brezina@med.va.gov). Application deadline is usually in April.
- *Kandle Dining ([www.kandleiniding.com](http://www.kandleiniding.com)) -* Students will gain valuable hands-on experience and knowledge with the numerous diets of summer camp. The students work under the supervision of a RD and will have the opportunity to learn safe food handling, common food allergens, food production and time management skills. Contact Jara Bauer [Jara@kandleiniding.com](mailto:Jara@kandleiniding.com).
- *Methodist Hospital, Houston, Texas -* The application deadline is usually in February. See <https://www.houstonmethodistcareers.org/sg-summer-internship.html>
- *MD Anderson, Houston, Texas (<https://www.mdanderson.org/education-training/research-training/early-career-pathway-programs/summer-research-programs.html>) -* CATALYST Summer Program focusing on Cancer Prevention
- *Norton Sound Health Corporation Nutrition and Health Summer Internship in Nome, Alaska -* Contact Kelly Keyes, CAMP Director at [kkeyes@nshcorp.org](mailto:kkeyes@nshcorp.org) or (907)-443-3480
- *Pepsi-Co Frito Lay Summer Internship Program -* Internship dates are generally mid-May to early August. The application deadline is usually in February; <https://www.pepsicojobs.com/main/student>
- *Plate and Canvas (<https://plateandcanvas.com>) –* Former student and RDN, Taylor Stolt, offers a volunteer internship for students interested in blogging, social media, and research. Interested students should email your resume and any sample work (blogs, handouts, social media posts, research projects, etc.) to [plateandcanvas@gmail.com](mailto:plateandcanvas@gmail.com).
- *Tarrant County Meals on Wheels -* The application deadline is usually at the end of March. Contact Lilly Frawley at [lilly@mealsonwheels.org](mailto:lilly@mealsonwheels.org). See [www.mealsonwheels.org](http://www.mealsonwheels.org)
- *Undergraduate Outreach Program in Space Life Sciences Sponsored by Texas A&M University and the National Space Biomedical Research Institute (NSBRI) -* See <http://nsbri.org/for-students/graduates-undergraduates/>
- *Jennifer Neily, Dallas, TX (<http://neilyonnutrition.com>) –* Contact Jenn at [Neily@NeilyonNutrition.com](mailto:Neily@NeilyonNutrition.com)
- *Robin Plotkin, Dallas, TX (<http://www.robinplotkin.com/>)*
- *Valerie A. Della Longa, MPH, RDN, LD, RYT (<https://valeriedlnutrition.com/>) –* Former student and RDN is seeking help writing blog posts, content creation, recipe development, and social media management. If you are interested in this If you are interested in volunteering or learning more about blogging as a business, please email your resume and a brief introduction to Valerie at [v.dellalonga@gmail.com](mailto:v.dellalonga@gmail.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. would Directors often 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) <https://www.eatrightpro.org/career/academy-groups/member-interest-groups>
  - Connect with the Academy on LinkedIn: <https://www.linkedin.com/company/eatrightpro/>
- The Texas Academy: <http://www.eatrighttexas.org/>
- Texas Student Dietetic Association (TSDA): <https://eatrighttexas.org/tsda/> \*
- Southeast Region Academy of Nutrition and Dietetics: <https://www.eatrighttexas.org/southeast-region>
- American Society of Nutrition (ASN): <http://www.nutrition.org/>
- Collegiate and Professional Sports Dietitians Association: [www.sportsrd.org](http://www.sportsrd.org)
- Society for Nutrition Education (SNE): <https://www.sneb.org/>
- Nutrition and Dietetic Association (NDA)\*\*: <https://tamunutrition.wixsite.com/tamunda>
- Nutrition Honors Association (NHA): <https://stuactonline.tamu.edu/app/organization/profile/public/id/1808> (students must be in the Honors Program to participate)
- Food Science Club: <https://www.facebook.com/groups/TAMUFSTCC/>

A list of all TAMU student organizations: <http://getinvolved.tamu.edu/>

### Texas Student Dietetic Association (TSDA)\*

TSDA is the student organization associated with the Texas Academy of Nutrition and Dietetics. Membership includes 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 Nutrition and Dietetics Career Workshop, previously known as the Dietetic Internship Preparation Workshop and Fair, at Texas A&M University) and spring at the Texas Academy of Nutrition and Dietetics Annual Meeting. These events provide great networking opportunities with DPD peers and professionals. All DPD students are strongly encouraged to join TSDA when they enter the DPD track and maintain membership throughout their college career. 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://eatrighttexas.org/tsda/>.

### Nutrition Dietetic Association (NDA)\*\*

NDA (<https://tamunutrition.wixsite.com/tamunda>) is an on-campus organization composed of Nutritional Science majors and other students interested in nutrition. NDA meetings provide opportunities to learn about career

possibilities in nutrition and dietetics and 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 when 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. Additionally, some DI programs may have specific criteria for the individuals who write your letters of recommendation, such as requiring them to be a faculty member of the nutrition department or a current/recent employer. DI Program Directors are looking for highly recommended students with 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.
- Some Texas A&M University faculty cite criteria in their syllabi that are required for them to write a letter of recommendation for students. If you want this faculty member to write a letter of recommendation for you, be sure to meet these criteria.

More detailed information related to letters of recommendation is addressed in the [Applying to DI Programs section](#).

## E-Portfolio

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

## LinkedIn

Students are encouraged to create a LinkedIn account to display their professional experiences, including leadership positions, employment, and experiential activities, and keep this updated throughout their college careers. The following link can be used to assist in creating a LinkedIn profile: <https://university.linkedin.com/>.

Having a LinkedIn will provide the opportunity to connect with dietetic professionals, faculty members, and 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/>. When following the Academy, many other pages and organizations that are excellent resources will be recommended.

Texas A&M University DPD students are encouraged to connect with fellow current and/or former DPD students by joining the Texas A&M University DPD LinkedIn: <https://www.linkedin.com/groups/12431424/>.

## Professional Skills

Successful DI applicants seek to develop professional skills displayed on the applicant's resume, application, and reference letters. Simply being a member of 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)
  - Participate in activities that develop both oral and written communication skills. Communication skills display your organizational ability 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.
  - Manage your social networks professionally and be aware that DI Directors will review your social media outlets when making intern 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, Dietetic Practice Groups (DPGs), small professional interest groups such as the Nutrition Entrepreneurs, , etc.
  - Demonstrate self-reliance and motivation by independently seeking solutions, 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.
  - 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
  - Seek to self-identify answers to questions before asking (ex., read syllabus and assignments before asking related questions, read the DI website before asking the DI Director questions about their program, etc.)



## Advisement Timeline and Checklist for Success \*

### Freshman

- \_\_\_ Read the [Preparing to be the Most Qualified Applicant](#) section of the DPD Handbook and apply the 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! **Note that all DPD students must have a Texas A&M University DPD GPR to participate in the DPD program.** Keep in mind that DI programs vary in their academic requirements; many require that both the overall and DPD GPR's are  $\geq 3.0$  while several require  $\geq 3.5$  DPD GPR. **Grades from junior colleges and graded dual credit courses count toward the DI program application.**
- \_\_\_ Take time to get to know Department of Nutrition 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 LinkedIn 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 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, organizations, 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 NUTR 285/485 Directed Studies followed by NUTR 291/491 Research. Consider applying for the Department of Nutrition Research Scholarship.
- \_\_\_ 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](#) to change to the DPD track.
- \_\_\_ Identify if the GRE® is required for programs you plan to apply. If it is required and has not been taken, take it no later

than the summer between your junior and senior year; See <https://www.ets.org/gre/test-takers/general-test/register/fees.html> for fee details.

- \_\_\_ Apply for Department of Nutrition scholarships (by February)
- \_\_\_ Consider applying for the Department of Nutrition ACEND Junior Student Representative position (spring application date)
- \_\_\_ Consider applying for the ACEND Student Representative position (<https://www.eatrightpro.org/acend/students-and-advancing-education/acend-student-representative>)

## 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.
- \_\_\_ Build your resume with professional organization memberships (NDA, TSDA, The Academy, The Texas Academy – network with local dietitians)
- \_\_\_ Seek related work, volunteer, and dietitian shadowing experiences in a variety of settings; update your e-portfolio and LinkedIn account with new experiences.
- \_\_\_ Participate in a mentoring program such as the RD Mentorship Program.
- \_\_\_ Consider membership in Academy DPGs (professional-interest groups who wish to connect with other members within their areas of interest and/or practice; <http://www.eatrightpro.org/resources/membership/academy-groups/dietetic-practice-groups>) to explore your interests and enhance your professional network.
- \_\_\_ Consider membership in Academy MIG's (groups of Academy members with common interests; focus is on areas other than the practice of dietetics or geographic location) <https://www.eatrightpro.org/career/academy-groups/member-interest-groups>
- \_\_\_ Consider an undergraduate research experience with a NUTR 485 Directed Studies followed by NUTR 491 Research and applying for the Department of Nutrition Research Scholarship.
- \_\_\_ Attend the Nutrition and Dietetics Career Workshop and Fair, previously known as the DI Preparation Workshop & Fair (fall semester).
- \_\_\_ Reread [Criteria to Consider in DI Program Selection](#) section of the DPD Handbook.
- \_\_\_ Read [Applying to DI Programs](#) section of the DPD Handbook
- \_\_\_ Register for NUTR 408 Professional Development in Nutrition and Dietetics course in the spring semester
- \_\_\_ Actively evaluate DI programs – Use available resources included in the resource section and DPD Google Drive 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.)
- \_\_\_ Identify if the GRE® is required for programs you plan to apply. If it is required and has not been taken, take it no later than the summer between your junior and senior year; See <https://www.ets.org/gre/test-takers/general-test/register/fees.html> for fee details.
- \_\_\_ Apply for The Texas Academy Foundation scholarships: <https://tandfscholarships.org/> (by March) Note: you must be a student member of The Academy to apply for professional scholarships.
- \_\_\_ Apply for The Academy Foundation scholarships: <https://www.eatrightfoundation.org/foundation/apply-for-funding/scholarships> (by February) Note: you must be a student member of The Academy to apply for professional scholarships.
- \_\_\_ Attend the Texas Academy Annual Conference and Expo (ACE) in April.

## Senior\*

- \_\_\_ Re-read the [Applying to DI Programs](#) 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 LinkedIn account with new experiences.
- \_\_\_\_\_ Continue to gain undergraduate research experiences.
- \_\_\_\_\_ Attend the Nutrition and Dietetics Career Workshop and Fair (fall semester).
- \_\_\_\_\_ Consider attending the Academy Food and Nutrition Conference and Expo (FNCE) in October.
- \_\_\_\_\_ Apply for The Texas Academy Foundation scholarships: <https://tandfscholarships.org/> (by March) Note: you must be a student member of The Academy to apply for professional scholarships.
- \_\_\_\_\_ Apply for Academy Foundation scholarships:  
<https://www.eatrightfoundation.org/foundation/apply-for-funding/scholarships> (by February) Note: you must be a student member of The Academy to apply for professional scholarships.
- \_\_\_\_\_ Apply for DI programs (and graduate schools) by designated deadlines.
- \_\_\_\_\_ Attend the Texas Academy Annual Conference and Expo (ACE) in April.

## Postgraduate Students \*

**Postgraduate students include students with a BS degree who want to get a verification statement from the DPD program. This may include the following:**

- A student who has a BS and wants to complete the DPD program requirements for a verification statement but is not enrolled in a master's or doctoral program
- A student enrolled in the graduate program with the intent of completing a master's (Thesis & non-thesis) degree
- A student enrolled in the graduate program with the intent of completing a doctoral degree (PhD)

The most efficient way to initiate enrollment in the DPD curriculum is to email all undergraduate transcripts to Dr. Karen Beathard and Tyler Fadal for review. The transcripts will be evaluated based on the DPD curriculum, eligibility requirements, and the completed coursework as listed on the transcripts. Syllabi for previously completed coursework may be required for evaluation. This evaluation can initially be completed with unofficial transcripts, but verification with official transcripts, including all previous coursework, **is required** at entry into the DPD program.

There are some graduate-level courses listed in a course equivalency table in the appendix that can be substituted for undergraduate DPD courses; however, there are no equivalent graduate courses for all DPD coursework, so some undergraduate courses are usually required. Nine credits of 300 or 400 level-undergraduate courses can be applied to a graduate degree. These must be approved by the student's graduate committee. Graduate-level equivalency courses may be counted toward full-time enrollment for financial aid.

No 100 or 200-level undergraduate courses nor more than nine credit hours of 300 or 400-level undergraduate courses can be applied or substituted for graduate courses. A student should check to see if these can be applied to full-time student status for financial aid. Specific nutrition undergraduate coursework that cannot be substituted for a graduate-level course includes NUTR 204 Perspectives in Nutrition and Food Science, NUTR 203 Scientific Principles in Human Nutrition, and/or NUTR 211 Scientific Principles of Food.

**A checklist specific to post-graduate students is as follows:**

- \_\_\_\_\_ Meet with Dr. Karen Beathard and Tyler Fadal to coordinate requirements for DPD coursework.
- \_\_\_\_\_ Attend the DPD orientation and meet the [Eligibility Requirements for Participation in the DPD Program](#) 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 LinkedIn account with new experiences.
- \_\_\_\_\_ Register for NUTR 408 Professional Development in Nutrition and Dietetics
- \_\_\_\_\_ Read the [Applying to DI Programs](#) section of the DPD Handbook.
- \_\_\_\_\_ Attend the Nutrition and Dietetics Career Workshop and Fair (fall semester).
- \_\_\_\_\_ Consider attending the Academy Food and Nutrition Conference and Expo (FNCE) in October.
- \_\_\_\_\_ Apply for The Texas Academy Foundation (by March), 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) in April.
- \_\_\_\_\_ Consider applying to show a research poster at ACE

## International Students\*

International students who want to be accepted into the ACEND-Accredited DPD Program should refer to the ACEND website at <https://www.eatrightpro.org/acend/program-directors/program-directors-faqs/accepting-international-students-into-an-acend-accredited-program> for resources and information on evaluating international applicants. International students would follow the timeline above based on their undergraduate or postgraduate student status.

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

## CRITERIA TO CONSIDER IN DI PROGRAM SELECTION

### DI Program Types

A supervised practice program or a DI Program, is one of the requirements to become a RDN. DI Program types include (1) Combined graduate DI programs or (2) Stand-alone DI programs.

1. **Graduate Programs (DI with a master's or doctorate degree)** is an ACEND-accredited program that provides the opportunity to complete the required supervised practice and obtain an advanced degree (master's or PhD) in the same program. Graduate programs may require admission tests such as the GRE®. They may also have a separate graduate school application with due dates that do not coincide with the due date of the DI application. It is important to pay attention to graduate program admission requirements and due dates to ensure application deadlines are met. Combined programs are usually full-time. The duration of the program may range from 18 months to 2 years, depending on the program and the graduate degree. Graduate programs may require a thesis or capstone project or offer both. The respective DI/graduate program websites must address specific program requirements. Post-baccalaureate students completing DPD coursework should consider the stand-alone DI program to avoid additional coursework.
2. **A Stand-Alone DI Program** is an ACEND-accredited program that provides the supervised practice required to become a RDN. These programs may be full-time or part-time and vary in length based on the full- or part-time selection. These DIs 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. These programs are best for individuals who already have a master's degree. This may include a Texas A&M DPD graduate who starts a graduate program immediately after graduation or a Texas A&M post-baccalaureate student who completes the DPD courses while completing their master's degree. It is important to note that completing a master's degree and a DI Program is required to take the RDN exam. Refer to <https://www.cdrnet.org/graduatedegree> 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 coordinate their own internship experience by locating and identifying preceptors to supervise their internship activities based on the program requirements before applying to the program. Other distance programs assist with the location of preceptors or allow the submission of preceptor names after the match. It is very important to identify all the program requirements before applying to a distance program because the preceptors and affiliations usually must be coordinated before submitting the program application.

## Program Emphasis

All DI programs provide 1200 hours of supervised experience, including the following core competencies: nutrition therapy, community, and food service systems management. DI programs also emphasize areas such as medical nutrition therapy, clinical nutrition, community nutrition, research, food service, etc. Allocation of hours is the program's responsibility provided all competencies are met. Sufficient time must be allotted in each area to ensure students practice the dietitian role 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

When applying to a DI program, consider a day in the life of a dietetic intern. This varies depending on the type of DI program that one attends. Both combined Graduate and stand-alone 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 to work from 8 a.m. to 5 p.m. 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 where interns will work for a designated period and include clinical, community, management, staff relief, and non-traditional or specialty areas. **The Applicant Guide to Supervised Practice Experience** 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, interns attending a DI like the Michael DeBakey VA Medical Center complete most of their clinical (oncology, renal, etc.) and management rotations at one location. Conversely, other DI programs require interns to travel to different hospitals for clinical rotations and school districts for management rotations. Interns are required to provide transportation between rotations when they are at different locations.

### Graduate-DI Programs

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. Afterward, they complete supervised practice during the second semester and alternate between supervised practice and coursework by semester.
- Students take all graduate coursework first and complete supervised practice after completing coursework.
- Graduate coursework is combined with supervised practice during each academic semester; students participate in graduate courses (in-person or online) 2 days/week and supervised practice three days/week during the fall and spring semesters.

## Graduate Degree Considerations

It is important to consider and select a graduate degree to enhance your professional career and make you more marketable. Considerations are as follows:

- Nutrition is an acceptable graduate degree area and is often the degree associated with combined programs. Some programs, including the Texas A&M University Department of Nutrition, offer a Master of Clinical Nutrition (MCN), a combined program that provides supervised practice and graduate courses. Upon successful completion, one is prepared to take the RDN exam.
- Other degree areas: Business, Counseling, Exercise Physiology, Food Science, Public Health, Psychology. Depending on the program, these degrees may be completed separately or in a combined DI program.
- Texas A&M University offers a master's in business for non-business majors; this one-year program is not combined with a DI program but offers an excellent opportunity to get a graduate degree with a strong foundation in the basics of business, including business communications and ethics, finance, and accounting, information systems, supply chain management and marketing, and management and entrepreneurship in one year. <https://mays.tamu.edu/ms-business>
- If you plan not to enroll in a Graduate-DI, you should get a master's degree first and then complete supervised practice to ensure you are prepared to take the RDN exam. Note that most DI programs may require additional coursework if your application to the DI program is not within five years of completing the DPD coursework.
- Talking with mentors, practicing RDNs, DI, and graduate program directors about different graduate programs may assist in making decisions.

## 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 DICAS application fee of \$50 for the first DI program application and \$25 fee for each additional application. Institutions may have additional fees. The 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 allow interns to obtain government loans or grants to cover expenses, while others do not. Some DI programs offer graduate assistantships, scholarships, and out-of-state tuition waivers. Some DI programs allow interns to have a part-time job to help cover expenses; however, most do not permit outside employment. Often, the time requirements of the DI rotations and assignments make working outside of the DI program difficult.

## 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 in this handbook. Use the following checklist to help in deciding on DI programs to apply.

- \_\_\_\_\_ Program Mission Statement, Goals, Target Measures (Example: How many graduates pass the RD exam? Look at the program's website)
- \_\_\_\_\_ DI Program Emphasis
- \_\_\_\_\_ Combined graduate-DI or Stand-alone program
- \_\_\_\_\_ Type of master's degree available with DI Program
- \_\_\_\_\_ Academic Requirements (Minimum GPR)
- \_\_\_\_\_ GRE Requirements
- \_\_\_\_\_ Program Requirements (work, volunteer, etc.)
- \_\_\_\_\_ Fees (Tuition, Housing, Liability Insurance)
- \_\_\_\_\_ Scholarships, Fellowships, and/or Stipend Availability
- \_\_\_\_\_ Financial Assistance Available: <http://finaid.org>
- \_\_\_\_\_ DI Director, Preceptors, Graduates, and/or Interns (you can ask to speak with interns prior to application)
- \_\_\_\_\_ Location
- \_\_\_\_\_ Weather, Terrain, etc.

## RESOURCES TO ASSIST IN RESEARCHING DI PROGRAMS

The following are resources 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 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 before calling or emailing the DI Director to ask questions. Professionalism is critically important when communicating with the DI Director via email or telephone. Remember, first impressions are lasting impressions.

### DICAS Information Form for the Respective Program

DICAs will include an informational form for each supervised practice program (DI). The information on this form will include the application due date, additional fees, additional required forms, and other specific information for application to that program. While this is an excellent resource, the specific DI Program website information should take precedence.

### Texas A&M University DPD Shared Google Drive

This Google Drive includes relevant DPD and DI program forms and information exclusively for DPD students. DPD students who do not have access to this Google Drive should email Dr. Karen Beathard at [karen.beathard@ag.tamu.edu](mailto:karen.beathard@ag.tamu.edu) and ask her to provide access to this site.

## Texas A&M University DPD LinkedIn

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 LinkedIn: <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 Nutrition and Dietetics Career Workshop and Fair

The Nutrition and Dietetics Career Workshop (NDCW) and Fair is an annual student-led event generally scheduled early in the fall semester and open to all DPD students. The 2024 NDCW is scheduled for October 19, 2024. 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 discuss graduate program opportunities with different graduate programs
- 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
- A handbook that provides slides from workshop presentations and additional information to assist with applying to a DI program
- The opportunity to participate in the TSDA fall meeting

## Applicant Guide to Supervised Practice Experience

**The Applicant Guide to Supervised Practice Experience** publication is a resource that includes a detailed information sheet on every DI program nationwide. It provides basic program information, application requirements, locations for rotations, financial details, and criteria for ranking applicants. This is one of the best resources for DPD students to learn more about individual DI programs. Sample pages from this publication are in the appendix.

## DI Program Information on the ACEND Website (<https://www.eatrightpro.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 "Accredited Programs" in the left column. Then click on "Dietetic Internships."

## 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. Open House events 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 to programs that do not offer an open house event. Professional dress is very important 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 can sometimes be useful in deciding about a program. The best way to obtain this contact information is to 1) attend the NDCW Fair and ask the DI Director for current or past intern contact information (sometimes dietetic interns attend the DI Fair with their Director), 2)



connect with Texas A&M University DPD graduates via LinkedIn and ask about their experiences, and/or 3) ask Dr. Karen Beathard for former student's contact information. A list of programs that Texas A&M University DPD students have participated in in the past is listed in the appendix.

## **The Academy Annual DI Fair**

The Academy Annual DI Fair is a national event at which most DI Programs exhibit, and DI Directors provide information about their respective programs to attendees. It 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:

- Competitiveness of the DI Program
- Candidate Qualifications
- Financial Requirements

### **Competitiveness of the DI Program**

The **Applicant Guide to Supervised Practice Experience** publication, located in the Texas A&M University DP Google Drive (i), 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. 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 compete 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 in the DPD Google Drive, 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 do not 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 varies based on the number of institutions you have attended and the cost of each transcript.
- DICAS application fee of \$50 for the first DI program application and \$25 fee for each additional application.
- Additional individual program fees are identified in their program information.

## Risks 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, they may not be selected by this program. However, they can apply after a designated date to other DI programs with openings. Applicants should only apply to DI programs they are willing to attend if they are selected.

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

## PREPARING FOR AND APPLYING TO DI PROGRAMS

The categories below describe the components and steps required to apply to the DI Match. Read through each category and use the DI Match Application Checklist in this handbook to confirm that you have completed each step in preparing for the match.

### The GRE® General Test Information

The GRE® is required for some graduate and stand-alone DI programs. It is recommended that all DPD students research programs of interest to identify GRE® requirements. GRE® scores are good for five years. Requirements for taking the test are available at [http://www.ets.org/gre/revised\\_general/register/id](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 <https://www.ets.org/gre/>

- **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®, [https://www.ets.org/gre/revised\\_general/about](https://www.ets.org/gre/revised_general/about))
- **Quantitative Reasoning** — Measures the test taker's “problem-solving ability, focusing on the basic concepts of arithmetic, algebra, and geometry and data analysis.” (GRE®, [https://www.ets.org/gre/revised\\_general/about](https://www.ets.org/gre/revised_general/about))
- **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®, [https://www.ets.org/gre/revised\\_general/about\\_2012](https://www.ets.org/gre/revised_general/about_2012))

The GRE® General Test scoring is as follows. Additional GRE® General Test scoring information can be found at <https://www.ets.org/gre/>

### GRE® General Test

Measure	Scores Reported
Verbal Reasoning	130 – 170, in 1-point increments
Quantitative Reasoning	130 – 170, in 1-point increments
Analytical Writing	0 – 6, in half point increments

Programs that require the GRE® usually specify minimum scores needed by the applicant in the **Applicant Guide to Supervised Practice Experience** publication or on the DI program website.

### **Fees**

The cost for the GRE® General Test is \$205.00. Credit card registration is required and can be completed at [https://www.ets.org/gre/revised\\_general/register/](https://www.ets.org/gre/revised_general/register/). 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 for free. Note that there is also a fee of \$50 for cancellation and/or rescheduling. Additional GRE® fee information can be found at <https://www.ets.org/gre/test-takers/general-test/register/fees.html>.

### **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 after 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 everyone; 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 9 am-4 pm on Mon. – Thurs and 9 am-2 pm on Fridays 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
- GRE® preparation materials on the GRE® web site at [http://www.ets.org/gre/revised\\_general/prepare?WT.ac=grehome\\_greprepare\\_b\\_130807](http://www.ets.org/gre/revised_general/prepare?WT.ac=grehome_greprepare_b_130807).

***Consult the GRE® website for any additional information. The information that is posted at <https://www.ets.org/gre> supersedes any information that is printed in this information form.***

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

DICAS, Dietetics Inclusive Centralized Application Services, is the web-based application service used by applicants to apply to multiple programs by completing a single online application. DICAS simplifies and streamlines the application process for applicants seeking dietetics-supervised practice programs. Information on this new platform and its features, including tutorials, is provided in the Students and Advancing Education section of the ACEND website at [Application Process for Students \(eatrightpro.org\)](http://Application Process for Students (eatrightpro.org))

- Most DI programs use the DICAS online applicant portal ([liaisoncas.com](http://liaisoncas.com)). Check the respective DI program website to confirm they use the DICAS application.

- Applicants must create a personal account and are assigned a unique identification number that will be used for all communication with DICAS Online customer service and the selected internship programs. The link can be created on August 5, 2024.
- DICAS will open on August 5, 2024, and applicants can search for their programs of interest. However, not all programs will have their application information uploaded and ready by August 5th, so interested applicants may have to look for their respective programs later.
- Programs starting **in Fall 2025 can open their applications in the Fall of 2024 or Spring 2025**. All applicants must read the information page and website for detailed information on programs of interest.
- Applicants can search on DICAS using the following six filters: Program Type, State, Start Term, Number of Preceptors Scheduled by Program, DPD Verification Statement, or Degree Available.
- To view all possible application information pages, applicants should check the available program and future program options on DICAS.
- When asked 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. Email the DPD Director at [karen.beathard@ag.tamu.edu](mailto:karen.beathard@ag.tamu.edu) to confirm the accuracy of your form due to the changes in the course prefixes.

### **Application Deadlines**

- Programs will have different application deadlines, so students must know the deadlines for programs of interest.
- For some programs, students may have to complete a separate application for the graduate portion. The graduate program may also have a different due date. This information should be on the DICAS information page and/or program website.

### **Application Fees**

- DICAS fees for application submission are \$50 for the first program and \$25 for each additional program.
- Programs may add their own application fees.
- Graduate programs may also have their own application fees.
- Program-specific fee information should be listed on each DICAS Information page and /or on the program website

### **Application Process and Notification Dates**

Fall Supervised Practice Application Timeline (start Spring 2025):

- November 1<sup>st</sup>: Last day for applicants to be notified of their match
- November 1<sup>st</sup>-15<sup>th</sup>: Applicants must notify programs of their decision to accept or deny the match offer
- November 15<sup>th</sup>: The program cannot require a decision from the applicant before this date
- November 16<sup>th</sup>: Programs with openings can reopen their applications
- December 15<sup>th</sup>: Programs should not accept applications until after this date.

Spring Supervised Program Application Timeline (start Fall 2025):

- March 1<sup>st</sup>: Last day for applicants to be notified of their match.
- March 1<sup>st</sup>-15<sup>th</sup>: Applicants must notify programs of their decision to accept or deny the match offer
- March 15<sup>th</sup>: The program cannot require a decision from the applicant before this date
- March 16<sup>th</sup>: Programs with openings can reopen their applications
- July 15<sup>th</sup>: Programs should not accept applications until after this date.

## Waitlisted

Applicants may be waitlisted. This means they have not received an official offer from the program, but their name has been added to a “back-up” list. If the applicants who were officially offered a position to the program decline acceptance, the waitlisted person’s application will be considered in order of their name being on the waitlist. Waitlisted applicants will/may receive notification after the November 15th (fall) or March 15th (spring) deadlines based on available positions.

## Applicant Code of Conduct and Traffic Rules

All applicants must follow the [Academy of Nutrition and Dietetics Code of Ethics for RDNs and NDTRs](#) and the [Applicant Code of Conduct and Traffic Rules](#) that are specific to the application process. The Dietetics Applicant and Program Code of Conduct and Traffic Rules are in the appendix.

## Transcripts

Official collegiate transcripts from all previously attended colleges, including those that sponsored high school dual credit programs, community colleges, and study abroad are required to be submitted. Guidelines to submit transcripts, including a tutorial, will be provided in the Students and Advancing Education section of the ACEND website at <https://www.eatrightpro.org/acend>.

When submitting the application to DICAS, students only need to submit one set of transcripts.

Students applying to DI programs that include graduate credit may 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 and upload it to the DICAS portal. The personal statement is a significant component of the DI application and should be professional and grammatically correct (consider reaching out to the [University Writing Center \(UWC\) - Home \(tamu.edu\)](#)). Applicants should write a personal statement for each DI program they are applying. DI program requirements may vary based on their specific guidelines. **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.**

Content is very important in writing this letter; 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. Use this as an opportunity to talk about soft skills (leadership, communication, collaboration) that you developed; technical skills are already on your resume and transcript.

- Why are you interested in this program? What influenced you to apply here?
- Be sure to make this personal, and do not be afraid of being too personal. Be yourself! When relating personal experiences, discuss how you were able to grow through them and what you learned from them.
- Display a **POSITIVE ATTITUDE!** Point out your strong points and provide examples to support them.
- Appear confident and use “when” not “if.”
- If you had a hard semester and grades were not as good as you would have liked, address this and explain how you worked to rebound and overcome this.
- 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 it later.

Format is also very important; consider the following in formatting the letter:

- 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 allow you to print it out and have others proof it before submitting it.
- Refer to the resources available at the [University Writing Center \(UWC\) - Home \(tamuedu\)](http://www.tamuedu/writingcenter) and either submit your personal statement online or meet with a UWC consultant for feedback on format, flow, and grammar.
- Solicit feedback from RDNs you may work, volunteer, or network with to proofread your writing and seriously consider their comments.
- Others who may proofread your personal statement include former or current dietetic interns, family members, or close friends, as this allows for additional feedback from outside perspectives.
- 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 upload a professional resume to DICAS. A competitive professional resume is concise, 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 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.tamuedu> 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 of the Koldus Building. Resumes can also be submitted to evaluators online via email if an in-person meeting cannot be arranged. There is no charge for this service.

## Letters of Recommendation

Both combined graduate-DI or stand-alone programs require three letters of recommendation from professionals who can support your application. The same references can be used for all 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, to 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. Ensure the professionals asked to write for you can 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 procedures for obtaining letters of recommendation are:

1. Identify professional references.
2. Complete a letter of recommendation request form (appendix and DPD Google Drive).
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. The recommender will digitally enter one letter of recommendation for all DI programs that the applicant is applying.
7. Applicants will be notified when the letter of recommendation is entered into the DICAS portal.
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 as this is a conflict of interest.

## **Declaration of Intent/Verification Statements**

A “**Declaration of Intent**” is a digital form that Dr. 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. Dr. Karen Beathard will email DPD students in the fall preceding the spring match to request they complete and submit the Declaration of Intent request form to her via email. She will use this request form to complete your Declaration of Intent on DICAS. The form used is included in the appendix.

The “**Verification Statement**” is the form confirming that DPD graduates, and post-graduates successfully met all core KRDN competencies and completed DPD coursework.

## **Requesting the Declaration of Intent or Verification Statement on DICAS**

All DI applicants must request either a “Declaration of Intent” or “Verification Statement” in the DPD Program Information section of the DICAS online application.

- Those who are or will be DPD graduates at the time of the DI application deadline and post-baccalaureate students who completed DPD coursework at Texas A&M University the fall preceding the match deadline should request a **Verification Statement on DICAS**.
- DPD students who will be enrolled at Texas A&M at the time of the DI application deadline and post-baccalaureate students who are completing DPD coursework at Texas A&M University the spring they are applying for a DI program should request a **Declaration of Intent**.
- All applicants must identify Dr. Karen Beathard as the Texas A&M University DPD Director. The proper email to use for this request is [karen.beathard@ag.tamu.edu](mailto:karen.beathard@ag.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 via DICAS for review and confirmation of accuracy. If the information on the Declaration of Intent is accurate, the applicant should accept the form on DICAS and advance to the next section. If any information on the form is inaccurate, the applicant should deny the form, identify the inaccuracy, and return it to the DPD Director via DICAS. This section of the application will be complete once all parties are satisfied. This section is required to submit your DI application.

**All applicants who match a DI program will be required to submit a Verification Statement with the original signature of the DPD Director to the DI Director before starting the program.** Dr. Karen Beathard, the DPD Director, will mail the Verification Statement to graduates within a month of graduation or completion of the DPD Program. It is the responsibility of all DI program applicants to submit an original Verification Statement to the DI Director of the program they matched before they can begin the program. The DPD Director **does not** mail Verification Statements to DI Directors.

## Supplemental Application Forms

### DPD Course List Required Supplemental Form

The DPD Course List Required Supplemental Form lists the required DPD courses at Texas A&M University and must be uploaded to DICAS as part of the DI application packet. Due to the change in course names and curriculum modifications, students should email Dr. Karen Beathard at [karen.beathard@ag.tamu.edu](mailto:karen.beathard@ag.tamu.edu) to assist in personalizing this form and confirming its accuracy prior to DICAS submission. The current form is in the appendix and in the DPD Google Drive.

### Graduate School Application

Combined graduate-DI programs may require a separate graduate school application with due dates that do not coincide with the due date of the DI application. Pay attention to program admission requirements and due dates to ensure application deadlines are met. Specific program requirements are on the DICAS information form and/or 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. Others may also require additional typed or handwritten letters or written responses to prompts. It is significantly important to identify unique program requirements for all programs you plan to apply promptly so you can address these. Be sure to 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 Dr. Karen Beathard at [karen.beathard@ag.tamu.edu](mailto:karen.beathard@ag.tamu.edu) with the designated due date.



# DI Application Checklist (Before Applying to Programs)

## Sophomores / Juniors

- \_\_\_\_\_ Identify programs of interest by using available resources and attending open houses; Be aware that some DI application deadlines vary. Identify the program deadlines on the DICA information form and/or the program website.
- \_\_\_\_\_ Attend the Nutrition and Dietetics Career Workshop and Fair (October)
- \_\_\_\_\_ Create LinkedIn if you do not have one and join the Texas A&M University DPD LinkedIn
- \_\_\_\_\_ Prepare yourself for the DI match by participating in a mentorship and gaining experience
- \_\_\_\_\_ Develop an e-portfolio, if required by the DI program you are interested and keep it updated with your high-impact experiences
- \_\_\_\_\_ Research programs of your choice to see if the GRE® is required. If the GRE® is required, it should be taken during the summer between your sophomore and junior and no later than between your junior and senior year
- \_\_\_\_\_ Enroll in NUTR 408 Professional Development in Nutrition and Dietetics course during the spring of your junior year.

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

### Early Fall

- \_\_\_\_\_ Use individual DI websites to confirm the application requirements of the specific programs and identify any additional supplemental forms that are required
- \_\_\_\_\_ Update personal statement(s) based on the one written in NUTR 408
- \_\_\_\_\_ Update your resume as needed

### Mid-Fall Semester

- \_\_\_\_\_ Attend the Nutrition and Dietetics Career Workshop (October)
- \_\_\_\_\_ Complete either the “Request for Declaration of Intent” (May or August graduates) or “Request for Verification Statement” (fall graduates and post-graduates completing the DPD course requirements in the fall) forms (located in the appendix) and email to Dr. Karen Beathard at [karen.beathard@ag.tamu.edu](mailto:karen.beathard@ag.tamu.edu).
- \_\_\_\_\_ Request three letters of recommendation from professors, employers, etc. using the Letter of Recommendation Request form (located in the appendix)
- \_\_\_\_\_ Confirm the DPD Course List Required Supplemental Form (located in the appendix) aligns with your transcript; Dr. Karen Beathard will assist you with this as needed.
- \_\_\_\_\_ Complete any other supplemental forms required by the DI program you plan to apply.

\_\_\_\_\_ Apply for graduate school (if required)

\_\_\_\_\_ Initiate DICAS application when portal opens on August 5, 2024

### **By the End of the Fall Semester**

\_\_\_\_\_ Revise, get feedback on, and complete personal statement(s)

\_\_\_\_\_ Complete and or upload the following on the DICAS application:

\_\_\_\_\_ Enter the names and contact information for those who will be writing your three letters of recommendation and send them a request to complete the letter of recommendation on the DICAS portal.

\_\_\_\_\_ Enter the name and contact information of your DPD Director (Dr. Karen Beathard; [karen.beathard@ag.tamu.edu](mailto:karen.beathard@ag.tamu.edu)) and request she complete either a Declaration of Intent or Verification Statement on DICAS

\_\_\_\_\_ Upload DICAS DPD Course List – Required Supplemental Form

\_\_\_\_\_ Upload any other supplemental forms required by the DI program

### **Early Spring**

\_\_\_\_\_ Order all original transcripts in early January (Be sure the preceding fall grades are included) and send to DICAS according to guidelines provided on DICAS

\_\_\_\_\_ Enter your personal information on all sections of the DICAS application

\_\_\_\_\_ Apply for financial aid and scholarships (including The Academy Foundation and Texas Academy Foundation scholarships)

\_\_\_\_\_ Finalize resume including all employment, internship, volunteer, mentoring, and other high-impact experiences

\_\_\_\_\_ Finalize personal statement for each DI program you are applying

## **DI INTERVIEW PREPARATION**

Some programs require an interview in person or via the telephone, email, and/or other distance methods 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. Some may also assess the applicant's medical nutrition therapy skills (depending on the program's emphasis), including questions involving mathematical calculations and patient care. 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** publication or on the program's website. Applicants who 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 for those applying to Dis in the fall and Feb for those applying to Dis in the spring. Programs who conduct interviews often interview a select number of applicants.

Programs usually call or email to arrange an interview appointment. Applicants should have a voicemail with a professional message for two to six weeks after the DI application deadline unless someone is available to accept the call. Additionally, routinely check the email address supplied on your DICAS application for communication from a DI Director.

## Preparing for the Interview

- Learn as much information about the DI as possible: DI facts, processes, program requirements, etc.
- Register and participate in a mock interview in NUTR 408 Professional Development in Nutrition and Dietetics
- Use available resources to prepare for the interview:
  - Texas A&M Career Center - <https://careercenter.tamu.edu/Resources/Interviewing/Interviewing-Tips> (log in with NetID first for accessibility).
- Monster Interview Questions: <https://www.monster.com/career-advice/article/100-Potential-Interview-Questions>, Prepare written specific examples of activities that you have been involved in which demonstrate your strengths, areas for improvement, and learning experiences. Be able to articulate what you learned from these experiences.
- Be able to clearly articulate why you want to enter the dietetic profession and why you would like to attend the DI program interviewing you
- Prepare written responses to potential interview questions such as the ones below.
- Prepare relevant questions to ask during the interview process. Be sure to ask at least 1-2 questions during the interview.
- Practice interviewing with friends and family
- Familiarize yourself with the ethics of the profession and nutrition hot topics.
- Review topics from your medical nutrition therapy course that may be applied in the interview, such as formula calculations.
- 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 is not 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?
- Why is evidence-based practice important in the nutrition profession?

## Interview Day

If the interview is in person, interviewees should dress professionally, be on time, and bring their personal portfolios. The personal portfolio should include an updated resume, professional goals, personal work samples 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.

## **Become a Nutrition and Dietetics Technician, Registered (NDTR)**

Those who are not selected for 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 the 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> and in the NDTR section of this handbook. Those interested in pursuing the NDTR credential should complete the NDTR Intent form located in the DPD Google Drive and email the completed form, official transcripts, and a Verification Statement to Dr. Karen Beathard to initiate processing. Once the online paperwork is initiated, CDR will email the survey form that is required for completion to the graduate. Prompt completion of this survey will expedite processing. Once all documentation is complete, CDR will notify the student and give them information on testing.

## **Seek Experience and Reapply in the Future**

Students who are not selected by a DI program should evaluate the situation and identify why they were not selected. Often, students have a deficiency in their resume and/or portfolio, such as work experience, that inhibits a DI selection. Students who are not selected by a DI program and have limited work experience should consider building their resume or portfolio by gaining work experience in a related area to reapply. 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 them to take additional coursework.

## **Post DI Application Checklist for Students Who Were Selected by a DI Program**

- \_\_\_\_\_ Contact the DI Director immediately to confirm your decision to attend this program. Contact other programs that you applied to decline their offer (This is a requirement.)
- \_\_\_\_\_ Email Dr. Karen Beathard at [karen.beathard@ag.tamu.edu](mailto:karen.beathard@ag.tamu.edu) to notify her the DI program you decided to attend
- \_\_\_\_\_ 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; Dr. 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 Application Checklist for Students Who Were Not Selected by a DI Program**

- \_\_\_\_\_ Apply to programs that still have openings.
- \_\_\_\_\_ Consider becoming a NDTR, work and gain more experience before applying for DI programs in the future
- \_\_\_\_\_ Complete and submit the NDTR Intent form located in the DPD Google Drive and email the completed form, official transcripts and a Verification Statement to Dr. Karen Beathard to initiate processing
- \_\_\_\_\_ See <https://www.cdrnet.org/program-director/grad-info-dpd-pathway-iii> for details

## PROFESSIONAL EMPLOYMENT AND CAREER DEVELOPMENT

Networking during your academic career can help you develop professionally and find employment. Tips for success include:

- Use social media platforms such as the Texas A&M University DPD LinkedIn: <https://www.linkedin.com/groups/12431424/> to network and connect with fellow Texas A&M graduates who are NDTRs or RDNs
- Continue your membership in the Academy of Nutrition and Dietetics Academy of Nutrition and Dietetics
- Use resources available on the Academy website, including the career development tool kits
- Identify and join DPGs and/or MIGS within the Academy that align with your interest
- Get involved and network in the Texas Academy and Texas Academy Regions
- Attend and network 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)

## FREQUENTLY ASKED QUESTIONS

### **What is the difference between a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) and Nutrition and Dietetics Technician, Registered (NDTR)?**

An individual with the RDN credential completed the ACEND-accredited education pathway, including a DPD program and ACEND-accredited supervised practice program (dietetic internship (DI)) and passed the CDR national RD/RDN exam of competence (Boards). Most RDNs have graduate degrees. It was required in January 2024, those taking the RDN exam will be required to have completed a DI and have a master's degree.

An individual with the NDTR credential completed the ACEND-accredited DPD program but did not complete a DI program. The NDTR did take and pass the CDR national NDTR exam of competence (Boards). Both RDNs and NDTRs are required to maintain ongoing continued professional education (CPE) requirements.

RDNs have higher qualifications, more employment opportunities, and higher salaries than NDTRs and may supervise them in a clinical setting.

It is required to complete the DPD program to qualify to become a NDTR or RD.

### **What are the requirements to join the DPD Program? Why do eligibility requirements exist?**

Eligibility requirements for participation in the DPD program were established by the DPD Accreditation Advisory Committee to help DPD graduates qualify for DI Programs. DI Programs are competitive, and most programs have minimum grade point requirements of 3.0. Eligibility requirements for participation in the DPD program can be viewed in this handbook in the [ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN THE DIDACTIC PROGRAM IN DIETETICS \(DPD\) PROGRAM](#) section.

### **What are the benefits of participating in the Texas A&M University DPD Program?**

The Texas A&M University program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and prepares graduates for career opportunities as a NDTR and RDN. A DPD graduate is qualified to take the NDTR exam or to apply and continue their education in a DI Program. Completion of the DI Program qualifies the graduate to take the national RDN exam.

The 2024 DI match rate of Texas A&M University graduates was 100%. DPD graduates have a strong, science-based curriculum that prepares them for a DI Program.

### **If I get a "C" in a core science course, will it affect my chances of matching a DI?**

DI Programs are competitive, and the impact of course grades is dependent on the DI Program's competitiveness and grade qualifications. A low-science GPR may impact the chance of matching if the DI Program has a minimum-science GPR. **The Applicant Guide to Supervised Practice Experience** on the DPD [Google Drive](#), can be used to determine the DI

Program's competitiveness 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. This resource also provides the program grade point requirements and average grade points of current interns.

Many students who have received a "C" in various courses, including core science courses, have successfully matched to a DI of their choice.

### **What happens if I make lower than a "B" in a nutrition course or lower than a "C" in a non-nutrition DPD course? How will this impact my participation in the DPD Program?**

According to the DPD Eligibility Requirements, DPD students must make a "B" or better in nutrition courses and a "C" or better in all non-nutrition DPD courses. Students not meeting grade requirements will be placed on DPD probation and provided remediation assistance. Students must meet with an advisor to discuss DPD probation requirements and sign the DPD probation agreement. Students will be referred to the Academic Success Center for Undergraduate Studies: <http://asc.tamu.edu> and 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 fail to meet the terms of the DPD probation contract will be removed from the DPD program and moved to the Human Health Track.

See additional information in the **Probation and Dismissal from the DPD Program** section of this handbook. Students 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.

### **What are core KRDN competencies? What if I do not meet a core KRDN competency is a designated course?**

Core KRDN competencies are the ACEND knowledge requirements that each DPD student must meet to get a Verification Statement from Texas A&M University. A pre-identified assessment method is used to measure student achievement of each core KRDN in designated courses; the course syllabus will include the pre-identified assessment measure and remediation techniques for students who do not meet the core KRDN competency. Faculty instructing designated DPD courses will meet with students to assist with remediation. Successful attainment of each core KRDN competency is required to receive a Verification Statement from the Texas A&M University DPD Program.

### **Is volunteering or work experience more important? At what point in my college experience should I start getting these experiences?**

**The Applicant Guide to Supervised Practice Experience** is a useful resource to identify the DI Program's preference for volunteer vs. work experience. Most programs list the priority areas in selecting applicants in the Evaluation of Applicant Section of the form. Some programs rank work experience as the second consideration when selecting interns for their programs. It is important to thoroughly research the DI program website to identify the specific requirements before applying to ensure you are a good candidate.

Volunteer experience reflects an attitude of service and can also display student commitment when participating in a consistent volunteer experience at the same location for a minimum of one semester. An extended volunteer experience is preferred over one or two volunteer experiences. Volunteering does not replace employment experience and is evaluated separately.

Employment displays student commitment, motivation, productivity, reliability, time management, and competence. Some DI programs require nutrition-related employment experience, while other programs want to see that the student can multitask successfully while working (this may include employment not related to nutrition/dietetics) and achieve academic success.

Reviewing the Advisement Timeline and Checklist for Success section in this handbook will provide guidance in identifying the best time to start gaining these experiences. You should consider volunteer and work experiences as early as possible, but This may differ for everyone based on when they start the DPD Program. Discussing this with Dr. Beathard may be helpful.

### **What is the Nutrition and Dietetics Career Workshop and Fair?**

The Nutrition and Dietetics Career Workshop and Fair, previously known as the DI Preparation Workshop and Fair is an annual student-led event generally scheduled early in the fall semester and open to all DPD students. The 2023 Nutrition and Dietetics Career Workshop and Fair is scheduled for October 19, 2024. 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 and discuss graduate program opportunities with different graduate programs at the fair; the opportunity to meet and listen to presentations from RDNs who work in various areas of industry and engage with fellow DPD students across Texas; a handbook that provides slides from workshop presentations and additional information to assist with applying to a DI program; and the chance to participate in the TSDA fall meeting. Human Health nutrition and DPD students are welcome.

### **What other “high impact” experiences can I participate in to enhance my professional development and make me a better candidate for a DI program?**

Other “high impact” experiences that students can participate in to enhance professional development include internships, study abroad, honor programs, mentoring programs, and undergraduate research. Participating in these programs can set you apart from other DI applicants.

### **Should I participate in a mentoring program or get a mentor?**

The core KRDN competencies require each DPD graduate to demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others. Participating in a mentoring program followed by a reflection is a new requirement for DPD students. Participating in a mentoring program or getting a mentor has been shown to benefit both the mentor and the mentee. There are different types of mentor programs. Mentor programs that include RDNs as mentors and experiential activities are very good because they provide the opportunity to expand professional skills and development and learn directly from an RDN. Benefits provided by programs such as this include the opportunity to develop professionally by learning from professionals in the dietetic industry, expand your experiences, develop new skills and network with dietetic professionals. Additionally, a mentor can be a good reference for your DI application and future colleague in the dietetic profession. Texas A&M University DPD students will be required to get mentor experience and write a reflection on this experience in NUTR 408 Professional Development in Nutrition and Dietetics.

### **How do I select a mentor?**

In selecting a mentor, it is good to identify your personal career interests and goals and commitment to the mentoring relationship. It is good to identify a mentor who has similar career interests so you can learn from and network with them. Additionally, it is important to select a mentor who practices evidence-based nutrition and is professionally ethical. It is good to get to know the possible mentors and “interview” them to confirm that they would be a good professional mentor who shares your interests. Once you find that mentor, it is best to ask them to serve as your mentor and identify the specific expectations (frequency of meeting, communication format, etc.) in advance to make this a positive experience.

There are established mentoring programs, such as the RD Mentorship Program or the Academy Mentoring Program, that may make it easier to identify a mentor.

### **Is it more important that I attend summer school, gain work experience, or participate in a related internship during the summer?**

It is important to look at your career goals in answering this question. High impact experiences such as internships, undergraduate research, employment, etc. are essential in professional development and can make one a unique DI applicant. Taking summer school does not provide the same benefits of professional development and uniqueness. If taking summer school is necessary, it is best to simultaneously work or gain volunteer experience in order to indicate time management and the ability to multitask. DI Program Directors are looking for unique applicants with

professional skills that will help them succeed in their DI Program. their DI Program.

**What kind of employment and volunteer experience is considered “relevant”? Do I need to get experience in a hospital setting?**

Employment and volunteer experience that is considered “relevant” is somewhat dependent on the expectations of the program. While experience outside of school enhances time management skills, areas of relevant experience include foodservice, clinical, or community activities. Some DI programs require nutrition-related experiences, while other programs want to see that the student can multi-task successfully by working (this may include employment not related to nutrition/dietetics) and achieving academic success. 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. This handbook lists ideas for employment and volunteer experience in the [PREPARING EARLY FOR A SUPERVISED PRACTICE PROGRAM](#) section of this handbook.

**How desirable will I be as a DI applicant if I have good grades but very little or no work experience?**

The **Applicant Guide to Supervised Practice Experience** is a useful resource to identify the DI Program’s preference for academic performance vs. work experience. Most programs list the priority areas in selecting applicants in the Evaluation of Applicant Section of the form. Some programs rank work experience as the second consideration when selecting interns for their programs. It is important to thoroughly research the DI program website to identify the specific requirements before applying to ensure you are a good candidate.

**People get confused when I tell them that I am applying for a DI program. What is the best way to explain the difference between a DI and an internship intended to gain experience and skills?**

An internship intended to gain experience and skills gives the applicant the opportunity to practice their technical knowledge and help them develop skills in preparation for the ACEND-accredited DI.

There are prerequisites to apply and match a DI. One must first have a BS degree that includes specific courses to prepare for the professional school program, participate in a rigorous match process like applying to other professional schools such as medical school, and complete training under a RDN for a specified number of hours in an ACEND-accredited program. This training is comparable to medical school or another professional training program that is specific to the nutrition discipline and prepares participants to pass the national RDN exam and work as a RDN.

**What is the difference between a Declaration of Intent and Verification Statement? When do I need to request each of these?**

A “Declaration of Intent” is a digital form that Dr. 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 the 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 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 Dr. 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 from Texas A&M University. Verification Statements will be mailed to DPD graduates and post-graduate students who complete DPD coursework within a month after graduation or DPD completion date.



**For the 2024-2025 application cycle, do all programs have the same due dates for application submission?**

No, programs may have different application deadlines. Program due dates will be listed on their program's website and/or the program information on DICAS.

**What are the Dietetics Applicant and Program Code of Conduct and Traffic Rules (Pilot 2024-2025)?**

These are the new guidelines that all applicants to dietetic supervised practice programs should read and understand prior to applying to any supervised practice program. Applicants are required to follow these legal and ethical behaviors during the application process. There is a copy of these rules in the appendix.

**Can I accept a program's offer earlier than the decision dates of November 15<sup>th</sup> (fall) and March 15<sup>th</sup> (spring)?**

Yes, you can accept an offer earlier than decision dates. You should accept the program's offer as soon as you have made your final decision; this will help your peers and the program.

**What should I do if I receive multiple admission offers?**

If you receive multiple offers from different programs, decide which program you plan to attend and notify the program director. Next, notify the other programs that you will not be attending their programs as soon as possible. A sample email template to decline an offer is on the ACEND website.

**What should I do if I want to change my previous decision for acceptance?**

You should only accept an offer from the program that you plan to attend. Should the need arise for you to withdraw your acceptance from this program, you must notify the program of your decision within 24 hours of accepting an offer at another program. Note that any deposits you have made may not be reimbursed. You may not enroll in more than one program at any time.

**What does it mean to be waitlisted? What happens if I apply and am waitlisted?**

If an applicant is waitlisted, they have not received an official offer from the program. Instead, their name is added to a "back-up" list. If the applicants who were officially offered a position to the program decline acceptance, the waitlisted person's application will be considered in order of their name on the waitlist. Waitlisted applicants will/may receive notification after the November 15<sup>th</sup> (fall) or March 15<sup>th</sup> (spring) deadlines based on available positions.

**What should I do if I am applying for the fall (start date in the spring 2025) and have not received any offers by November 15<sup>th</sup>?**

If you are not waitlisted and have not received any offers of admission after November 15<sup>th</sup> (fall), access DICAS and /or the programs website to identify any programs that have reopened their applications. Fall open enrollment begins November 16<sup>th</sup>; programs with openings will open the application process with new due dates. Applications are due by December 15<sup>th</sup> at the latest. If you are interested in a program, you should contact the program director to express interest. See the program website for application details.

**What should I do if I am applying for the spring (start date in the fall 2025 and have not received any offers by March 15<sup>th</sup>?**

If you are not waitlisted and have not received any offers of admission after March 15<sup>th</sup> (spring), access DICAS and /or the programs website to identify any programs that have reopened their applications. Fall open enrollment begins March 16<sup>th</sup>; programs with openings will open the application process with new due dates. Applications are due by July 15<sup>th</sup> at the latest. If you are interested in a program, you should contact the program director to express interest. See the program website for application details.

### **If I am denied by the program of my choice, can I contact the program director?**

If you were not accepted into a program, you may contact admission staff to learn how to correct application deficiencies or academic performance. However, programs are not required to provide details about decisions or offer suggestions to improve your application. All applicants are expected to be respectful of program decisions and communicate with respect and professionalism.

### **When should I apply for a DI if I graduate in December?**

December graduates have two options. They can apply for a DI program in September during the fall semester of their scheduled graduation. Alternatively, the December graduate can take the NDTR credentialing exam after they graduate, gain work experience, from December to the start of their DI and apply in the spring semester when all DI programs participate in the application process.

### **When should I apply for a DI Program if I graduate in August?**

This depends on the DI Programs you are planning to apply to and if you are an undergraduate or post-graduate completing the DI coursework. Undergraduates completing a BS can apply in the spring semester prior to August graduation if they graduate before the start date of the DI Program. You cannot graduate after the DI Program start date, as you must be a graduate before starting a DI. Post-graduates who are completing the DPD coursework will get a verification statement once they complete the DPD coursework (i.e., end of summer I semester).

August graduates can also take the NDTR credentialing exam after they graduate, gain work experience, and apply in either September or February when all DI programs participate in the application process.

### **Are fee-based programs that help in reviewing resumes, professional statements and other activities required for the DI match encouraged? Does participation in one of these programs guarantee that I will match a DI?**

No, fee-based programs that help review resumes, professional statements and other activities required for the DI match are not encouraged, and they cannot guarantee participants will match a DI Program. Texas A&M University has provided extensive resources that are included in tuition and fees that will assist in preparation for the DI Match, if they are used. Examples include the DPD Director, the DPD Handbook that includes guidelines for preparation for a DI match, the Nutrition and Dietetics Career Workshop and Fair, the Career Center, resume writing and interviewing workshops, the University Writing Center, etc.

### **What type of graduate degree is required to take the RDN exam after 2024?**

Effective January 2024, a graduate degree is required to take the RDN exam. However, there is no requirement for the content area of the master's degree. Diversifying and getting a master's degree in an area other than nutrition, including, but not limited to, public health, business, food science, counseling, psychology, genetics, exercise physiology, etc., could potentially enhance one's marketability and income potential.

### **Where can I work as a RDN?**

There are many areas where RDNs work. A list of these potential areas is included in the [RDN Career Opportunities](#) section of the handbook. Additional ways to identify areas for RDN employment is to network with RDNs, attend RDN professional meetings, participate in RDN mentoring programs, etc. With nutrition, the RDN credential, creativity, and an entrepreneurial spirit, one can create new areas of employment.

### **What kind of salary can I expect as a RDN?**

It is difficult to determine the RDN salary as many different factors influence this including years in profession, areas of employment, number of people managed, etc. According to the Journal of Nutrition Compensation and Benefits Survey 2019, the median hourly wage among practicing RDNs (registered dietitian nutritionists) is \$32.97 per hour (as of April 1, 2019) or an annual full-time salary of ~ \$68,600. ([https://jandonline.org/article/S22122672\(19\)31804-0/pdf#:~:text=The%20median%20hourly%20wage%20among,of%20approximately%20%2468%2C600%20per%20year.](https://jandonline.org/article/S22122672(19)31804-0/pdf#:~:text=The%20median%20hourly%20wage%20among,of%20approximately%20%2468%2C600%20per%20year.))

Additional information on RDN salaries is available at the Academy of Nutrition and Dietetics website <https://www.eatrightpro.org/practice/career-development/career-toolbox/academy-member-compensation>.

## **ADDITIONAL RECOMMENDED REFERENCE**

Ernst, Jennifer Adkins. Untangling the Nutrition Web in Career Development, 3<sup>rd</sup> edition, Silver Brooks Publisher, 2008.

# **APPENDIX**

## **Acronyms Used in the DPD Handbook**

ACEND - Accreditation Council for Education in Nutrition and Dietetics

ACE - Academy Annual Conference and Expo

BS - Bachelor of Science

CDR - Commission on Dietetic Registration

CPE - Continued Professional Education

COALS - College of Agriculture and Life Sciences

DICAS - Dietetic Internship Centralized Application System

DPD – Didactic Program in Dietetics

FNCE - Food and Nutrition Conference and Expo

DPG – Dietetic Practice Groups

GPR – Grade Point Ratio

GRE – Graduate Record Examination

HMO – Health Management Organizations

ISPPs - Individualized Supervised Practice Pathways

KRDN – Knowledge for Registered Dietitian Nutritionists

MIGS – Member Interest Groups

NDA – Nutrition and Dietetic Association

NDTR - Nutrition and Dietetics Technician, Registered

NOBIDAN - National Organization of Blacks in Nutrition and Dietetics

NUTR - Department of Nutrition

RD - Registered Dietitian

RDN - Registered Dietitian Nutritionist

SLO – Student Learning Outcomes

TAMU – Texas A&M University

TDLR - Texas Department of Licensing & Regulation

Texas Academy – Texas Academy of Nutrition and Dietetics

TSDA – Texas Student Dietetic Association

The Academy – The Academy of Nutrition and Dietetics

WIC - Women, Infant, & Children



## DPD Program Nutrition Course Descriptions

The following list includes a description and the prerequisites of the DPD 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/>) or the departmental handbook for a description and prerequisites of non-nutrition DPD course requirements.

### **NUTR 203 Scientific Principles in Human Nutrition (Credits 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. NUTR majors only.

### **NUTR 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:* NUTR majors only.

### **NUTR 210 Horizons in Nutrition and Food Science (Credits 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. This course is required for all NUTR undergraduate students.

### **NUTR 211 Scientific Principles of Foods (Credits 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. KRDN 5.5 will be met in this course.

*Prerequisites:* CHEM 119; NUTR 202 or NUTR 203; sophomore classification or above.

### **NUTR 301 Nutrition Through Life (Credits 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:* NUTR 203; junior classification or approval of department head.

### **NUTR 304 Food Service Systems and Management (Credits 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. KRDNs 3.6, 4.1, 4.2, 4.4, 4.5, 4.6, 4.7, and 5.4 will be met in this course.

*Prerequisites:* NUTR 203, NUTR 211, junior or senior classification, DPD track

### **NUTR 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: NUTR 203, NUTR 301; junior or senior classification.

**NUTR 404 Nutrition Assessment and Planning (Credits 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. KRDNs 2.2, 2.3,2.4,2.9, 3.5, and 4.3 will be met in this course.

Prerequisites: NUTR 203; NUTR 211; NUTR 301; DPD track; junior classification or instructor approval.

**NUTR 407 Nutritional Care and Therapy (Credits 4); offered spring semester ONLY**

***Dietetics Students 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. KRDNs 2.1 (oral communication), 2.5, 3.1, 3.2, 3.3, and 3.4 will be met in this course.

Prerequisites: NUTR 203, NUTR 211, NUTR 301, and NUTR 404; junior classification; DPD track; or instructor approval.

**NUTR 408 Professional Development in Nutrition and Dietetics (Credit 1); offered spring semester ONLY**

Provides guidance in professional development, meets ACEND core Knowledge for Registered Dietitian Nutritionists (KRDN) competencies, and assists students in preparing for the dietetic internship match. Oral and written communication, professional leadership, interprofessional relationships, mentoring, and critical thinking are emphasized. KRDNs 2.8, 5.1, 5.2, 5.3, and 5.6 will be met in this class.

Prerequisites: Junior classification, DPD track

**NUTR 430 Community Nutrition (Credit 3); offered fall, spring, & summer semesters**

Health and nutrition programs, food labeling, cultural and religious food practices, consumer education. KRDNs 2.6 and 2.7 will be met in this course.

Prerequisites: Completion of NUTR 203, NUTR 301, or instructor approval.

**NUTR 440 Microbes and Microbiome in Nutrition**

Credits 4. 3 Lecture Hours. 3 Lab Hours. Contemporary approaches to nutrition-associated microbes and toxins with an emphasis on the alimentary (gastrointestinal) system including normal intestinal microbiota and dysbiosis; probiotic and prebiotic nutritional supplements; recombinant pharmabiotics; nutrient and microbiota modulation of gut-associated lymphoid tissue and mucosal immunity; foodborne pathogens; fermented products as functional foods, and food safety approaches. Prerequisites: NUTR 301 or concurrent enrollment; NUTR major; junior or senior classification or approval of instructor.

**NUTR 366 Nutrients and the Human Body I**

Credits 4. 3 Lecture Hours. 3 Lab Hours. Exploration of the role of nutrients in maintaining normal organ systems; nutritional significance of vitamins, minerals, and other nutrients to normal and diseased organs; investigation of dietary sources, absorption, storage, metabolism, biochemistry, deficiency, and toxicity of nutrients on development and homeostasis of the integumentary, skeletal, muscular, and nervous systems. Prerequisites: NUTR 301 or concurrent enrollment; NUTR major; junior or senior classification or approval of instructor.

**NUTR 367 Nutrients and the Human Body II**

Credits 4. 3 Lecture Hours. 3 Lab Hours. Exploration of the role of nutrients in maintaining normal organ systems; nutritional significance of vitamins, minerals, and other nutrients to normal and diseased organs; investigation of dietary

sources, absorption, storage, metabolism, biochemistry, deficiency, and toxicity of nutrients on development and homeostasis of the endocrine, digestive, urinary, cardiovascular, lymphatic, reproductive, adipose, and respiratory systems.  
Prerequisites: NUTR 366; NUTR majors; junior or senior classification or approval of instructor.

**NUTR 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: NUTR 203; NUTR 301; BICH 410; senior classification or approval of department head.

**NUTR 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. KRDNS 1.1, 1.2, 1.3, and 2.1 (written communication) will be met in this course.

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

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



## DPD Program Post-Graduate 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.

Undergraduate Course Requirement	Acceptable Graduate Course Substitutions
NUTR 475 Nutr & Physiological Chem	NUTR 642 Nutritional Biochemistry II
NUTR 481 Seminar	NUTR 681 Seminar
NUTR 440 Microbes and Microbiome in Nutrition	FSTC 606 Microbiology of Foods
NUTR 365 Nutritional Physiology of Vitamins and Minerals	NUTR 645/POSC 645 Nutrition and Metabolism of Vitamins
	NUTR 650/POSC 650 Nutrition and Metabolism of Minerals
GENE 301 Comprehensive Genetics GENE 312 Comprehensive Genetics Lab	GENE 603 Genetics
MGMT 309 Survey of Management	MGMT 655 Survey of Management
BICH 409 Comprehensive Biochem I	BICH 606 Foundations of Biochemistry
STAT 302 Statistical Methods	STAT 601 Statistical Analysis <u>or</u> STAT 651 Applied Analytics

## DICAS DPD Course List - Required Supplemental Form

DPD Course List for the 2024-2025 Academic Year

To Be Completed by the DPD Program Director -

Contact Karen Beathard if your course list needs modification based on your graduation date.

<b>DPD Program Institution:</b>	Texas A&M University
<b>DPD Director:</b>	Karen Beathard, PhD, RDN, LD, FAND
<b>Website for Course Catalog:</b>	<a href="http://catalog.tamu.edu/">http://catalog.tamu.edu/</a>

DPD Professional Courses	DPD Science Courses
NUTR 203 SCIENTIFIC PRIN NUTRITION	BIOL 111 INTRODUCTORY BIOL I
NUTR 204 PERSPECTIVES IN NUTRITION AND FOOD SCIENCE	BIOL 112 INTRODUCTORY BIOL II
NUTR 210 HORIZONS IN NUTRITION AND FOOD SCIENCE	CHEM 119 FUND OF CHEMISTRY I
NUTR 211 SCIENTIFIC PRIN OF FOODS	CHEM 120 FUND OF CHEMISTRY II
NUTR 301 NUTR THROUGH LIFE	CHEM 257 ORGANIC CHEMISTRY I & Lab
NUTR 304 FOOD SERVICE SYSTEM MGMT	CHEM 258 ORGANIC CHEMISTRY II & Lab
NUTR 366 NUTRIENTS AND THE HUMAN BODY I	GENE 301 COMPREHENSIVE GENETICS
NUTR 367 NUTRIENTS AND THE HUMAN BODY II	GENE 312 COMPREHENSIVE GENETICS LAB
NUTR 404 NUTR ASSESSMENT & PLAN	BICH 409 COMPREHEN BIOCHEM I
NUTR 407 NUTRITION CARE & THERAPY	<b>DPD Professional Courses</b>
NUTR 408 PROFESSIONAL DEVELOPMENT IN NUTRITION AND DIETETICS	ANTH 205 PEOPLES & CULT OF WRLD or ANTH 210 SOCIAL AND CULTURAL ANTHROPOLOGY
NUTR 430 COMMUNITY NUTRITION	MGMT 309 SURVEY OF MANAGEMENT
NUTR 440 MICROBES and MICROBIOME IN NUTRITION	POLS 206 AMERICAN NATIONAL GOVERNMENT
NUTR 475 NUTR & PHYSIOLOG CHEM	PBSI 107 INTRO TO PSYCHOLOGY
NUTR 481 SEMINAR	STAT 302 STATISTICAL METHODS

## Dietetic Internship Reference Form

(Note: This is sample of the standard reference form that your writers will use to complete their letter of recommendation electronically on DICAS; Applicants are unable to review their reference forms)

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 currently. Provide comments on ratings and your signature on the next page.

Student's Name		Actual or Expected Date of Graduation	
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O – Outstanding; MS - More than Satisfactory; SAT – Satisfactory; NI - Needs Improvement, U - unsatisfactory

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

<b>Relationship to Applicant:</b>	Advisor: <input type="checkbox"/>	Teacher: <input type="checkbox"/>	Work Supervisor: <input type="checkbox"/>	Other: <input type="checkbox"/>
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If Other, please indicate relationship:	
---	--

<b>How long have you known the applicant?</b>	
---	--

<b>How well do you know the applicant?</b>	
--	--

Do You: (Check appropriate box.)	Highly Recommend	Recommend	Recommend	Not Recommend
	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>
			2 <input type="checkbox"/>	1 <input type="checkbox"/>

**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:**

<b>Name</b>	
-------------	--

<b>Signature</b>	<b>Date</b>	
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<b>Position</b>	
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<b>Place of Employment</b>	
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<b>Address</b>	

<b>Phone</b>	<b>E-mail</b>	
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## Sample Page from the Applicant Guide to Supervised Practice Experience

Texas A&M University Dietetic Internship, Graduate Degree Optional and Non-Degree					
<b>PROGRAM TYPE:</b>	<input checked="" type="checkbox"/> Internship	<input type="checkbox"/> Internship w/ Adv. Degree	<input checked="" type="checkbox"/> Internship w/ Adv. Degree Avail.	<input type="checkbox"/> FEMGP	
	<input type="checkbox"/> Distance Internship	<input type="checkbox"/> Coord. Program-Grad.	<input type="checkbox"/> Coordinated Program-Undergrad.	<input type="checkbox"/> ISPP	
<b>Director:</b>	Karen Geismar		<b>Phone:</b> 979-845-5713	<b>Ext:</b> 5713	<b>Fax:</b> 979-458-3129
<b>Institution:</b>	Texas A&M University		<b>Email:</b> ksgeismar@tamu.edu		
<b>Website:</b>	<a href="http://nfs.tamu.edu/academics/dietetic-internship/">http://nfs.tamu.edu/academics/dietetic-internship/</a>				
<b>MAILING ADDRESS:</b>					
<b>College/School:</b>	Texas A&M University				
<b>Department:</b>	Dept. Nutrition & Food Science	<b>Street:</b>		<b>Mail Drop:</b>	2253 TAMU
<b>Hall/Bldg:</b>		<b>P.O. Box:</b>		<b>City:</b> College Station	<b>State:</b> TX <b>Zip:</b> 77843-2253
<b>PROGRAM INFORMATION:</b>					
<b>Start Date 1:</b>	August	<b>Start Date 2:</b>		<b>Number of openings:</b>	12
<b>Program Length (weeks):</b>	38	<input checked="" type="checkbox"/> Full-time	<b>Hr/Wk:</b> 40	<input type="checkbox"/> Part-time	<b>Hr/Wk:</b>
<b>Number of applicants 2 years ago:</b>	46	<b>Number of Interns/Students 2 Years Ago:</b>	8	<b>Number in 2nd Round/ISPP Last Year:</b>	2
<b>Number of applicants Last year:</b>	46	<b>Number of Interns/Students Last Year:</b>	8		
<b>FOCUS OF PROGRAM:</b>					
<b>Concentration:</b>	Clinical Dietetics		<b>Additional Concentration:</b>		
<b>CLINICAL PRACTICE EXPERIENCES:</b>					
<b>Length (weeks):</b>	16+	<input checked="" type="checkbox"/> Academic Medical Center	<input checked="" type="checkbox"/> Regional Medical Center	<input checked="" type="checkbox"/> Medical Center	
		<input checked="" type="checkbox"/> Small Medical Center	<input checked="" type="checkbox"/> Pediatric Hospital	<input checked="" type="checkbox"/> Rehabilitation Center	<input checked="" type="checkbox"/> VA Medical Center
		<input type="checkbox"/> State Hospital	<input checked="" type="checkbox"/> Long-term Care Facility	<input checked="" type="checkbox"/> Out Patient Clinic	
<b>Other:</b>					
<input checked="" type="checkbox"/> Medicine	<input checked="" type="checkbox"/> Nutrition Support	<input type="checkbox"/> Women's Health	<input checked="" type="checkbox"/> Pediatrics	<input checked="" type="checkbox"/> Bariatrics	<input type="checkbox"/> Psychiatric Care
<input checked="" type="checkbox"/> Pulmonary	<input checked="" type="checkbox"/> GI	<input checked="" type="checkbox"/> Surgery	<input checked="" type="checkbox"/> Renal/Dialysis	<input checked="" type="checkbox"/> Critical Care	<input type="checkbox"/> Burn Care
<input checked="" type="checkbox"/> Geriatrics	<input checked="" type="checkbox"/> Neurology/Spinal Cord Injury	<input checked="" type="checkbox"/> NICU	<input checked="" type="checkbox"/> Oncology	<input type="checkbox"/> HIV/AIDS	<input checked="" type="checkbox"/> Cardiology
<input checked="" type="checkbox"/> Trauma	<input checked="" type="checkbox"/> LTC	<input type="checkbox"/> Organ Transplant			
<b>Other:</b>					
<b>COMMUNITY PRACTICE EXPERIENCES:</b>					
<b>Length (weeks):</b>	7-12	<input checked="" type="checkbox"/> Community Clinics/Programs	<input type="checkbox"/> PublicHealth/Health Departments	<input checked="" type="checkbox"/> WIC	<input type="checkbox"/> Child Services
<input checked="" type="checkbox"/> Schools	<input type="checkbox"/> Food Banks	<input checked="" type="checkbox"/> Cooperative Extension	<input checked="" type="checkbox"/> Meals on Wheels	<input type="checkbox"/> Senior Services	<input type="checkbox"/> Community Meals
<input checked="" type="checkbox"/> Fitness/Wellness					
<b>Other:</b>					
<b>MANAGEMENT PRACTICE EXPERIENCES:</b>					
<b>Length (weeks):</b>	6-12	<input checked="" type="checkbox"/> Healthcare	<input checked="" type="checkbox"/> Public Schools	<input type="checkbox"/> College/University	<input type="checkbox"/> Commercial/Retail
<input type="checkbox"/> Community Facilities					
<b>Other:</b>	Clinical Management				
<b>STAFF RELIEF PRACTICE EXPERIENCES:</b>					
<b>Length (weeks):</b>	2	<input type="checkbox"/> All Rotations	<input checked="" type="checkbox"/> Clinical	<input type="checkbox"/> Clinical Administration	<input type="checkbox"/> Nutrition Education/Counseling
<input checked="" type="checkbox"/> Intern Choice	<input type="checkbox"/> Eating Disorders	<input type="checkbox"/> Health Dept	<input type="checkbox"/> State/Federal Agency	<input type="checkbox"/> Community	<input type="checkbox"/> Food Service
<input type="checkbox"/> Public Health					
<b>Other:</b>					
<b>NON-TRADITIONAL AND SPECIALTY PRACTICE EXPERIENCES:</b>					
<b>Non-Traditional Practice (weeks):</b>	2	<b>Specialty Practice (weeks):</b>	2-3	<b>Elective (weeks):</b>	
<input type="checkbox"/> International					
<input type="checkbox"/> Hospitality	<input type="checkbox"/> Dental	<input type="checkbox"/> Corporate Wellness	<input checked="" type="checkbox"/> Rural Health	<input type="checkbox"/> Community Agriculture/Urban Gardening	<input type="checkbox"/> Information Systems
<input type="checkbox"/> Independent Study	<input type="checkbox"/> Sales and Marketing	<input checked="" type="checkbox"/> Renal	<input type="checkbox"/> Culinary	<input checked="" type="checkbox"/> Sports Nutrition	<input type="checkbox"/> Research
<input type="checkbox"/> Advanced Practice					
<input type="checkbox"/> Program Planning	<input type="checkbox"/> Public Health	<input checked="" type="checkbox"/> Pediatrics	<input checked="" type="checkbox"/> Eating Disorders	<input type="checkbox"/> Underserved	<input checked="" type="checkbox"/> Diabetes
<input checked="" type="checkbox"/> Media/Communication					
<input checked="" type="checkbox"/> Neonatal	<input type="checkbox"/> Leadership	<input type="checkbox"/> Indian Health	<input type="checkbox"/> Military Skills	<input type="checkbox"/> Surgery	<input checked="" type="checkbox"/> Private Practice/Entrepreneur
<input type="checkbox"/> Retail	<input checked="" type="checkbox"/> Non-Profits				
<b>Other:</b>					
<b>OTHER IMPORTANT PROGRAM INFORMATION:</b>					
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.					

Texas A&M University Dietetic Internship, Graduate Degree Optional and Non-Degree							
<b>ESTIMATED COST OF LIVING:</b>							
Stipends	<input type="checkbox"/> Monetary	<input type="checkbox"/> Tuition Waiver	<input type="checkbox"/> Assistantship	<input type="checkbox"/> Fee Waiver	<input type="checkbox"/> Parking	<input type="checkbox"/> Other Stipend	
	<input type="checkbox"/> Available to all	<input type="checkbox"/> Available to all	<input type="checkbox"/> Available to all	<input type="checkbox"/> Available to all	<input type="checkbox"/> Available to all	<input type="checkbox"/> Available to all	
	<i>if checked, stipend is available to all students without restrictions, however, this does not guarantee a student will be awarded a stipend even if a stipend is available and the student is eligible. Any eligibility restrictions are explained below.</i>						
	Stipend Restrictions: _____						
Percentage of students/interns awarded stipend (5 year average):				_____			
Estimated Stipend Value:		Year one: \$ _____	Year two: \$ _____				
Living Expenses	<b>Meals</b>						
	Meals: No	% of Meals Provided: _____		Estimated Meal Cost: \$	1000-5000		
	<b>Insurance</b>						
	Liability Insurance provided?	No	If not provided, cost of liability insurance per year: \$			25-35	
	Health Insurance provided?	No	If not provided, cost of health insurance per year: \$			200-1200	
	<b>Housing and Transportation</b>						
Housing assistance provided?	No	If not provided, estimated rent per month: \$			500		
Is a car required?	Yes	Estimated transportation cost per year: \$			Variable		
Dues and Fees	<b>Required Dues During Internship</b>						
	Academy Student Membership?	Yes	Local District Membership?	Yes			
	<b>Application Fees</b>						
	Program Application Fee: \$	25	Grad School Application Fee: \$	50			
	<b>Program Fees</b>						
Year One: All Students/Interns: \$	7500	Resident: \$	7500	Non-resident: \$	7500		
Year Two: All Students/Interns: \$		Resident: \$		Non-resident: \$			
Tuition and Course Work	<b>Tuition</b>						
	Year One: All Students/Interns: \$		Resident: \$	8000	Non-resident: \$	17000	
	Year Two: All Students/Interns: \$		Resident: \$	9000	Non-resident: \$	19000	
	<b>Course Work (cost if not included in tuition)</b>						
	Graduate credits required? _____	Number of graduate credits required: _____					
Cost per Credit: All Students/Interns: \$ _____	Resident: \$	765	Non-resident: \$	1300			
Finances	<b>Employment Opportunities during Program</b>						
	Job opportunities: _____						
	Program recommendations: Outside employment not recommended						
	<b>Financial Aid</b>						
	Any financial aid: No	Government loans: Yes	Scholarships: Yes	Assistantships: yes			
	Financial aid website: <a href="https://financialaid.tamu.edu/">https://financialaid.tamu.edu/</a>						
Other: <a href="http://sbs.tamu.edu/">http://sbs.tamu.edu/</a>							
Other Expenses - please visit program's website for detailed additional expenses							
<b>ADMISSION REQUIREMENTS:</b>							
Overall Cum. GPA:	3.00	Min. DPD GPA:	3.00	Min. Science GPA:	3.00	Min. DPD Prof GPA:	3.00
GRE required?	Yes	Min. Verbal:	148	Min. Quant.:	148	Min. Writing:	4
Avg Overall Cum. GPA Interns:	3.33						
Work Experience	Recommended	Volunteer Experience	Recommended	Interview Required	Yes		
<b>EVALUATION OF APPLICANTS: Please rank the following selection criteria, 1 represents the most important on the scale.</b>							
Rank 1	Cum. GPA	Rank 3	References	Rank 5	Interview	Rank 7	Volunteer Experience
Rank 2	GRE	Rank 4	DPD GPA	Rank 6	Work Experience	Rank 8	Personal Statement
Other:	Applicants to Grad Degree Optional DI will not be matched if they have not been accepted into TX A&M grad school one wk prior to match. Applicants to this option must identify a grad advisor to be accepted.						
<b>APPLICATION INFORMATION:</b>							
Spring Match:	Yes	Fall Match:	No	DICAS Participation:	Yes	Assessment of Prior Learning Avail.:	No
Applicant Requirements: _____							

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.

## Sample Page from the Applicant Guide to Supervised Practice Experience

University of Houston Onsite Dietetic Internship					
PROGRAM TYPE:	<input checked="" type="checkbox"/> Internship	<input type="checkbox"/> Internship w/ Adv. Degree	<input type="checkbox"/> Internship w/ Adv. Degree Avail.	<input type="checkbox"/> FEMGP	
	<input type="checkbox"/> Distance Internship	<input type="checkbox"/> Coord. Program-Grad.	<input type="checkbox"/> Coordinated Program-Undergrad.	<input type="checkbox"/> ISPP	
Director:	Claudia Scott MS, RD, LD, CDE		Phone: 713-743-4025	Ext:	Fax:
Institution:	University of Houston		Email: cwscott@uh.edu		
Website:	<a href="http://www.hhp.uh.edu/internship">http://www.hhp.uh.edu/internship</a>				
MAILING ADDRESS:					
College/School:	University of Houston				
Department:	Health and Human Performance	Street:	3875 Holman Street	Mail Drop:	6015
Hall/Bldg:	104 Garrison	P.O. Box:		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	<input checked="" type="checkbox"/> Full-time	Hr/Wk: 40-50	<input type="checkbox"/> Part-time	Hr/Wk:
Number of applicants 2 years ago:	150	Number of Interns/Students 2 Years Ago:	21	Number in 2nd Round/	
Number of applicants Last year:	160	Number of Interns/Students Last Year:	20	ISPP Last Year:	
FOCUS OF PROGRAM:					
Concentration:	Clinical or MNT	Additional Concentration:	Weeks in Concentration:		
CLINICAL PRACTICE EXPERIENCES:					
Length (weeks):	10	<input checked="" type="checkbox"/> Academic Medical Center	<input checked="" type="checkbox"/> Regional Medical Center	<input checked="" type="checkbox"/> Medical Center	
		<input checked="" type="checkbox"/> Small Medical Center	<input type="checkbox"/> Pediatric Hospital	<input type="checkbox"/> Rehabilitation Center	<input type="checkbox"/> VA Medical Center
		<input type="checkbox"/> State Hospital	<input checked="" type="checkbox"/> Long-term Care Facility	<input type="checkbox"/> Out Patient Clinic	<input checked="" type="checkbox"/> Community Hospital
Other:					
<input checked="" type="checkbox"/> Medicine	<input checked="" type="checkbox"/> Nutrition Support	<input type="checkbox"/> Women's Health	<input checked="" type="checkbox"/> Pediatrics	<input checked="" type="checkbox"/> Bariatrics	<input type="checkbox"/> Psychiatric Care
<input checked="" type="checkbox"/> Trauma	<input checked="" type="checkbox"/> Pulmonary	<input checked="" type="checkbox"/> GI	<input checked="" type="checkbox"/> Surgery	<input checked="" type="checkbox"/> Renal/Dialysis	<input checked="" type="checkbox"/> Critical Care
<input type="checkbox"/> Burn Care	<input checked="" type="checkbox"/> Eating Disorders	<input checked="" type="checkbox"/> LTC	<input checked="" type="checkbox"/> Geriatrics	<input checked="" type="checkbox"/> Neurology/Spinal Cord Injury	<input checked="" type="checkbox"/> NICU
<input checked="" type="checkbox"/> Oncology	<input checked="" type="checkbox"/> HIV/AIDS	<input checked="" type="checkbox"/> Cardiology	<input checked="" type="checkbox"/> Organ Transplant	Other:	
COMMUNITY PRACTICE EXPERIENCES:					
Length (weeks):	8	<input checked="" type="checkbox"/> Community Clinics/Programs	<input type="checkbox"/> PublicHealth/Health Departments	<input checked="" type="checkbox"/> WIC	<input checked="" type="checkbox"/> Child Services
<input type="checkbox"/> Schools	<input checked="" type="checkbox"/> Food Banks	<input type="checkbox"/> Cooperative Extension	<input type="checkbox"/> Meals on Wheels	<input type="checkbox"/> Senior Services	<input type="checkbox"/> Community Meals
<input checked="" type="checkbox"/> Fitness/Wellness	Other:				
MANAGEMENT PRACTICE EXPERIENCES:					
Length (weeks):	4	<input checked="" type="checkbox"/> Healthcare	<input checked="" type="checkbox"/> Public Schools	<input checked="" type="checkbox"/> College/University	<input checked="" type="checkbox"/> Commercial/Retail
<input type="checkbox"/> Community Facilities	Other:				
STAFF RELIEF PRACTICE EXPERIENCES:					
Length (weeks):	1-2	<input type="checkbox"/> All Rotations	<input checked="" type="checkbox"/> Clinical	<input type="checkbox"/> Clinical Administration	<input type="checkbox"/> Nutrition Education/Counseling
<input type="checkbox"/> Intern Choice	<input type="checkbox"/> Eating Disorders	<input type="checkbox"/> Health Dept	<input type="checkbox"/> State/Federal Agency	<input type="checkbox"/> Community	<input type="checkbox"/> Food Service
<input type="checkbox"/> Public Health	Other:				
NON-TRADITIONAL AND SPECIALTY PRACTICE EXPERIENCES:					
Non-Traditional Practice (weeks):		Specialty Practice (weeks):		Elective (weeks):	4
<input type="checkbox"/> International	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Dental	<input checked="" type="checkbox"/> Corporate Wellness	<input type="checkbox"/> Rural Health	<input type="checkbox"/> Community Agriculture/Urban Gardening
<input type="checkbox"/> Information Systems	<input type="checkbox"/> Independent Study	<input type="checkbox"/> Sales and Marketing	<input checked="" type="checkbox"/> Renal	<input type="checkbox"/> Culinary	<input checked="" type="checkbox"/> Sports Nutrition
<input checked="" type="checkbox"/> Research	<input type="checkbox"/> Advanced Practice	<input type="checkbox"/> Program Planning	<input type="checkbox"/> Public Health	<input checked="" type="checkbox"/> Pediatrics	<input checked="" type="checkbox"/> Eating Disorders
<input checked="" type="checkbox"/> Underserved	<input checked="" type="checkbox"/> Diabetes	<input checked="" type="checkbox"/> Media/Communication	<input checked="" type="checkbox"/> Neonatal	<input type="checkbox"/> Leadership	<input type="checkbox"/> Indian Health
<input type="checkbox"/> Military Skills	<input type="checkbox"/> Surgery	<input type="checkbox"/> Private Practice/Entrepreneur	<input checked="" type="checkbox"/> Retail	<input checked="" type="checkbox"/> Non-Profits	Other:
OTHER IMPORTANT PROGRAM INFORMATION:					

**University of Houston Onsite Dietetic Internship**

**ESTIMATED COST OF LIVING:**

**Stipends**  Monetary  Tuition Waiver  Assistantship  Fee Waiver  Parking  Other Stipend  
 Available to all  Available to all  Available to all  Available to all  Available to all  Available to all  
*If checked, stipend is available to all students without restrictions, however, this does not guarantee a student will be awarded a stipend even if a stipend is available and the student is eligible. Any eligibility restrictions are explained below.*  
 Stipend Restrictions: \_\_\_\_\_  
 Percentage of students/interns awarded stipend (5 year average): \_\_\_\_\_  
 Estimated Stipend Value: Year one: \$ \_\_\_\_\_ Year two: \$ \_\_\_\_\_

**Living Expenses**

**Meals**  
 Meals: No \_\_\_\_\_ % of Meals Provided: \_\_\_\_\_ Estimated Meal Cost: \$ \_\_\_\_\_

**Insurance**  
 Liability Insurance provided? Yes \_\_\_\_\_ If not provided, cost of liability insurance per year: \$ \_\_\_\_\_  
 Health Insurance provided? No \_\_\_\_\_ If not provided, cost of health insurance per year: \$ \_\_\_\_\_ 100

**Housing and Transportation**  
 Housing assistance provided? No \_\_\_\_\_ If not provided, estimated rent per month: \$ \_\_\_\_\_ 600-1000  
 Is a car required? Yes \_\_\_\_\_ Estimated transportation cost per year: \$ \_\_\_\_\_

**Dues and Fees**

**Required Dues During Internship**  
 Academy Student Membership? No \_\_\_\_\_ Local District Membership? No \_\_\_\_\_

**Application Fees**  
 Program Application Fee: \$ \_\_\_\_\_ 50 \_\_\_\_\_ Grad School Application Fee: \$ \_\_\_\_\_

**Program Fees**  
 Year One: All Students/interns: \$ \_\_\_\_\_ Resident: \$ \_\_\_\_\_ Non-resident: \$ \_\_\_\_\_  
 Year Two: All Students/interns: \$ \_\_\_\_\_ Resident: \$ \_\_\_\_\_ Non-resident: \$ \_\_\_\_\_

**Tuition and Course Work**

**Tuition**  
 Year One: All Students/interns: \$ \_\_\_\_\_ 8000 \_\_\_\_\_ Resident: \$ \_\_\_\_\_ Non-resident: \$ \_\_\_\_\_  
 Year Two: All Students/interns: \$ \_\_\_\_\_ Resident: \$ \_\_\_\_\_ Non-resident: \$ \_\_\_\_\_

**Course Work (cost if not included in tuition)**  
 Graduate credits required? No \_\_\_\_\_ Number of graduate credits required: \_\_\_\_\_  
 Cost per Credit: All Students/interns: \$ \_\_\_\_\_ Resident: \$ \_\_\_\_\_ Non-resident: \$ \_\_\_\_\_

**Finances**

**Employment Opportunities during Program**  
 Job opportunities: \_\_\_\_\_  
 Program recommendations: Outside employment not recommended

**Financial Aid**  
 Any financial aid: No \_\_\_\_\_ Government loans: No \_\_\_\_\_ Scholarships: No \_\_\_\_\_ Assistantships: No \_\_\_\_\_  
 Financial aid website: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Other Expenses - please visit program's website for detailed additional expenses

**ADMISSION REQUIREMENTS:**

Overall Cum. GPA: \_\_\_\_\_ Min. DPD GPA: 3.0 Min. Science GPA: 2.8 Min. DPD Prof GPA: 3.4  
 GRE required? No \_\_\_\_\_ Min. Verbal: \_\_\_\_\_ Min. Quant.: \_\_\_\_\_ Min. Writing: \_\_\_\_\_ Avg Overall Cum. GPA Interns: \_\_\_\_\_  
 Work Experience Required \_\_\_\_\_ Volunteer Experience Recommended \_\_\_\_\_ Interview Required \_\_\_\_\_

**EVALUATION OF APPLICANTS:** Please rank the following selection criteria, 1 represents the most important on the scale.

Rank 1	DPD GPA	Rank 3	Rank 5	Rank 7
Rank 2	Work Experience	Rank 4	Rank 6	Rank 8

Other: \_\_\_\_\_

**APPLICATION INFORMATION:**

Spring Match: Yes \_\_\_\_\_ Fall Match: Yes \_\_\_\_\_ DICAS Participation: Yes \_\_\_\_\_ Assessment of Prior Learning Avail.: Yes \_\_\_\_\_  
 Applicant Requirements: Must be CFR/BLS certified

Notice the ranking of the criteria when evaluating applicants; the DPD GPA is the top consideration, followed by work experience, personal statement, and references. This program participates in the February and November matches. **Note** the financial aid information: Financial aid, government loans, scholarships and assistantships are not available.



## Letter of Recommendation Request Form

Complete this form and provide one to everyone 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 Guide to Supervised Practice Experience.**)

B. Background Information

1. Schools Attended and Dates

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.**

Year	Beginning/Ending Dates (Month/Year)	<10 hrs./wk.	10-20 hrs./wk.	>20 hrs./wk.
Freshman				
Sophomore				
Junior				
Senior				

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.

Year	Beginning/Ending Dates (Month/Year)	<10 hrs./wk.	10-20 hrs./wk.	>20 hrs./wk.
Freshman				
Sophomore				
Junior				
Senior				

4. What makes you a unique dietetic intern candidate (list experience, attributes, etc. that make you a good applicant for the programs you are applying to.)

5. What are your strengths?

6. What are your weaknesses or areas that require further development?

7. How do you react to stress? What do you do in stressful situations?

8. What is your overall GPA? (include transfer credits) \_\_\_\_\_  
 What is your GPA in your major? (all NUTR courses) \_\_\_\_\_  
 What is your DPD GPA? (all courses listed on the DPD course list) \_\_\_\_\_

9. Is a GRE or similar test required for your application(s)? \_\_\_\_\_  
 If yes, when did you or when will you take the GRE? \_\_\_\_\_  
 What are your GRE scores? V \_\_\_\_\_ Q \_\_\_\_\_ W \_\_\_\_\_  
 Do you plan to retake? \_\_\_\_\_

10. For each of the following characteristics, give one or more examples of your ability to demonstrate application of each of the following:

a. Organizational skills:

b. Time management skills:

c. Teamwork skills:

d. Leadership skills:

e. People skills:

f. Initiative:

11. Why do you want to be a RDN?

12. What are your career goals? What would you like to be doing in 5 years? 10 years? Be specific on the areas of the profession you would like to be working.

I give \_\_\_\_\_ permission 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 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 PhD, RD, LD, FAND, 102 Cater Mattil**

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 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 \_\_\_\_\_

Course Requirement	Completion at TAMU - Grade	Substitution (graduate course or transferred course) - Grade
NUTR 203 SCIENTIFIC PRIN NUTRITION		
NUTR 204 PERSPECTIVES IN NUTR AND FOOD SCIENCE		
NUTR 210 HORIZONS IN NUTRITION AND FOOD SCIENCE		
NUTR 211 SCIENTIFIC PRIN OF FOODS		
NUTR 301 NUTR THROUGH LIFE		
NUTR 304 FOOD SERVICE SYSTEM MGMT		
NUTR 404 NUTR ASSESSMENT & PLAN		
NUTR 407 NUTRITION CARE & THERAPY		
NUTR 408 PROFESSIONAL DEV IN NUTR & DIETETICS		
NUTR 430 COMMUNITY NUTRITION		
NUTR 440 MICROBES and MICROBIOME IN NUTRITION		
NUTR 366 NUTRIENTS AND THE HUMAN BODY I		
NUTR 367 NUTRIENTS AND THE HUMAN BODY II		
NUTR 475 NUTR & PHYSIOLOG CHEM		
NUTR 481 SEMINAR		

Course Requirement	Completion at TAMU - Grade	Substitution - Grade
BIOL 111 INTRODUCTORY BIOL I		
BIOL 112 INTRODUCTORY BIOL II		
CHEM 119 FUND OF CHEMISTRY I		
CHEM 120 FUND OF CHEMISTRY II		
CHEM 257 ORGANIC CHEMISTRY I		
CHEM 258 ORGANIC CHEMISTRY II		
GENE 301 COMPREHENSIVE GENETICS		
GENE 312 COMPREHENSIVE GENETICS LAB		
BICH 409 COMPREHEN BIOCHEM I		
PBSC 107 INTRO TO PSYCHOLOGY		
ANTH 205 PEOPLES & CULT OF WRLD or ANTH 210 SOCIAL & CULTURAL ANTH		
MGMT 309 SURVEY OF MANAGEMENT		
POLS 206 AMERICAN NATIONAL GOVERNMENT (Post-grad and Grad Students only)		
STAT 301, 302, OR 303 STATISTICAL METHODS		

**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.)**

Prioritization	Institution	Location	Emphasis Area
First Choice			
Second Choice			
Third Choice			

**Permanent Email Address:**

## Request for a Verification Statement

Texas A&M University

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. 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 PhD, RD, LD, FAND, 102 Cater Mattil**

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 \_\_\_\_\_

Course Requirement	Completion at TAMU - Grade	Substitution - Grade
NUTR 203 SCIENTIFIC PRIN NUTRITION		
NUTR 204 PERSPECTIVES IN NUTR AND FOOD SCIENCE		
NUTR 210 HORIZONS IN NUTRITION AND FOOD SCIENCE		
NUTR 211 SCIENTIFIC PRIN OF FOODS		
NUTR 301 NUTR THROUGH LIFE		
NUTR 304 FOOD SERVICE SYSTEM MGMT		
NUTR 404 NUTR ASSESSMENT & PLAN		
NUTR 407 NUTRITION CARE & THERAPY		
NUTR 408 PROFESSIONAL DEV IN NUTR & DIETETICS		
NUTR 430 COMMUNITY NUTRITION		
NUTR 440 MICROBES and MICROBIOME IN NUTRITION		
NUTR 366 NUTRIENTS AND THE HUMAN BODY I		
NUTR 367 NUTRIENTS AND THE HUMAN BODY II		
NUTR 475 NUTR & PHYSIOLOG CHEM		
NUTR 481 SEMINAR		

Course Requirement	Completion at TAMU - Grade	Substitution - Grade
BIOL 111 INTRODUCTORY BIOL I		
BIOL 112 INTRODUCTORY BIOL II		
CHEM 119 FUND OF CHEMISTRY I		
CHEM 120 FUND OF CHEMISTRY II		
CHEM 257 ORGANIC CHEMISTRY I		
CHEM 258 ORGANIC CHEMISTRY II		
GENE 301 COMPREHENSIVE GENETICS		
GENE 312 COMPREHENSIVE GENETICS LAB		
BICH 409 COMPREHEN BIOCHEM I		
PBSC 107 INTRO TO PSYCHOLOGY		
ANTH 205 PEOPLES & CULT OF WRLD or ANTH 210 SOCIAL & CULTURAL ANTH		
MGMT 309 SURVEY OF MANAGEMENT		
POLS 206 AMERICAN NATIONAL GOVERNMENT (Post-grad and Grad Students only)		
STAT 301, 302, OR 303 STATISTICAL METHODS		

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

Prioritization	Institution	Location	Emphasis Area
<b>First Choice</b>			
<b>Second Choice</b>			
<b>Third Choice</b>			

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: <https://katieparnell16.wixsite.com/nutrition>.

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](http://www.webstarts.com)
  - B. [www.yola.com](http://www.yola.com)
  - C. [www.web.com](http://www.web.com)
  - D. [www.wix.com](http://www.wix.com) – this is a very user-friendly site that is used in the sample and NUTR 210.
  - E. [www.weebly.com](http://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 (NUTR 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. This section should mirror the experience section; however, the 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 the inclusion of projects that you were particularly proud of or ones that professors were pleased with.
    - 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.

## Sample Resume

### Student Name

Address • Phone Number • Email

## EDUCATION

**Texas A&M University**, College Station, Texas May 2022  
Bachelor of Science in Nutrition, Didactic Program Concentration  
Overall GPR: 3.49

**Texas A&M University**, College Station, Texas Present – May 2023  
Dietetic Internship Program

## EXPERIENCE

**Texas A&M Food Science Research Labs**, College Station, Texas January 2022 – July 2022  
*Undergraduate Researcher*

- Researcher for Dr. Steven Talcott's and Dr. Susanne Talcott's labs
- Assisted in recording participant data
- Centrifuged and processed human blood samples

**Texas A&M Athletics Performance Nutrition**, College Station, Texas August 2021 – December 2021  
*Performance Nutrition Student Worker*

- Stocked and replenished food and beverages for student athletes
- Cooperated with trainers, staff, and athletes to meet athletes' nutritional needs

**RD Mentorship Program**, College Station, Texas August 2020 – April 2022  
*Undergraduate Researcher* May 2021 – April 2022

- Create marketing graphics and promotional videos for social media platforms
- Collaborate with both nutrition students and dietetic professionals nationally
- Present professional development and informational presentations to mentors and mentees

*RD Program Mentee* August 2020 – April 2021

- Created a SWOT Analysis presentation over mentor's social media platforms
- Collaborated with both nutrition students and dietetic professionals nationally

**Texas A&M Music Activities Center**, College Station, Texas June 2021 – August 2021  
*Student Worker*

- Answered questions about Texas A&M's music programs via phone calls
- Assisted in orchestra, band, and choir auditions
- Counted inventory for over 1,000 pieces of music

**Epicures Catering**, College Station, Texas June 2021 – August 2021  
*Server*

- Served food and beverages to guests while remaining conscious of proper portions
- Stocked and maintained necessary food supplies, serving equipment, and utensils
- Adhered to all food safety and personal safety requirements and procedures

**IONHealth & IONsport Research Labs**, College Station, Texas May 2019 – April 2020  
*Undergraduate Researcher*

- Researcher for Dr. Beathard's and Dr. Riechman's labs
- Operated the NeuroTracker software for 250 participants

- Centrifuged and processed human blood
- Recorded over 100 food logs into NutriBase program
- Performed vision screenings and acquired participants' vitals

**Bond Family Eye Care**, Decatur, Texas

June 2018 – August 2018

*Receptionist*

- Scheduled about 200 appointments per month for 2 different optometrists
- Answered around 50 phone calls daily
- Created about 50 patient routing slips weekly

#### CERTIFICATIONS

- **CPR/ AED Certification** May 2022
  - Certification ID: AHT- 1652985562-2368-12142
- **Prometric Food Safety Manager Certification** April 2021
  - Accredited by the American National Standards Institute

#### ACTIVITIES

**Dietetic Internship Preparation Workshop**, College Station, Texas

May 2021 – October 2021

*Marketing, Handouts, and Technology Chair*

- Delegated tasks biweekly to subcommittee members
- Managed social media platforms
- Redesigned workshop handbook

**Texas Academy of Nutrition and Dietetics**

October 2020 – Present

*Student Member*

**The Academy of Nutrition and Dietetics**

September 2020 – Present

*Student Member*

**Texas A&M Nutrition & Dietetics Association**, College Station, Texas

August 2020 – May 2022

*Student Member*

**American Society for Nutrition**

June 2021 – Present

*Student Member*

**Texas A&M Century Singers**, College Station, Texas

August 2018 – December 2021

*Choir Member*

- Attended practice for 1- 1.5 hours per day for 5 days a week every week
- Participated in rehearsals and sectional practices
- Performed at community events
- Attended social and volunteer events with other Century Singers members

**Century Singers**, College Station, Texas

May 2019 – May 2020

*Public Relations Manager*

- Designed and ordered over 150 merchandise items for its 70 members
- Created and managed several promotional committees
- Advertised on campus, the community, and statewide
- Printed and sent promotional posters to around 2,500 public high schools in Texas

## **AWARDS**

**Texas A&M Nutrition & Food Science Student Spotlight**, College Station, Texas May 2022  
*Undergraduate Student Spotlight*

- Highlighted for the Spring issue of the Texas A&M Nutrition & Food Science Newsletter

**Texas A&M Undergraduate Research Scholar**, College Station, Texas May 2019 – May 2020  
*IONHealth and IONSport Researcher*

- Received monetary allotment per semester for 3 semesters

## **SERVICE**

**Decatur Cares**, Decatur, Texas May 2018 – January 2021  
*Volunteer*

- Helped load food into around 50 cars once per month
- Packaged food bundles for around 100 needy families in the community once per month

**Brazos Valley Food Bank**, Bryan, Texas October 2020  
*Volunteer*

- Packaged over 200 bags of food for needy families in Brazos County
- Organized meal kits to be distributed

**Sample Resume II**

**Student Name**

Address • Phone Number • Email

**Education**

**TEXAS A&M UNIVERSITY**

Nutrition, Didactic Program of Dietetics – Major GPA: 3.63, Overall GPA: 3.23

College Station, TX

December 2022

**LAKE HIGHLANDS HIGH SCHOOL**

Honors Graduate, National Honor Society

Dallas, TX

May 2019

**Experience**

**BARTLETT COUNTRY CLUB**

*Server (Seasonal)*

Olean, NY

June 2021 – August 2022

- Provided an optimal guest experience with quick, accurate service and a positive attitude, consistently achieving above the 20% minimum tip
- Maintained safe food and beverage handling practices at all times
- Answered menu questions and made suggestions when appropriate

**CUBA LAKE YACHT CLUB**

*Program Administrator, Lead Sailing Instructor (Seasonal)*

Cuba, NY

June 2015 – August 2022

- Coordinated registration and scheduling for the youth and adult sailing programs
- Coached sailing to individuals between the ages of six to 65 while fostering a safe and fun learning environment
- Founded the Women’s Learn-to-Sail Program, filling up 90-100% of Sunfish Sailboats at each practice

**MEDLAB24**

*PRN Assistant Laboratory Technician*

Frisco, TX

December 2020 – January 2021, May – June 2022

- Performed daily quality control on AU480, Access 2, Tosoh, Sysmex, G8, and DXI instruments
- Accessioned and processed 50-100 patient samples per day
- Kept instruments stocked with supplies and reagents while utilizing FIFO to decrease waste

**NUTRITION THERAPY AND WELLNESS**

*Eating Disorder Intern*

Dallas, TX

September 2018 – December 2018

- Designed nutrition education handouts based on nutritional guidelines and scientific research
- Observed and monitored confidential therapy sessions

**Leadership & Activities**

**TEXAS A&M SAILING TEAM**

*President, Women’s Captain*

College Station, TX

August 2019 – May 2022

- Developed monthly newsletters, generating a donation revenue exceeding \$30,000
- Organized and planned weekly meetings, twice-weekly practices, monthly trips, and the alumni regatta
- Coached sailing and racing techniques to college-aged students while creating team comradery

**AGGIE MENTAL HEALTH AMBASSADORS**

*Member, Awareness Committee*

College Station, TX

August 2021 – May 2022

- Promoted the importance of mental health awareness using flyers and tabling events

**Miscellaneous**

**Certifications:** ServSafe Food Protection Manager, US Sailing Level One Instructor, PADI Open Water Scuba Diver  
**Service:** The Bridge Ministries Food Pantry, Olean General Hospital Emergency Department  
**Interests:** Nutrition, Food Service, Mental Health, Gardening

## Dietetic Internship Programs Texas A&M DPD Graduates Have Participated

Dietetic Internships that Texas A&M Graduates Have Attended	Dietetic Internship Director
Abilene Christian University (ACU)	Kay Williams
Aramark Dietetic Internship	Cyndra Banta
Baptist Health Systems- Dietetic Internship (San Antonio)	Amanda Stephens
Baylor University Medical Center	Karen Geismar
Baylor University, Waco	Dr. Leslee Funderburk
Emory University Hospitals	Michellen Gooden
Florida State	Lisa Trone
Fontbonne University	Dena French
George Washington University	Jeffrey Levi
Iowa State Distance Dietetic Internship	Dr. Mridul Datta
Keith & Associates Distance Dietetic Internship	Sara Hallgren-Tillery
Lamar University	Dr. Jill Killough
Louisiana Tech	Dawn Erickson
Michael DeBakey VA Dietetic Internship	Kristy Becker
Prairie View A&M University	Mary R Snowden
Sam Houston State University	Dr. Tabbetha Dawn Lopez
Sodexo Dietetic Internship	Erica Charles
Stephen F. Austin University	Dr. Darla Daniel O'Dwyer
Texas A&M University, College Station	Alisha Gilmore
Texas A&M University Kingsville	Farzad Deyhim
Texas State University	Lindsey Menge
Texas Tech University	Allison Kerin
Texas Woman's University, Houston	Rachel Poland
Texas Women's University, Denton	Kathleen Davis
Tulane University	Dr. Junyuan Ji
University of Georgia Dietetic Internship	Dr. Barbara M Grossman
University of Houston	Claudia Scott
University of Incarnate Word	Dr. Joseph Bonilla
University of New Hampshire	Amy Taetzsch
University of Oklahoma Health Sciences Center	Brain de la Cruz
US Army Dietetic Internship	Joetta Khan
University of Texas School of Public Health	Melisa Danho
University of Texas Medical Branch	Blair Brown
Wellness Workdays Dietetic Internship	Debra Wein
WIC Dietetic Internship	Ms. Melissa Mouton

## **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: NUTR 304 Food Service Systems Management and NUTR 404 Nutritional Assessment and Planning. NUTR 304, NUTR 404, NUTR 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., NUTR 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 maintained by the course instructor.
- B. Students 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 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 (<https://disbursement.tamu.edu/travel/general/travel-requirements/>)
  2. Students who drive to lab experiences 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 ([Student Rules – Texas A&M University \(tamu.edu\)](#)).
  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 NUTR 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.

Student Name	Emergency Contact Information			
	Contact Name	Relationship	Contact email	Contact Phone Number

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 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 stat 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: [Student Rules – Texas A&M University \(tamu.edu\)](http://www.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 NUTR 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

# Dietetics Applicant and Program Code of Conduct and Traffic Rules

## Pilot 2024-2025

These traffic guidelines have been established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Dietetics Application Process Task Force and approved by the ACEND Board. These traffic rules represent the guidelines under which the nutrition and dietetics supervised practice programs [Dietetic Internships (DIs), Coordinated Programs (CPs), and Graduate Programs (GPs)] and their institutions have agreed to conduct the annual admissions process.

### A. Applicant Code of Conduct and Traffic Rules

Applicants to dietetics programs, although some are not yet members of the dietetics profession, are bound to legal and ethical standards of behavior during the admission process.

#### CODE OF CONDUCT FOR ALL APPLICANTS:

As an applicant to the profession of nutrition and dietetics, I pledge to:

- Act with honesty and integrity throughout the admission process when interacting with nutrition and dietetics programs, including program directors, faculty, staff, and Dietetics Inclusive Centralized Application Service (DICAS) staff.
  - As an applicant, I will submit my own thoughts and original work/not falsify or plagiarize information in my application.
- Be responsible and accountable for my actions.
  - I will personally manage and respond to all matters related to my application.
  - I will respond promptly to all communication from all programs.
- Be respectful of decisions made by admission faculty and staff involved in the admission process.
  - I understand that programs are not required to provide details about decisions or offer suggestions to improve my application.

Abide by the Admission Traffic Rules for Applicants.

## **ADMISSIONS TRAFFIC RULES FOR APPLICANTS:**

Applicants applying to programs outside of their current institution, regardless of the use of DICAS, should follow these traffic rules.

- You may **not** be enrolled in more than one program at any time.
- In fairness to other applicants and nutrition and dietetics programs, if you have decided before November 15 (Fall) or March 15 (Spring) **not** to attend a program that has offered you admission, promptly withdraw your application from the program(s) by contacting the program director.
- Once you have accepted an offer, if you were offered admission to other programs, you **MUST** contact the program director(s) to decline offer(s). This allows waitlisted applicants to be given an offer.
- If you receive and accept an alternative offer after you have already accepted an offer, you **MUST** rescind/withdraw your acceptance at the program where you had previously accepted an offer within 24 hours of accepting the offer at the new program.

## **Applicant Code of Conduct Violations**

ACEND serves as a clearinghouse for reports of possible applicant and program misconduct. Questions about the Applicant Code of Conduct should be directed to [ACEND@eatright.org](mailto:ACEND@eatright.org)

## **B. Programs Code of Conduct and Traffic Rules**

Nutrition and dietetics programs are bound to the Code of Ethics for the Nutrition and Dietetics Profession and must abide by a set of core values during the admission process: customer focus, integrity, innovation, social responsibility and diversity ([Code of Ethics for RDNs and NDTRs](#)).

### **CODE OF CONDUCT FOR PROGRAMS:**

As a nutrition and dietetics program, we pledge to:

- Act with honesty and integrity throughout the admission process when interacting with nutrition and dietetics applicants, other program directors, faculty, staff, and DICAS staff.
- Abide by the Admission Traffic Rules for programs.

ACEND encourages each of its member programs and institutions to conduct an application process that is inclusive and professional. The purpose of these traffic rules is to allow applicants to explore their options with each nutrition and dietetics program in a fair manner.

### **ADMISSIONS TRAFFIC RULES FOR PROGRAMS:**

*ACEND adopted the following Admissions Traffic Rules for Nutrition and Dietetics Education Programs. For questions, please contact [ACEND@eatright.org](mailto:ACEND@eatright.org).*

Reminder: Programs may market and recruit applicants throughout the application cycle.

### **On or Before November 1 (Fall) or March 1 (Spring)**

- Programs may begin extending offers of admission on applications deemed complete by the program at any time during the admissions cycle.
- Programs should notify all applicants by November 1 (Fall) or March 1 (Spring) if they receive an offer, are waitlisted, or are rejected.
- Programs should indicate to applicants whether deposits, if applicable, are non-refundable, including those voluntarily paid before the deposit deadline.
- Notes:
  - Applicants may not be required to notify programs of their decision until on or after November 15 (Fall) or March 15 (Spring).
  - Programs may not coerce applicants to accept an offer before November 15 (Fall) or March 15 (Spring).

### **On or Before November 15 (Fall) or March 15 (Spring)**

- Programs that require a deposit from applicants to hold their spot may not coerce applicants to pay the deposit before November 15 (Fall) or March 15 (Spring).
  - If voluntarily paid by the applicant, programs can accept the deposit before November 15 (Fall) or March 15 (Spring).
  - For programs accepting deposits, programs must indicate on their website whether the deposit is refundable.

### **After November 15 (Fall) or March 15 (Spring)**

- Programs with applicants on their waitlist can continue to extend offers as needed.
- Programs may continue to market and recruit applicants.
- Programs with open positions can reopen their application. Application due dates should not be after December 15 (Fall) or July 15 (Spring).

### **Program Code of Conduct Violations**

ACEND serves as a clearinghouse for reports of possible applicant and program misconduct. Questions about the Applicant Code of Conduct should be directed to [ACEND@eatright.org](mailto:ACEND@eatright.org).

### 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.<sup>1</sup>

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

**Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.<sup>2</sup>

**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.<sup>2</sup>

**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.<sup>3</sup>

**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."<sup>4</sup>

**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.<sup>2</sup>

**Justice** (social justice): supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

#### References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).



## Form Confirming Reading of the DPD Handbook

First semester DPD students are required to read through the handbook, complete the questions, checklist, sign and submit this form to Tyler Fadal, [tyler.fadal@ag.tamu.edu](mailto:tyler.fadal@ag.tamu.edu) within the first two weeks of your first-semester admission into the DPD program. Failure to correctly answer the questions will result in having to repeat this task. Failure to submit the form by the designated due date will result in having to repeat DPD orientation.

1. What is a Verification Statement? How does a student get a Verification Statement?
2. Explain the pathway to becoming an NDTR as well as the path to becoming an RDN.
3. What are the four benefits of professional mentoring?
4. Describe the TSDA and the NDA programs.
5. What are KRDNs? How do you meet these KRDNs?
6. Name three opportunities for employment experience.



Please initial below to confirm to indicate your agreement.

\_\_\_\_\_ I have received a copy of the DPD Handbook and **thoroughly read it and understand it.**

\_\_\_\_\_ I understand the DPD Eligibility Requirements.

\_\_\_\_\_ I understand the financial commitments for this program.

\_\_\_\_\_ I understand the competitive and extensive process to apply and match to a DI Program.

\_\_\_\_\_ I understand that I am not guaranteed to be accepted to a DI Program.

\_\_\_\_\_ I understand I will be required to have a master's degree to take the RDN exam.

\_\_\_\_\_ I understand the DPD Policies and Procedures and agree to abide by them.

\_\_\_\_\_

Student Printed Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date