

APPLICATION PROCESS AND PHASE 1 CHECKLIST

Name: _____

Please read the attached information and if you have any questions, please do not hesitate to contact me. Once accepted into the program, there will be a PHASE 2 portion of the application at which time, your physical exam, immunization records, insurance information and criminal background check information will be included. All students requesting admission to the program will read, complete and submit the following:

- _____ Complete the “Application for Admission”.
Admission to the program is limited by space in clinical facilities and accreditation criteria of the American Dietetic Association. If more eligible students apply than can be accepted, selection will be based on GPA, completion of prerequisites, previous job experience, letters of recommendation, oral and written skills, commitment to the profession and assessment of personal interview.
- _____ Request official transcripts (ISU undergraduate applicants may submit DARS)
- _____ Respond to the “Questions to be Answered...”
- _____ Distribute the Recommendation for Applicants to at least two chosen persons. This should preferably be a work manager or faculty (other than ISU nutrition faculty)
- _____ Complete the “Job Shadowing Experience” and subsequently complete and respond to the “Verification of Job Shadowing Experience.”
- _____ Contact the Coordinated Program Director to set up an “in-person” interview with faculty or telephone interview if distance from Indiana State University is a factor. The application and questions must be received prior to the interview. Other materials may be received after the interview if needed.
- _____ Make a list of any questions you may have and plan to discuss them during your interview.

Ms. Carol A. Reed, M.S., R.D.
Director, Coordinated Program in Dietetics
Department of Family and Consumer Sciences, Room 117
Terre Haute, IN 47809
Telephone: 812-237-3295
Fax: 812-237-3304
Email: creed4@isugw.indstate.edu

Phase 1
Application for Admission
To Coordinated Program in Dietetics
Department of Family and Consumer Sciences
Indiana State University

Name: _____ ISU ID#991- _____
(if applicable)

School Address: _____ School Phone: _____

Home Address: _____ Home Phone: _____

1. List all courses in which you are currently enrolled and attach a transcript of completed work.

2. List any courses dropped or repeated. Indicate whether dropped or repeated.

3. If you are lacking any of the prerequisite courses, will you be able to attend Summer School to make up deficiencies? _____

What are the deficiencies?

4. Grade Point Average _____

5. List all work experiences:

<u>Work Experience</u>	<u>Dates</u>	<u>Immediate Supervisor</u>	<u>Institution & Location</u>
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6. Write a brief statement of your intended commitment to the program if you are admitted. Be sure to address how you will handle extracurricular activities and employment concerns.

7. On a separate sheet of paper write a statement describing your interest in the field of dietetics and your career goals. Include any contact you might have had with the food and nutrition field and how it may have influenced your selection of this area of study (for example, work experience in a hospital dietetic department, work in the food industry, contact with a program such as school lunch, the elderly feeding program, Headstart, WIC, Food Stamps, etc.).

8. Request an official copy of all higher education transcripts to be mailed to Ms. Carol A. Reed, M.S., R.D., Department of Family and Consumer Sciences, Room 117, Terre Haute, IN 47809. If you are currently enrolled in courses please list them below. (Later, you will be required to submit another official transcript that includes ALL higher education transcripts). ISU undergraduate students may submit DARS in place of transcripts.

9. Submit application by May 1. CP interviews will be scheduled beginning early in April for all individuals whose applications are complete.

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QUESTIONS TO BE ANSWERED AND SUBMITTED WITH APPLICATION PRIOR TO SCHEDULED INTERVIEW

Please read and respond to the following questions. Answers to ALL questions (not each question) must be limited to a total of one or two typed pages single spaced. There is no right or wrong answers, except for # 6 and # 7.

1. During the course of your clinical rotations – whether they are in the community, hospital or foodservice setting, there are infrequent times in which your contact person with whom you have been working is late to work or has an unexpected meeting and has left a note indicating that she will not be in until noon. What would you do? What is the basis for your decision?
2. During the course of your clinical rotations you are frequently involved in patient and/or client interviews to determine diet histories, food habits, and any other pertinent information. Unlike other assignments in which you can read about what you need to know and the environment is not threatening, interviews with unknown patients or clients can seem scary and unpredictable. What past experiences have you had which would help you with this assignment? How would you prepare yourself for this type of assignment and how would your personality traits help or hinder you in this type of setting?
3. In an informal conversation between a nurse and a physician at the nurses' station in the hospital where you are doing your clinical experience, you overhear the physician recommend that the nurse take megadoses of vitamin C for her cold – and tell her that he makes it a general rule of thumb to recommend to all his patients that they take megadoses of Vitamin C. You believe there is no scientific basis to justify that recommendation. What would do? And, what is the basis for your action?
4. In one of your clinical classes, you are assigned to work with a group to plan and present a nutrition lesson to a group of parents of preschoolers at their parent meeting. What steps would you personally take to prepare for the presentation? Your group members are all very busy and have a hard time getting together to plan. You still haven't been able to get together when two days before the scheduled presentation, your instructor asks how you are coming on the lesson plans and whether you need any help. How would you respond? Explain.
5. You are at a clinical site with two of your classmates. The other two begin to complain about their experiences in the dietetics program. What would you do? Why?
6. **A.** Tuition at ISU last year was \$2,950 per semester. You learn that next year's tuition will be \$3,150 per semester. How much increase is this per year? What is the % increase? **B.** $1,415 \text{ frogs} \times \$4.00 \text{ per frog} = \$5,660$ If I had \$5,660 and it bought you only 20 frogs, how much does each frog cost you? Show your work.
7. You discover you have lost your notes for your nutrition class. The test is at the end of the week. What would you do? Explain the rationale of your thinking.
8. Currently a friend lives in the dorm and their parents are paying the bill. They would like to move into an apartment with 3 of their friends but their parents do not want them to do this and tell them that they will be responsible for their own living expenses if they move out of the dorm. Explain in detail how you would help them process this decision. What existing factors would you consider, what changes might be made, what are the pros and cons and finally, what final decision would you make based on your considerations.

**Recommendation for Applicants
For the Coordinated Program in Dietetics
Indiana State University**

I, _____, waive my right to see this evaluation.

I, _____, do not waive my right to see this evaluation.

The Coordinated Program is an accelerated program which requires students to commit an above average amount of time and effort to academic work and preprofessional practice experiences. It also requires students to take initiative and responsibility for learning in clinical sites where there may not always be a University instructor present. Your candid evaluation of the candidate's potential for success in such a program is requested. On the grid below, please rate _____

Applicant's name

on the qualities you believe you can fairly evaluate. Provide narrative description when you think it would be useful.

Skills	OU	MS	SA	NI	US	NO
Analytical skills						
Conceptual skills						
Oral communication						
Written communication						
Interpersonal skills Peers/coworkers						
Interpersonal skills Teacher/supervisor						
Initiative						
Reaction to stress						
Responsibility						
Leadership potential						
Professional behavior						
Ethical behavior						

OU = outstanding; **MS** = more than satisfactory; **SA** = satisfactory; **NI** = needs improvement; **US** = unsatisfactory; **NO** = not observed

Additional information to amplify or support characteristics rated:

Qualities that require further development:

Other comments:

Relationship to applicant:

teacher work supervisor other

How long have you known the applicant?

How well do you know the applicant?

I highly recommend recommend do not recommend
the applicant for admission to the Coordinated Program

Signature _____ Date _____

Position _____ Phone _____

Address _____

Return to: Ms. Carol A. Reed, Director
 Coordinated Program in Dietetics
 Department of Family and Consumer Sciences
 Indiana State University
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Job Shadowing

*Part of the Application for the Coordinated Program in Dietetics
For Students Who are Lacking Experience in Nutritional Care and/or Foodservice*

Job Shadowing Requirement:

Students should job shadow in area(s) of dietetics in which they lack experience. Each job shadowing experience should be for approximately 4 hours. Examples of experiences include:

- Health Care: hospital, out-patient, clinic, WIC, or nursing home
- Foodservices: school or university foodservice, commercial restaurant

Skills to be observed in Job Shadowing:

- Basic employment skills: how to dress; importance of being on time.
- Interpersonal skills: how to relate to clients, employees, other members of a health care team, customers, or others
- Paper work required

Benefits of Job Shadowing:

- Learn about the job and whether this is something you would enjoy and/or be capable of doing.
- Become familiar with the job setting.
- Make professional contacts for mentoring and possible employment.

Suggested questions to be sent to the dietitian in advance and discussed during the shadowing experience:

- Experiences and training required for position
- Previous professional experiences
- Opportunities for advancement
- Working conditions
- A typical day (if there is such a thing)
- Starting salary range and benefits

For your CP application:

- Write a summary of the job shadowing experience and submit it along with the signed form from the person shadowed.

VERIFICATION OF JOB SHADOWING EXPERIENCE

_____ is applying to the Indiana State University Coordinated Program in Dietetics. Since (s)he has not had experience in nutritional care/foodservice, (s)he is required to spend at least 4 hours in a job shadowing experience. Please provide the following information to the student during this experience.

Signature of person shadowed _____

Date of experience _____

Facility where shadowing was done _____

Hours spent at the facility _____

Circle the type of experience(s) observed:

Foodservice

Nutritional Care

Summary of experience: (To be completed by student)