Applying for an Internship: Traditional Routine

2018-2019
Important Dates:

**November 15, 2018**
- Access to DC computerized system for selection process and payment by credit card or PayPal

**December 7, 2018**
- Submit Confirmation of Completion of Academic Program forms to Student Services Office – room 160 Agriculture bldg.  
  **Attention: Taylor Friesen**

**January 18, 2019 — NOON - EASTERN TIME**
- Deadline for applications – applications MUST be complete and the programs have received application fees
Application Package Available:


Confirmation of Completion of Academic Program Form:

Traditional Internship Handbook:

Eligibility Requirements

• 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.

• Programs have different eligibility criteria. Manitoba requires a 3.0 cumulative GPA.
Dietetic Internship Information Binder

• Content is specific to application for Dietetic Internship Programs in Canada via the regular (traditional) route

• Information also available on the DC Website
  – [http://www.dietitians.ca/Become-a-Dietitian/Internships-Practicum-Programs.aspx](http://www.dietitians.ca/Become-a-Dietitian/Internships-Practicum-Programs.aspx)

• Binder available for viewing from the Nutrition Education and Community Outreach Organization (NECO)
  – Location: Rm 416 Human Ecology Building
  – Email: nutritionlibrary@umanitoba.ca

• Binder loaned for 2 hours or overnight if taken from office after 4:00pm
Be sure to:

1. Visit DC’s website:
   - Look at the program summaries.
   - Watch the ‘How to complete the Program Match Application’ Video
2. Visit websites for individual programs.
3. Borrow Dietetic Internship binder from Room 416 Human Ecology Building
5. Ask questions
What do you need to do?

- Registration Access to the computerized process starts **November 15, 2018** at [www.dietitians.ca/Internshipmatch](http://www.dietitians.ca/Internshipmatch)

- Must pay a fee by credit card only or PayPal

- Payment must be processed and applicants must enter data into the system before deadline to be eligible to apply for the selection
Application Documents Required

- **Items to upload to the online Match System:**
  - Customized Cover letter for each program
  - Resume (pdf)
  - Official Transcript (pdf)
  - Confirmation of Completion of Academic Program (pdf)
    - (signed by university program director)
  - Upload contact info for 3 referees
  - Choose 3 placements (not ranked according to preference)
  - Required application fees for programs (**Fees are payable through the DC Store: https://www.dietitians.ca/Store.aspx**)  
  - Other material requested by individual program

- **To HNS Academic Advisor: Taylor Friesen, 160 Agriculture Bldg**
  - Permission to Access Your Student Record

- **Later**
  - Dietetic Internship Acceptance Form (upon acceptance)
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 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
Educational Requirements:

- GPA 3.0 or above (check program 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

- Letter/Resume Writing group sessions offered through Career Services in 474 University Centre
  - Registration is required – preregister via careerCONNECT
  - Monday, November 5, 2018, 10:00 – 12:00 pm
  - Friday, November 23, 2018, 10:30 – 12:30 pm
  - Wednesday, December 5, 2018, 10:30 – 12:30 pm
  - Wednesday, December 12, 2018, 1:30 – 3:30 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
  - $13.50
  - Order online through Aurora, in person, or fax
  - Pick up - 400 University Centre (within 48 hours)
  - Mailed to you

- 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. Attention: Taylor Friesen

- Submit a Permission to Access Student’s file form to with form

Deadline December 7, 2018
Reference Letters

Upload contact information of referees
– 3 Referees
Who Should Complete a Confidential Report for You?

– 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
– Enter name and emails in system – they will be notified by email with instructions
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
Internships in Canada

- 13 post-graduate internship programs
- 78 positions
- Combined Master’s degree internships also available
Combined MSc/Internship

• 8 programs in Canada that offer this program

• DC website has these programs listed

• Application process and deadlines are different!! See their brochures. Deadline is usually earlier
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)
How Do You Choose a Program?

Review the Internship Brochures:

- Copies are in the Internship Binder available from the Nutrition Education (NECO) Office in Rm 416 Human Ecology Building
- Go to the DC website, Internship Match section
Interviews

• Many of the program will do either a phone or in person interview.

• Usually done in late February.

• 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.
Selection Process

• You may apply up to 3 programs – only apply to those programs from which you would accept an internship position

• DC manages a web-based computer system –
  - internship programs enter a listing of ranked applicants that they will accept

• System matches the program and student lists
Selection Process

• Offers will be sent via email starting March 10, 2019 and each week after, if required, until all positions are filled

• Some students may receive more than one offer

• Students must choose one program resulting in openings and then the process moves down the list until all openings are filled

• If a program runs out of available applicants a Round 2 selection process may be required
Second Chances

• After Round 1 of selection process, some programs may still have vacancies then there may be a Round 2

• Can reapply up to the next 3 years after you graduate – after this you need academic upgrading
SAMPLE FOR EVALUATING DIETETIC INTERN APPLICANTS

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

U of M’s success rate:

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of applicants</th>
<th>Number accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>18</td>
<td>9 (6 DC, 3 MSc/Internship)</td>
</tr>
<tr>
<td>2017</td>
<td>20</td>
<td>3</td>
</tr>
<tr>
<td>2016</td>
<td>23</td>
<td>5</td>
</tr>
<tr>
<td>2015</td>
<td>17</td>
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<td>1</td>
</tr>
<tr>
<td>2012</td>
<td>21</td>
<td>6</td>
</tr>
</tbody>
</table>

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 mo 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, MAHE.

• 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.

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

Don’t give up.

• 2\textsuperscript{nd} round application may happen.
• Only for those who apply in 1\textsuperscript{st} round.
• Can apply again next year.
Success Tip #9

• Relax, don’t panic.
• Working early helps prevent errors/omissions.
• Attend a stress workshop or see a counselor.
For Further Info

➢ Watch your e-mail.
➢ Ask questions.

– Phone, e-mail or meet with HNS advisor,
  Dietetics Director
Summary of Deadlines

• U of M
  – **Dec. 7, 2018**: Submit to 160 Agriculture building
  – Confirmation of Completion of Academic Program form and signed Permission to Access Student File
  – Pick up forms when emailed confirmation they are ready
  – Order transcripts (to include 1st term marks).
Summary of Deadlines

• DC & Internship Directors
  – **November 15**: Register for the Match Process on DC website
  – **January 18**: (NOON ET): Application packages due online
  – ***MONITOR EMAILS FREQUENTLY for notification of Match from March 10, 2019 until completion of the matching process

Offers sent (at 5:00 pm ET)
• Sunday, March 10
• Wednesday, March 13
• Sunday, March 17
• Wednesday, March 20
• Sunday, March 24
• Wednesday, March 27

Offers must be confirmed/declined (at 5:00 pm ET)
• Tuesday, March 12
• Friday, March 15
• Tuesday, March 19
• Friday, March 22
• Tuesday, March 26
• Friday, March 29
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-Us/Awards-and-Recognition.aspx](https://www.dietitians.ca/About-Us/Awards-and-Recognition.aspx)

- Aboriginal Multi-Media Society

- Canadian Council for Aboriginal Business
  - 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.