Applying for an Internship
Traditional Route

2013 - 2014
December 4, 2013
Access to DC computerized system for selection process and payment by credit card or PayPal

December 6, 2013
submit Confirmation of Completion of Academic Program forms to Maria Knaus, General Office

February 1, 2014
Deadline for application packages to reach Internship Programs and to submit registration fee and submit internship choices.
Application Package Available

- E-mailing your request to:
  Maria.Knaus@umanitoba.ca

  Use your U of M e-mail address as this will be used to contact you as additional info comes in.

- DC Member web site
Traditional Internship Handbook

- [http://www.umanitoba.ca/](http://www.umanitoba.ca/)
  - Go to Faculty of Human Ecology, then Human Nutritional Sciences, then Dietetic Internships, then Traditional Internship Handbook
Be sure to:

1. Visit DC’s website:
   Look at the program summaries.
2. Visit websites for individual programs.
3. Borrow Dietetic Internship binder from General Office
   -2 hours or overnight after 4 pm
5. Ask questions.
Application Documents Required

To each Internship Program you apply:

- Personal Letter & Resume.
- Official Transcript of Marks.
- Confirmation of Completion of Academic Program
  - (signed by university program director).
- Confidential Reports (from 3 people).
- Dietetic Internship: Applicant’s Contact Info.
- Acknowledgement of Dietetic Internship Application.
- Other material requested by individual program.

To General Office

- Permission to Access Your Student Record.

Later

- Dietetic Internship Acceptance Form (upon acceptance).
Cover Letter

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!
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.
Student Employment Services:
474-9456 have drop-in hours or can make an appointment, Lindsey Hiebert

Workshops on resume writing

Individualized Appointments (1/2 hour)
- Letter critique
- Resume writing
- Mock interview
- Job search.
Review of Final Drafts

- Draft Cover Letter & Resume.
- Meet individually with Lindsey in Career Services to review.
- Edit.
- Ask friends/family to edit (good writing skills).
- Edit again.
- Finalize and print black ink on white paper.
Transcripts

- Student Records Office
  - 474-9423 for info.
  - 400 U.C. for next day pick-up (1 p.m.)
  - Official transcript for each internship applied to (3 max).
  - Include 1st term marks & list 2nd term courses.
  - Don’t open the transcript.
Confirmation of Completion of Academic Program (C of C form)

- Submit the completed forms to the General Office
  Attention: Maria Knaus
  - four copies please
    (the 4th copy is to have on hand in case you go to Round 2 of the selection Process)

- Also submit a Permission to Access Student’s file form, available in General Office or if this form is already on file then attach a note to your C of C form to advise us of this, we need your student ID

- Deadline December 6th.
Reference Letters

Confidential Report in Dietetic Internship Application Package

- 3 Referees.
- Ask referees to return form to you in sealed envelope with their signature across the flap.
  - One report for each application.
  - Can photocopy, but signatures must be original.
Confidential Reports (3)

• Give referees a form for each application
  • E.g., 3 copies if you are applying to 3 places.
  • It is acceptable to fill out 1 form (except the signature) & photocopy.
  • Each form must have an original signature.

• Ask them to return to you in sealed envelope with their signature across flap.
Who Should Write a Reference Letter for You?

- Preferred to have 1 academic and/or registered dietitian
  - Higher ratings for letters from dietitians?
- Those who know you best & who also know dietetics.
- Professional:
  - Professors, Dietitians, Employers, Volunteer supervisors.
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.
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.
Internships in Canada

CANADA

- 16 post-graduate internship programs
- 95 - 98 positions.
How Do You Choose a Program?

- Mobility/financial support. None to little stipends.
- 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 General Office

• Go to the DC website, Internship Match section
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
  - students enter the 3 programs to which they have applied

- System matches the program and student lists.
Selection Process

• Students receive email on March 10^{th} whether successful or unsuccessful of the results

• 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
Selection Process – What do you need to do?

- Registration Access to the computerized process starts December 4, 2013 at [www.dietitians.ca/Internshipmatch](http://www.dietitians.ca/Internshipmatch)

- Must pay a fee of $146.90 includes GST, credit card only or PayPal

- Payment must be processed and applicants must enter data into the system before February 1st to be eligible to apply for the selection
SAMPLE FOR EVALUATING DIETETIC INTERN APPLICANTS

1. ACADEMIC RATING - 25 POINTS MAXIMUM

2. CONFIDENTIAL REPORTS - 20 POINTS MAXIMUM

3. LETTER OF APPLICATION - 20 POINTS MAXIMUM
   Identifies professional goals (2)
   Relates skills & personal qualities to those of RD (8)
   Organises information effectively (5)
   Communicates clearly in writing (5)

4. RESUME - WORK & VOLUNTEER EXPERIENCE - 35 POINTS
   Foodservice or food-related experience (5)
   Responsibility, supervisory skill, leadership (5)
   Organisation, time-management, reliability (5)
   Initiative, motivation, creativity (5)
   Communication skills (oral, written) (5)
   Inter-personal skills, effective team member (5)
   Organisation & clarity of resume (5)
2nd 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
Success

- **U of M’s success rate:**
- **Last year:** 7 applied 1 accepted

2012: 21 applied, 6 accepted

2011: 24 applied, 4 accepted

- 2010: 27 applied, 9 accepted, 1 of these in 2\textsuperscript{nd} round
- 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 Employment Services: 474-9456**
  - Workshops
  - Individualized Advice
  - Free & available to recent graduates.

- **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.
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.

- 2nd round application may happen.
- Only for those who apply in 1st 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.
- Watch the 4th floor bulletin board.
- Ask questions.
  - Phone, e-mail or meet with Maria Knaus MSc, RD:
    - 474-8207
    - Maria.Knaus@umanitoba.ca
    - Room 211: by appointment.
Deadlines

**U of M**

- Dec. 6: Submit to Human Ecology General Office
  - 4 copies of Confirmation of Completion of Academic Program form and signed Permission to Access Student File to Maria Knaus.
- Jan 17.: Pick up signed C of C forms from General Office
- Early Jan.: Order transcripts (to include 1st term marks).

**DC & Internship Directors**

- Dec. 4: Register for the Computerized selection process.
- Feb. 1: Application packages to Internship Directors.
- Mar. 10: Selection Process results are communicated.
- Mar. 11: Successful applicants must enter system to accept or decline
- Mar. – May: Selection Process Round 2 if required
DC Scholarships for Interns

- Last year 3 scholarships:
  - $750
  - $1,000
  - $2,500
- Deadline ~ February 1\textsuperscript{st} when you apply for internship.

- Aboriginal Multi-Media Society
  [www.ammsa.com/ammsabursary.html](http://www.ammsa.com/ammsabursary.html)

- Canadian Council for Aboriginal Business
  - Foundation for the Advancement of Aboriginal Youth Scholarship
    - $2,500 through Sodexho program initiative:
    - [http://www/ccab.com/faay](http://www/ccab.com/faay)
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.
Additional sessions

- Wednesday Nov 6th  2 – 4:30 PM
  Room 474 Student Counseling and Career Services

- Resume writing workshop and Info Session on MB program