

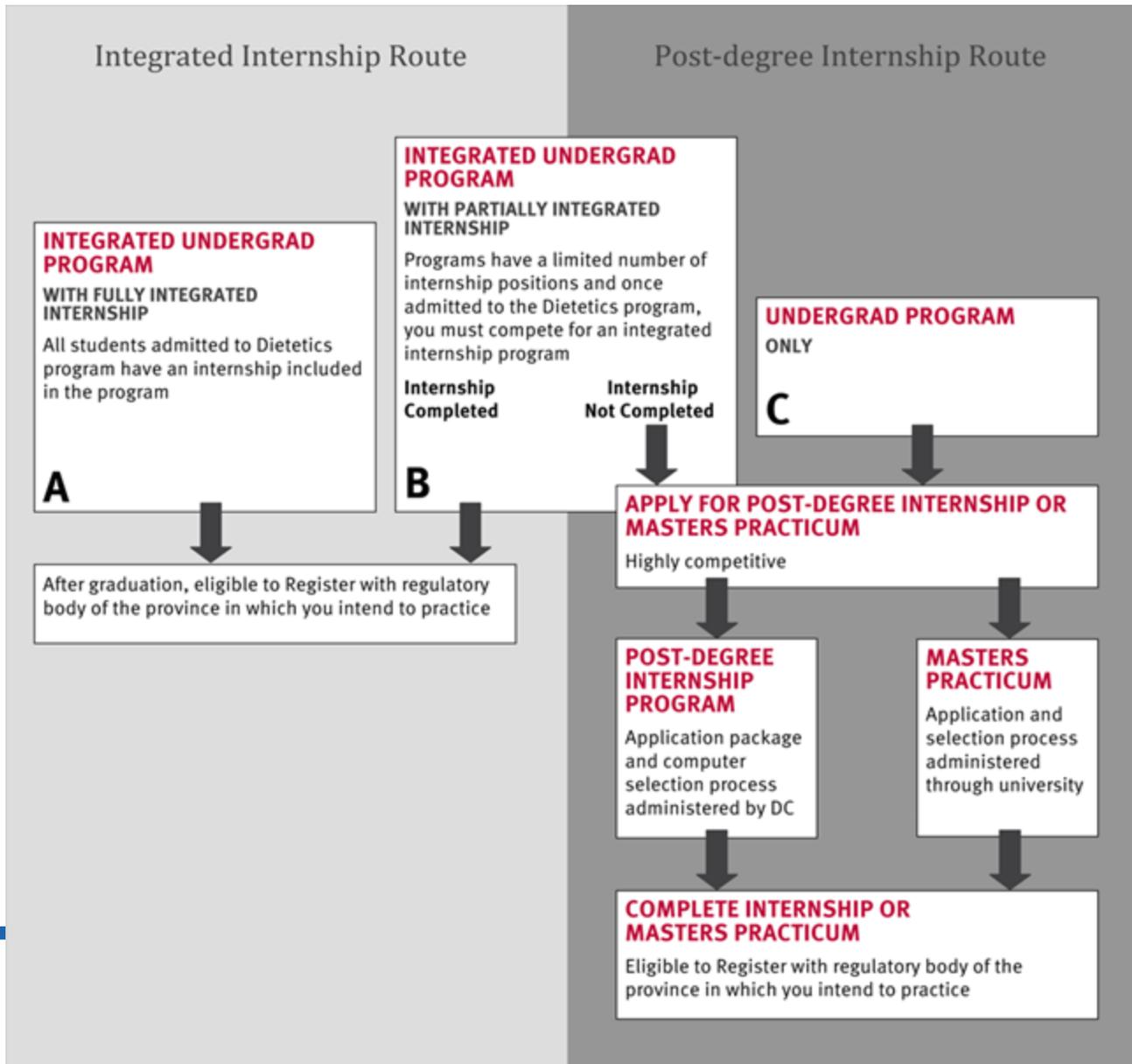
# Applying for a Post-Degree Practicum / Internship:

(Traditional Route)



**University  
of Manitoba**

# Overview of Dietetic Programs Across Canada



<https://www.dietitians.ca/Become-a-Dietitian/Internship-Routes.aspx>

# Post-Graduate Internships in Canada

- **Post-graduate internship programs**
  - **6 programs available**
    - Brescia, Northern Ontario School of Medicine, Toronto Metropolitan University (formerly Ryerson), Nova Scotia Healthy Authority, Moncton Hospital, Eastern Health (NFLD).
- **Combined Master's degree internships also available**
  - **8 programs available**
    - Mount Saint Vincent, Brescia, Toronto Metropolitan University (formerly Ryerson), Guelph, UToronto, Memorial NFLD, McGill, UBC (new – Sept 2022).
- **PDEP websites have these programs listed**
- **Application process and deadlines are different!! See their brochures. Deadline is usually earlier for MSc/internship programs.**

# Eligibility Requirements

- **Programs have different eligibility criteria. Directly consult the program website and/or director.**
- **In the Previous Dietitian of Canada Matching Program, requirements were:**
  - You must be a Canadian citizen, permanent resident or international student at the time of application.
  - You are a current student in a Canadian accredited dietetic education undergraduate program OR you graduated within the past 3 years from a Canadian accredited dietetic education undergraduate program.

# Application Documents Required

- **Items to consider:**
  - Customized Cover letter for each program
  - Resume (pdf)
  - Official Transcript (pdf)
  - Confirmation of Completion of Academic Program (pdf)
    - Form available on DC website (<https://www.dietitians.ca/getattachment/Become-a-Dietitian/Education-and-Training/Post-Graduate-Program-Match/Confirmation-of-completion-of-academic-program.pdf.aspx>);
    - Must be signed by university program director
  - Referees
    - Usually 2 or 3 required – check each program for specifics
    - Reference Form –check websites of the programs you are applying
  - Check application fees for programs
  - Other materials requested by individual program
- **To HNS Academic Advisor: 160 Agriculture Bldg.  
Email: [aginfo@umanitoba.ca](mailto:aginfo@umanitoba.ca)**
  - **Permission to Access Your Student Record for verifying Confirmation of Completion of Academic Program**

# Cover Letter

- Maximum 1 page, single spaced, 12 font, 1 inch margins
- May include:
  - Why their program?
  - Why you are a good candidate (what you offer)?
  - What you have learned from your experiences?
  - Your short or long term goals.
- **Important:**
  - Check program website/brochures & address what they emphasize!

# Resumé

## Experience - Paid or Volunteer:

- **Healthy Start for Mom and Me, Osteoporosis Society, Kids in the Kitchen, Canadian Diabetes Association, Food banks**
- **Hospital-food service or patient/education related**
- **University of Manitoba: extracurricular activities, Practicum project**
- **COVID-19 related activities**

# Resumé

## Educational Requirements:

- **GPA 3.0 or above (check program website/ brochures, some programs state cumulative/degree specific GPA and other programs emphasize the last two years of your program)**
- **List awards & honors.**

# Cover Letter & Resumé

- **Cover Letter/Resume Writing Group sessions [NO individual session] offered through Career Services **in-person: 474 University Centre****
  - These sessions are being offered specifically for HNS students applying for Traditional Route Dietetic Internships.
  - Registration is required (space is limited). **Pre-register on careerCONNECT at [www.uofmcareerservices.ca](http://www.uofmcareerservices.ca)** for one of the following sessions:
    - **Was scheduled – November 18, 12-2 pm**
- **Learn how to create an effective resume and personal letter to apply for dietetic internships. Session includes specific strategies and tips to tailor your application for this competitive opportunity**

# Review of Final Drafts

- Draft Cover Letter & Resume
- Attend Career Services workshop
- Edit
- Ask friends/family to edit (good writing skills)
- Edit again
- Finalize

# Transcripts

- **Registrar's Office**
  - \$14.55 (physical pick up) or \$30 (email)
  - Order online through Aurora
  - Pick up - 400 University Centre (within 48 hours)
  - Delivery to Institution: Email (selected list) or Standard mail
- **ALL post-secondary transcripts that contributed to your Canadian accredited undergrad degree MUST be submitted**
- **Successful applicants will be required to submit an official hard copy to program**

# Confirmation of Completion of Academic Program (C of C form)

- **Submit the completed forms to the Student Services office 160 Agriculture. Email: [aginfo@umanitoba.ca](mailto:aginfo@umanitoba.ca)**
  - **Submit a Permission to Access Student's file form to with form**

## Deadline

- **Will depend on the due date of the program application.**
- **Important – Plan ahead!!**

# Reference Letters

- **3 Referees**
  - **Standard required, but check with the specific program**
  - **Check what information the program requires at the time of the application submission**
    - **Contact name, information of Referees,**
      - **Enter name and emails - they will be notified by email with instructions**

# Who Should Complete a Reference Report for You?

- **Some programs No longer required that one of the reference be an Academic Reference**
- **Academic and/or registered dietitian preferred for most – check program brochures!**
- **Those who know you best & who also know dietetics.**
- **Professional:**
  - **Professors, Dietitians, Employers, Volunteer supervisors.**
  - **NO family members**
- **Ask for permission prior to submitting their information and give ample time notice**

# Helping Your Referees Help You

- **Jog their memory:**
  - **Summarize your contact with them.**
  - **Refresh their memory on your major accomplishments with them. (I am asking you to recommend me because you know that I ... )**
  - **Individualize your suggestions.**

# Evaluation Criteria

- Dependability
- Initiative/self direction
- Organizational/ planning skills
- Leadership qualities
- Time management
- Analytical ability
- Application of knowledge
- Team skills
- Oral & written communication
- Response to feedback (seeking also)
- Potential contribution to dietetics

**Highlight your strengths and unique contributions**

# How Do You Choose a Program?

- **Mobility/financial support. None to little stipends. Many are requesting a program fee**
- **Location**
- **Program assets/disadvantages**
- **Matching your assets to the program**
- **Time dedicated to all aspects of dietetics:  
Management, Clinical & Community**
- **Previous/anticipated communications with program director (i.e. tours, e-mail, telephone, virtual: Zoom, etc.)**

# Interviews

- Many of the program will do either a phone or in person interview.
- Some do a group in person interview so you must be present.
- Check the [Internship Handbook](#) for samples of questions that have been asked of students in previous years.
- Physical copy of the Internship Handbook also available in the NCEO Library on the 4<sup>th</sup> Floor of the Human Ecology Building

# **SAMPLE FOR EVALUATING DIETETIC INTERN APPLICANTS**

- 1. ACADEMIC RATING - 20 POINTS MAXIMUM**
- 2. CONFIDENTIAL REFERENCE REPORTS - 20 POINTS MAXIMUM**
- 3. LETTER OF APPLICATION - 10 POINTS MAXIMUM**
- 4. RESUME - WORK & VOLUNTEER EXPERIENCE - 30 POINTS**
- 5. INTERPERSONAL SKILLS REPORT – 20 POINTS**

**Check with the Specific Programs for their Breakdown**

# Success

## U of M's success rate:

Year	Number of applicants from UM HNS program	Number accepted
2022	10	7
2021	8	4*
2020	8	2*
2019	21	Not available (DC stopped doing the Matching)
2018	18	9 (6 DC, 3 MSc/Internship)
2017	20	3
2016	23	5
2015	17	3
2014	14	3

Of those accepted some were graduates from previous years.

# Success Tip #1

- Start preparing early.
- Conceptualize education/experience.
  - Sell yourself in terms of transferable skills

# Success Tip #2

## Seek advice:

- **Student Career Services: 474-9456**
  - **Workshops**
  - **Free & available to recent graduates (up to 6 months after graduation).**
- **Student & Career Counseling services.**
- **Professors, dietitians, other students, this year's interns, prior graduates, friends (editing?) ...**

# Success Tip #3

- **Select referees/evaluators carefully.**
- **Provide them with helpful information. Coach them!!**

# Success Tip #4

Don't get “hung-up” on what others are doing.

Individuality could be your asset!

# Success Tip #5

**Demonstrate commitment to the profession:**

- **List any memberships:**
  - **Memberships: DC (Dietitians of Canada), MAHE (Manitoba Association of Home Economists), etc.**
- **List conferences & special courses.**
- **List volunteer contributions:**
  - **even minor volunteer efforts e.g. helping out at a conference.**

**These complement education & other experience.**



# Success Tip #6

## Submit a Professional Application.

- Type all forms, letters, etc.
  - Unless told not to.
- Follow instructions.
- Tailor applications to the program.
  - Dead giveaway to address wrong program.

Edit. Edit. Edit.

# Success Tip #7

## Plan B: Seek out alternatives:

- Graduate studies.
- Work as an assistant to Dietitian.
- Work as a home economist or in food industry.

# Success Tip #8

- Relax, don't panic.
- Working early helps prevent errors/omissions.
- Attend a stress workshop or see a counselor.

# For Further Info

- **Ask questions.**
  - **Phone, e-mail or meet with HNS advisor, Dietetics Director**

# DC Scholarships for Interns

- Minimum 1 awards presented (\$2500) to undergraduate in final year
- Last year 2 undergraduate Student Awards
  - Deadline: **January 31**
  - <https://www.dietitians.ca/About/Awards-and-Recognition>
- Aboriginal Multi-Media Society  
<http://www.ammsa.com/>
- Canadian Council for Aboriginal Business  
(<https://www.ccab.com/> )
  - Foundation for the Advancement of Aboriginal Youth Scholarship

# Tips for Success

- Start preparing early. Fill any gaps in education/experience.
- Seek advice from Student Employment Services.
- Select evaluators who know you well & one who knows dietetics.
- Don't get “hung-up” on what others are doing.
  - **Individuality could be your asset!**
- Relax, don't panic. Actively relax.
- Demonstrate commitment.
- **Seek out alternatives: Have a Plan B.**

# Alternative Paths

- Public Health & Occupational Health and Safety Inspector
  - <https://umanitoba.ca/student/careerservices/careerplan/occupations/public-health-inspector.html>
- Human Ecology Human Economics Teacher
  - 2 year post-degree program in Education
  - Education advising  
page: [https://umanitoba.ca/faculties/education/advising\\_services/index.html](https://umanitoba.ca/faculties/education/advising_services/index.html). And the Future students  
page: <https://umanitoba.ca/faculties/education/future/index.html>.



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