

**LOUISIANA TECH  
UNIVERSITY DIETETIC  
INTERNSHIP (DI)  
PROGRAM**

**APPLICATION PACKET**



**LOUISIANA TECH**  
— UNIVERSITY —

# SCHOOL OF HUMAN ECOLOGY COLLEGE OF APPLIED AND NATURAL SCIENCES

Dear Potential Applicant,

We are excited that you are considering Louisiana Tech to complete your Dietetic Internship. Our medical nutrition therapy focused internship offers many opportunities for learning, growing and advancing towards your goal to be a Registered Dietitian.

While this document provides the information you would need to apply to our program, we are also offering an open house this year. Join us Friday January 8 at 2:00pm, virtually on zoom (meeting ID 809 142 3512) or by clicking this link: <https://latech.zoom.us/j/8091423512>

Feel free to check out more information about our program at <https://ans.latech.edu/dietetic-internship/> or if you have any questions, please do not hesitate to contact me.

Sincerely,

Vicky L. Green, PhD, RD, LDN  
Director of Dietetic Internship  
Assistant Professor  
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**The Dietetic Internship is currently granted full accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877-1600 ext. 5400, a specialized accrediting body recognized by the United States Department of Education. [www.eatright.org/acend](http://www.eatright.org/acend)**

**DIETETIC INTERNSHIP PROGRAM AT LOUISIANA TECH UNIVERSITY**

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DI Director: Vicky Green, PhD, RD, LDN  
E-Mail: [vgreen@latech.edu](mailto:vgreen@latech.edu)

DI Coordinator: Amy Hogan, MS, RD, LDN  
E-Mail: [amyhogan@latech.edu](mailto:amyhogan@latech.edu)

Information regarding the Dietetic Internship can be found in the Louisiana Tech University catalogue at <http://catalog.latech.edu/>

**DIETETIC INTERNSHIP PROGRAM**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Louisiana Tech University Dietetic Internship Program is a four-quarter program that fulfills ACEND requirements for entry-level dietitians. The Dietetic Internship is approved for 20 positions but currently fills 15 slots. During the summer quarter, interns complete 6 hours of graduate credit on the Ruston campus towards their M.S. in Nutrition and Dietetics. For the Fall, Winter, and Spring Quarters, interns are placed in one of three geographic areas: Alexandria, Monroe/Ruston, or Shreveport, Louisiana while completing one 3-hour online graduate class per quarter towards their M.S. in Nutrition and Dietetics. Interns fulfill requirements in a variety of facilities within the designated city gaining experience in clinical, management, and community nutrition with a medical nutrition therapy concentration. During the program, attempts are made to individualize experiences to meet interns' personal goals. Although the program encourages diverse experience in preparation for the Dietetic Internship, the Dietetic Internship at Louisiana Tech University does not have a policy for assessing prior learning or competence.

**Dietetic Internship Curriculum**

The DI program is a full-time four-quarter program (approximately 11 months) that begins in the summer (July) and ends in the spring (May). During the internship, interns will enroll in a FNU 592 course that documents the practicum hours and a seminar class on campus and complete 15 hours of graduate credit.

Courses interns will enroll in during the internship include:

- Summer Quarter –
  - FNU 548: Applied Dietetics (3-credit hour graduate course) and FNU 592:
  - Internship in Nutrition-Dietetics (3-credit hour graduate course that is applied towards the Master's Degree)
- Fall, Winter and Spring Quarters –
  - Each quarter FNU 592: Internship in Nutrition-Dietetics (6-credit hour course that documents practicum hours and seminar class that is not applied towards the Master's Degree),
  - One additional graduate level course each quarter. Students must complete HEC 504: Research Methodology FNU 528 Cardiovascular Disease, FNU 529 Nutrition Management of Diabetes (3-credit hour graduate course each). .

Upon completion of the four-quarter DI Program, interns will have fulfilled the ACEND practicum 1200 hour requirement and will have 15 hours of credit work toward the M.S. degree in Nutrition and Dietetics. Although completion of the Master's Degree is not required for completion of the Dietetic Internship, a Master of Science degree may be earned with 3 to 4 quarters of additional study. Students completing the Dietetic Internship will earn

a Graduate Certificate in Dietetics. The course work for the Graduate Certificate in Dietetics can be applied toward the Master of Science degree in Nutrition and Dietetics after completion of the Dietetic Internship.

### **Additional Program Completion Requirements**

- During the internship, interns are required to participate in pre- and post-test exams, and a RD Exam Preparation workshop.
- Interns must score an 80% or above on a comprehensive exam, pre- and post-practicum rotation quizzes, and practice exam preparation content before successfully completing the DI program. Mandatory study sessions are scheduled a minimum of twice per quarter.  
(Program outcomes data are available upon request)

## **MISSION STATEMENT, GOALS AND MEASURABLE OUTCOMES**

### **Dietetic Internship Mission Statement**

To prepare dietetic interns to become competent entry-level registered dietitian nutritionists who are employed in the field of dietetics; to provide service to their profession and community; while emphasizing research and continuation of graduate studies.

Dietetic Internship Goals, Objectives and Outcome Measures can be found at: <https://ans.latech.edu/dietetic-internship/program-goals-objectives/>

Program features a 95% pass rate on the RD exam. Other outcomes data are available upon request

## **ADMISSION REQUIREMENTS**

ADMITTANCE TO LOUISIANA TECH UNIVERSITY DI IS BASED ON THE FOLLOWING CRITERIA:

1. **Documentation of Academic Preparation.** Applicants, upon final admission to the DI program, must have a bachelor's degree in nutrition or approved related field and a verification statement from an accredited university and a curriculum GPA of 2.85 or above. Academic preparation is assessed by performance in curriculum courses. These are the courses which contribute to the attainment of the core knowledge requirements specified by the ACEND and include food and nutrition, communication (English and Speech), social science, biological and physical science, and math. These are the courses your undergraduate DPD program requires in order for you to receive your verification statement. If you are unsure of which classes these include at your institution, clarify with your DPD director.

\*GPA requirement of 2.85 on curriculum courses must be attained by the end of the fall semester or winter quarter.

\*Curriculum GPA's are evaluated based on the ACEND approved course equivalents to meet Knowledge Requirements for DPD programs.

2. **GRE Requirements:**

GRE scores should be uploaded to the DICAS application.

### **For GRE scores taken before August 1, 2011:**

- \* Graduate school GRE requirements for unconditional acceptance is a cumulative score of 1400 or above  $[(\text{GPA} \times 200) + \text{verbal} + \text{quantitative}]$ . Conditional acceptance is a cumulative score of 1200-1399 using the same formula as unconditional acceptance. **Applicants must be admitted unconditionally into the Graduate Program to be eligible for financial aid.**
- \* Minimum Dietetic Internship requirements are a combined score of **850** or above on the GRE verbal and quantitative sections.

**GRE scores taken after August 1, 2011:**

Minimum score: Verbal & quantitative = 290 (for Spring 2021)

3. **Application to the Dietetic Internship.** Please be advised that all components should be sent electronically. The Application Process includes:

**DICAS:**

The Louisiana Tech University Dietetic Internship Program uses the online centralized internship application, DICAS, which may be accessed at <https://portal.dicas.org/>. DICAS will be available on December 4, 2020 for the Spring 2021 Match. The online application must be completed for the Louisiana Tech DI program by 11:59 p.m. Central Time on February 15, 2021. The fee for DICAS is \$55 for the first application submitted and \$20 for each additional application.

**Personal Statement.** Applicants applying through DICAS will be asked to complete a personal statement in 1,000 words or less. Questions to be addressed in the personal statement include:

- \*Why do you want to enter the dietetics profession?
- \*What are some experiences that have helped to prepare you for your career?
- \*What are your short-term and long-term goals?
- \*What are your strengths and weaknesses or areas needing improvement?
- \*Why do you want to come to Louisiana Tech for your Dietetic Internship?
- \*What do you feel you will contribute to our internship?

**Official copy of complete transcripts.** All accumulated and transfer credits, except courses in which you are currently enrolled, will be evaluated by the Graduate School at Louisiana Tech University and the Director of the Dietetic Internship. **Official** transcripts from all colleges and universities attended should be sent to DICAS at:

**DICAS:**

DICAS – Transcript Department  
P.O. Box 9118  
Watertown, MA 02472

Student copies are **not** acceptable.

Foreign degrees must be validated by an Academy of Nutrition and Dietetics-recommended agency. Transcript evaluation must take place prior to the application deadline.

**References.** When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed online.

For the Louisiana Tech DI, three references are required. At least one reference must come from an academic source. References should address and provide feedback on academic preparation (nutrition and foodservice management), communication skills (written and oral), and interpersonal skills (responsibility, initiative, leadership potential). References can document information on paid or volunteer work experience. Do not include references from personal friends or family.

**Verification Statement or Declaration of Intent.** An official statement of Verification of Completion of the Didactic Program in Dietetics (DPD), or Declaration of Intent to complete academic requirements, with original signatures, is required. Once you submit the online DICAS application, the DPD Director will be notified to submit a verification statement or declaration of intent.

**Evaluation Criteria** is ranked on the following criteria:

Overall and curriculum GPA, GRE scores, personal letter, recommendations, and volunteer and paid work experience.

**Supplemental Materials.** Upload a Resume and City Preference ranking.

4. **Participation in Computer Matching.** Applicants to the Louisiana Tech University DI program must also participate in computer matching. Complete computer matching information, including the computer matching dates, is located at:

<https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students>

Applicants must register with D&D Digital **online** at: <http://www.dnndigital.com>, pay the \$55.00 computer matching fee by credit card and enter their contact information and Dietetic Internship preferences by **11:59 PM Central Time February 15, 2021.**

Applicant matching results will be posted on [www.dnndigital.com](http://www.dnndigital.com) from 11:00AM Central Time, **April 5, 2021** (Appointment Day). This is the **ONLY** source of notification for applicants. Each applicant will receive either ONE MATCH or NO MATCH after Log In.

Matched applicants **must contact** the Dietetic internship program by telephone, FAX, or e-mail **on or before** 6:00 PM (time zone of the program), **April 6, 2021**, to confirm acceptance of the MATCH. After this time, the program is under no obligation to hold the opening for the matched applicant.

Contact information for D&D Digital:

D & D Digital Systems  
304 Main Street., Suite 301  
Ames, IS 50010

Telephone #: (515) 292-0490      FAX: (515) 663-9427

### **REGENCY OF EDUCATION POLICY FOR ADMISSION**

**POLICY:** According to Louisiana Tech University policy, students who have completed their degrees/verification statement five or more years prior to the Louisiana Tech DI Program application due date must meet recency of education requirements.

### **ACADEMIC AND PROGRAM CALENDAR**

The dietetic internship adheres to the academic calendar of Louisiana Tech University. The LA Tech academic calendar can be found on the Tech website at <https://www.latech.edu/current-students/academic-calendar/>. Dietetic interns are granted the same holidays and breaks as all Tech students. During non-scheduled time off, interns are otherwise scheduled in facilities for practicum rotations during the academic quarter(s). The Dietetic Internship calendar documenting time in facilities, holidays, breaks, and class commitments is provided during the Summer Quarter.

## **PROGRAM COMPLETION REQUIREMENTS**

Completion of the Dietetic Internship requires successfully passing all the requirements of F&N 592: *Internship in Nutrition/Dietetic*. Interns must also maintain good standing within the graduate program and meet all requirements for continuing in the graduate program in order to successfully complete the dietetic internship. A list of program completion requirements can be found at: <https://ans.latech.edu/dietetic-internship/graduation-and-program-completion-requirements/>

## **CREDENTIALING PROCESS FOR DIETETIC PRACTITIONERS**

The Louisiana Tech University Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics. Interns will fulfill the ACEND performance requirements while enrolled in the dietetic internship. A verification statement is granted from the DI Program Director upon successful completion of the program. Graduates are then qualified to apply for the Commission on Dietetic Registration (CDR) registration exam. Graduates must pass the CDR registration exam to become registered dietitians and practice as entry level dietitians. Information regarding licensure is provided at <https://www.cdrnet.org/state-licensure>. Registered dietitians practicing in Louisiana must also be licensed unless they meet exemption criteria.





10. Louisiana Dietetic Association Meeting (Spring Quarter): (Optional)
  - Registration \$75.00
  - Lodging and transportation \$200.00 (may vary depending on location of meeting)
11. Students must purchase meals at facilities or provide their own.
12. Transportation: Students must provide their own transportation and insurances.
13. RD Preparation Exam workshop: \$400.00

**Rate preference of city** (1=first, 2=second, 3=third) in which you would like to be placed.

\_\_\_\_\_ Alexandria

\_\_\_\_\_ Monroe

\_\_\_\_\_ Shreveport

\_\_\_\_\_ No Preference

I am aware that this does not guarantee placement in my preferred city.

I am aware that students must provide their own housing and transportation. I understand that a professional program fee, in addition to the university tuition, is assessed each quarter during the Dietetic Internship.

I am aware that before entering the program, I must submit official final transcripts and a Verification Statement.

The Louisiana Tech University Dietetic Internship is a four-quarter program based on the academic calendar established by Louisiana Tech University. A Louisiana Tech University academic calendar can be obtained on the Tech website at [www.latech.edu](http://www.latech.edu). A Dietetic Internship calendar, which coincides with Louisiana Tech's, will be provided upon acceptance into the DI. If additional information is required concerning starting dates and completion dates, please contact the Dietetic Internship Program Director.

APPLICANT'S SIGNATURE: \_\_\_\_\_

\*Upload this page to DICAS

### **REQUIREMENTS UPON COMPLETION**

1. Students admitted to the Dietetic Internship must apply and be accepted to the Louisiana Tech graduate school. Instructions and deadlines will be given with acceptance letter.
2. Physician statement verifying ability to function in practice facilities, that all immunizations are up to date, and that tetanus shot was received within the past 10 years.
3. Proof of health insurance.
4. Proof of professional liability insurance.
5. Verification of TB Skin test and minimum start of Hepatitis B vaccination series.
6. Proof of updated immunization records.
7. A drug and alcohol screening and/or criminal background check may be required before placement in facilities.
8. Signed DPD Verification Statement from your DPD Program Director (original, not in black ink).
9. Current Academy of Nutrition and Dietetics membership card

## Dietetic Internship Application Checklist

- Application to the Louisiana Tech University Dietetic Internship through DICAS.
- Transcripts sent to DICAS Transcript Department.
- GRE scores, Resume, and City Preference Ranking uploaded in the supplemental materials section as part of DICAS.
- Follow instructions for ranking through D&D Digital.