

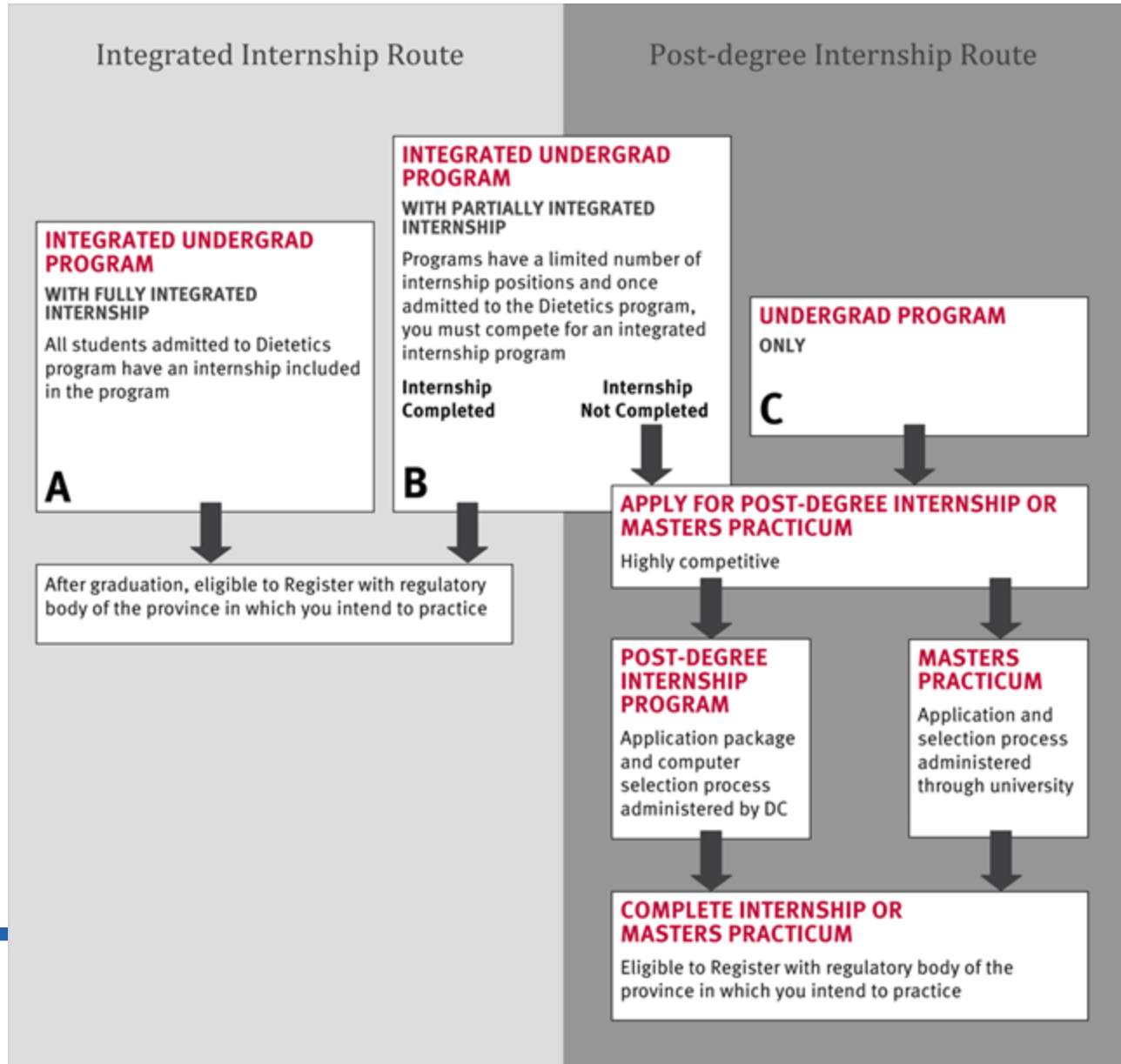
Applying for a Post-Degree Practicum / Internship:

(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**
 - **9 programs available**
 - Mount Saint Vincent, Brescia, Toronto Metropolitan University (formerly Ryerson), Guelph, UToronto, Memorial NFLD, McGill, UBC (new – Sept 2022), Manitoba (new- Sept 2023).
- **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, requirement 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
 - 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>) **OR Check with the program if they have their version;**
 - 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**
 - 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:

- **Examples: 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** for one of the following sessions:
 - **Scheduled, Friday, November 17, 11:30 am-1 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**
 - \$15.25 (physical pick up) or \$32 (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
 - 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 some – 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 for samples of questions that have been asked of students in previous years.
 - Physical copy of the Internship Handbook available in the NCEO Library on the 4th 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
2023	12	2*
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

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. And the Future students
 - page: <https://umanitoba.ca/faculties/education/future/index.html>.



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