Applying for a Post-Degree Practicum / Internship:
(Traditional Route)
Overview of Dietetic Programs Across Canada

https://www.dietitians.ca/Become-a-Dietitian/Internship-Routes.aspx
September 2019: DC Discontinued Coordination of post-degree Practicum Program Match

• "Effective immediately, Dietitians of Canada will no longer be coordinating the annual post-degree Practicum Program Match. Students are advised to visit the Partnership for Dietetic Education and Practice (PDEP) website to review the programs and application information for accredited practicum programs offered in Canada."
  • (https://www.dietitians.ca/Become-a-Dietitian/Program-Match.aspx)

• There are still programs within Canada that are offering post-degree practicum positions, as well as programs within Canada that are offering combined Masters Practicum programs.
Post-Graduate Internships in Canada

• Post-graduate internship programs
  • 6 programs available
    • Brescia, Northern Ontario School of Medicine, Ryerson, Nova Scotia Healthy Authority, Moncton Hospital, Eastern Health (NFLD).

• Combined Master’s degree internships also available
  • 7 programs available
    • Mount Saint Vincent, Brescia, Ryerson, Guelph, UToronto, Memorial NFL, McGill.

• 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 (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: Taylor Friesen, 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:

• 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
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 Virtual Sessions
  • 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:
    • Thursday, November 25, 2021, 1:00 – 2:30 pm
    • Wednesday, January 12, 2022, 9:00 – 10:30 am

• 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) – check the current available due to COVID-19 restrictions
  • 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. Attention: Taylor Friesen. 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 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.
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:

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of applicants from UM HNS program</th>
<th>Number accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>8</td>
<td>4*</td>
</tr>
<tr>
<td>2019</td>
<td>21</td>
<td>Not available (DC stopped doing the Matching)</td>
</tr>
<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>
<td>3</td>
</tr>
<tr>
<td>2014</td>
<td>14</td>
<td>3</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 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, 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

- 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

• Human Ecology Human Economics Teacher
  • 2 year post-degree program in Education