

Checklist for Dietetic Internship Applicants

(Fall and Spring Appointments)

Y	December Graduates Complete Fall Application for January Start Date	Y	May Graduates Complete Spring Application for August Start Date
	1. Write draft of goals (short and long term) DEADLINE: January		1. Write draft of goals (short and long term) DEADLINE: May
	2. Obtain application (Microsoft Word document) and recommendation form from program director. DEADLINE: January		2. Obtain application (Microsoft Word document) and recommendation form from program director. DEADLINE: May
	3. Schedule appointment with Career Services counselor, 103 Administration Bldg., x1601. DEADLINE: January <i>Optional:</i> Go to Student-Stout CareerLink on Career Services website www.uwstout.edu/careers to complete a brief profile and download your Word resume. Your resume can then be referred to prospective employers upon completion of internship or graduation. DEADLINE: January		3. Schedule appointment with Career Services counselor, 103 Administration Bldg., x1601. DEADLINE: May <i>Optional:</i> Go to Student-Stout CareerLink on Career Services website www.uwstout.edu/careers to complete a brief profile and download your Word resume. Your resume can then be referred to prospective employers upon completion of internship or graduation. DEADLINE: May
	4. Review Internship Site Listing and write, fax, e-mail or call selected internship sites for internship packets or print off of their web sites. DEADLINE: January Seek out/research information about each site (Library, Chamber of Commerce, and Internet). The Applicant Guide to Supervised Practice Experience (Ray Rivera has in his office) gives number of applications received by internship sites. Recommend taking GRE Junior Year. More sites are requiring the GRE scores (Graduate Record Examination). You can pick up Information and Registration Bulletin to take this exam in Room 410, Bowman Hall. Paper test dates are November, December and April; computer test dates once a month. To take GRE by computer call 715.836.5070 to set up a time in Eau Claire. You will need a major credit card. The cost is approximately \$115.00		4. Review Internship Site Listing and write, fax, e-mail or call selected internship sites for internship packets or print off of their web sites. DEADLINE: May Seek out/research information about each site (Library, Chamber of Commerce, and Internet). The Applicant Guide to Supervised Practice Experience (Ray Rivera has in his office) gives number of applications received by internship sites. Recommend taking GRE Junior Year. More sites are requiring the GRE scores (Graduate Record Examination). You can pick up Information and Registration Bulletin to take this exam in Room 410, Bowman Hall. Paper test dates are November, December and April; computer test dates once a month. To take GRE by computer call 715.836.5070 to set up a time in Eau Claire. You will need a major credit card. The cost is approximately \$115.00.

Y	Fall Application	Y	Spring Application
	5. Develop draft application letter (see information on page 3) DEADLINE: April		5. Develop draft application letter (see information on page 3) DEADLINE: June
	6. Order official transcripts from all universities/colleges attended (1 transcript from each school per application). If you have attended 5 universities, you provide 5 transcripts with each application. DEADLINE: April		6. Order official transcripts from all universities/colleges attended (1 transcript from each school per application). If you have attended 5 universities, you provide 5 transcripts with each application. DEADLINE: July
	7. Meet with RD faculty in the Food & Nutrition Department (advisor or program director); bring written goals, draft application letter, suggested references. DEADLINE: April		7. Meet with RD faculty in the Food & Nutrition Department (advisor or program director); bring written goals, draft application letter, suggested references. DEADLINE: September
	8. Create packets about self for each reference (include ADA disk application form, resume, goals, list of selected sites in order of preference, standard recommendation form*, application letter/s, transcripts). DEADLINE: April <i>*If the site has a special/unique recommendation form(s), please make a special note of that for your references and put the form on the top of the packet information.</i>		8. Create packets about self for each reference (include ADA disk application form, resume, goals, list of selected sites in order of preference, standard recommendation form*, application letter/s, transcripts). DEADLINE: September <i>*If the site has a special/unique recommendation form(s), please make a special note of that for your references and put the form on the top of the packet information.</i>
	9. Meet with on- and off-campus references and give recommendation packet. Off-campus reference should be an RD. Discuss exception with the program director. DEADLINE: April		9. Meet with on- and off-campus references and give recommendation packet. Off-campus reference should be an RD. Discuss exception with the program director. DEADLINE: October
<p>DEADLINE to turn in recommendation forms to Career Services: Fall: August 16 Spring: January 12 Make sure ALL of your references are aware of the DEADLINE. It is your responsibility to request recommendations early enough to accommodate the DEADLINES.</p>			
	10. Pick up and return Declaration of Intent form from Dietetic Program Director. Type in courses you still need to take on the form. Bring DARS with you when obtaining program director's signature in blue ink. Need one for each site. DEADLINE: May		10. Pick up and return Declaration of Intent form from Dietetic Program Director. Type in courses you still need to take on the form. Bring DARS with you when obtaining program director's signature in blue ink. Need one for each site. DEADLINE: December
<p>Graduates will be sent 6 copies of the Verification Form. These are important documents to safeguard.</p>			
	11. From Career Services: <ul style="list-style-type: none"> • Pick up Internship Request Form DEADLINE: July • Pick up and complete certified mail labels DEADLINE: July • Pick up D&D Computer Matching information DEADLINE: July 		11. From Career Services: <ul style="list-style-type: none"> • Pick up Internship Request Form DEADLINE: December • Pick up and complete certified mail labels DEADLINE: December • Pick up D&D Computer Matching information DEADLINE: December

