

Geisinger Medical Center
Dietetic Internship
Danville, Pennsylvania

2010 Application Instructions

Your complete application packet will include the following in one envelope:

1. Letter of application
2. ADA Standardized Application
3. Official transcript(s)
4. Declaration of intent to complete the Didactic Program in Dietetics (DPD) form or Verification of completion of DPD
5. Application fee
6. Three letters of recommendation

Points to remember:

Letter of Application

- The letter is to be typed.
- This is your chance to express your unique personality to the selection committee. You should expand upon, add to, and/or amplify information contained elsewhere in your application. You might address the following:
 1. why you entered the field
 2. how the GMC Dietetic Internship will help you achieve your goals
 3. why you should be selected for this internship
 4. autobiographical information
 5. other information you believe would be helpful to the selection committee
- There is no minimum or maximum length for the letter; use your own discretion.

Geisinger Medical Center Dietetic Internship
Application Instructions, Page 2

Application Form

- **Your application must be typed.**

Grade point average

- Cumulative GPA includes all courses taken at the college level (even those taken toward a previous major). This number is calculated by dividing total grade points by total credits attempted.
- GPA for DPD (Didactic Program in Dietetics) must include Fall 2009 grades if courses were taken that semester.

Work Experience and Volunteer Experience

- At the top of the form on page 3, list paid work experience related to dietetics starting with the most recent.
- After dietetic experiences, list paid work experience not related to dietetics.
- Dates - indicate month, day and year of employment; for example, "May 1, 2009 - September 1, 2009."
- Hours/Week - along with hours per week, please calculate how many total hours were spent in each position. For example: May 1, 2009 - September 1, 2009 at 25 hours per week is 18 weeks x 25 hours equals 450 hours. This information must be calculated and included on the application.
- Volunteer Experience - list experiences related to dietetics first, then list other experiences not related to dietetics (for example, camp counselor).

Course Work

- Follow the instructions listed on page 5.
- Exclude from the course list classes you took pass/fail.

Transcripts

- Include most recent transcript from all post-secondary institution(s) attended. If currently enrolled, the previous semester grades should appear on the transcript.
- Transcripts must be official. Usually official transcripts bear the university registrar's seal and are printed on tamper proof paper.

Declaration/Verification Form

- This form is provided by your Didactic Program in Dietetics (DPD) advisor and certifies that you will meet (Declaration of Intent) or have met (Verification Statement) ADA academic requirements prior to beginning supervised practice.

Recommendation Form

- Use the recommendation forms from the ADA Standardized Application. **Other forms are not acceptable.** Please communicate this to those completing the forms. **The completed recommendation forms must be sent with the completed packet.**

Three recommendations must be obtained. One from each of the following is suggested:

- a professor of dietetics (nutrition and/or food service)
- a work supervisor or second professor (may be of dietetics or another field)
- an individual of your choosing who can comment on your professional potential.
- You may obtain recommendations from an individual other than those listed above if appropriate, but you must include a note explaining why you have done so.
- If you waive your right to review a recommendation, the person providing the recommendation should place the form in an envelope and sign the envelope over the seal.
- If you retain your right to review a recommendation, the recommendation form need not be in an envelope.

Geisinger Medical Center Dietetic Internship
Application Instructions, Page 4

Application Fee

- **\$45** check or money order payable to Geisinger Medical Center; this fee is nonrefundable.

Application Packet

- **All** application materials are to be sent in one envelope.
- If you have deviated from these instructions in any way, include a note of explanation.

Note: Applications may be rejected for incompleteness or noncompliance with directions.

- All materials must be original documents. Photocopies are not acceptable.
- No application materials will be returned unless requested. Applicants who do not receive an appointment at GMC may request return of their verification/declaration form, and/or transcript(s). These materials will be returned if the applicant provides a self-addressed, stamped envelope. All other application materials become the property of Geisinger Medical Center.
- Applications are kept in a confidential manner once received at GMC. Only selection committee members have access to applications.
- Your packet must be postmarked (not necessarily received) by February 16, 2010.
- Mail your packet to:
Dietetic Internship
Attn: Cathy Bastian and Sharon Madalis
Geisinger Medical Center
100 North Academy Avenue
Danville, PA 17822-1509
- In order to assure receipt of your application packet, you should:
 - use certified mail or
 - use regular mail and include a self-addressed, stamped postcard.

You will receive a postcard notifying you that your application was received.

Other Information

Financial Aid

- You are encouraged to apply for scholarships offered by ADA, district dietetic associations, and other organizations. Contact ADA at (800) 877-1600, ext. 5400 for scholarship information.
- A \$500.00 scholarship may be available to one Geisinger dietetic intern. This award is based on financial need and is available most years.

Computer Matching

- All applicants to Dietetic Internships (DI) must participate in computer matching. Applicants should request computer matching information from any ADA-approved Didactic Program in Dietetics or from D&D Digital. This request should be made to allow turn around time for submitting by a February 16, 2010 postmark deadline. There is a \$50.00 charge for computer matching that is due with the applicant's prioritized ranking.

Computer Matching Information: www.dnndigital.com
D&D Digital Systems
304 Main St.
Ames, IA 50010
Phone: 515-292-0490
E-Mail: dnd@sigler.com

Selection Criteria:

The internship selection committee is comprised of four Registered Dietitians from GMC. Committee members evaluate and score applications using established criteria. Points are assigned for each of six categories as indicated:

Geisinger Medical Center Dietetic Internship
Application Instructions, Page 6

- Categories:
1. Work and volunteer experiences - 10 points
 2. Grade point average - 10 points
 3. Written communication skills - 10 points
 4. Interpersonal skills - 10 points
 5. Sense of direction - 5 points
 6. Leadership ability - 5 points
 7. Subjective ± 5 points

Notification of Appointment

D&D Digital Systems will notify you regarding your personal Dietetic Internship computer matching results via their internet site. Prior to Notification Day, you will receive your username and password from D&D to view your results.