

K-STATE COORDINATED PROGRAM APPLICATION PACKET INSTRUCTIONS

Application Deadlines:

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| If you wish to begin management in the fall | Deadline is February 15 |
| If you wish to begin management in the spring | Deadline is September 25 |

Application Packet:

Submit one original packet and three copies. Packets must be held together with a clip. Do not use dividers or page protectors. ***Provide only one copy of employer and instructor reference forms; program director will make copies for the selection committee.***

If you are not on the Dietetics Information Canvas page, please contact your advisor or Amber Howells (geist78@ksu.edu) to add you to the website so that you can access all forms required for application. All required forms can also be found at the departmental website: <http://www.he.k-state.edu/fndh/ugrad/dietetics/cpd/admission.html>.

The CP Application Packet must contain the following items in the order listed:

1. **Cover Letter:** The cover letter must be concise and preferably one page only. The letter should include a brief introduction and reasons for your choice of the Coordinated Program over other options. The letter should also include your personal learning goals for the Coordinated Program year and your area of interest within the practice of dietetics at this point.
2. **Applicant Information Form:** Complete and include the KSU Coordinated Program Applicant Information Form.
3. **Resume:** The resume must contain employment history while in college, student activities, leadership roles, GPA.

The Coordinated Program Admission Committee expects students to have been employed while in college.

Preference will be granted to those applicants who have dietetics-related experience. Dietetics-related experience could include employment in long term care, acute care, school foodservice, college foodservice, commercial food production, general nutrition consultation, diabetes/children's camps or work with preschool nutrition. Dietetics-related experience can also include volunteer work under the supervision of a dietitian or health care provider.

Additional consideration will be given to the diversity of dietetics-related experiences.

4. **Work/Volunteer Experience Statement of Knowledge and Skills:** In this statement, describe the significance of your employment and extracurricular experiences. Also describe how your experiences have prepared you for the Coordinated Program. ***This summation is limited to one page.*** The title of this page should describe why the admission committee should select you for the Coordinated Program.
5. **Coursework Documentation Form:** Complete and include the coursework documentation form per the instructions in the form.
6. **DARS Report:** Include a copy of your most recent Dietetics DARS report.
7. **Employer reference:** Include one professional recommendation with the cover page showing whether or not you have waived confidentiality of the recommendation. The recommendation form should be completed by a former supervisor who is familiar with your work and talents as an employee or a volunteer. The reference must be in a sealed envelope with reference signature across the seal.
8. **Instructor reference:** Instructor reference forms with the cover pages showing whether or not you have waived confidentiality of the recommendation from the instructors for each of the following courses: FNDH 426 Financial Management in Dietetics, FNDH 515 Counseling Strategies in Dietetics and FNDH 631 Clinical Nutrition I. Each reference must be in a sealed envelope with reference signature across the seal. **You can also request that these instructors send their references directly to the Coordinated Program director.**

Timeline for CP Application and Interview Processes:

- At the beginning of the semester, the CP Director contacts all preceptors to determine who are able to accept students for the management and clinical semester.
- One week prior to the application deadline, the CP Director will send a memo to all students on the Dietetics Information Canvas website indicating which locations will most likely be available. Applicants will indicate their preference on the K-State Coordinated Program Applicant Information Form.
- After the deadline for Application Packets, the CP director:
 - Copies recommendation forms and includes in each packet
 - Sends packets to each member of the CP Selection Committee
 - Schedules a date, time and place for CP interviews
 - Posts a schedule for interview and emails applicants to come sign up for a scheduled interview time
 - Sends out the final interview schedule via email to all applicants
 - Applicant interviews are typically twenty to thirty minutes
- Once interviews are completed, the Selection Committee scores each applicant. (The CP Selection Committee reserves the right to schedule second interviews as deemed necessary prior to final selection of CP students.)
- The CP Director then contacts preceptors to obtain a final decision on practicum sites. (Some preceptors will request a phone interview with the potential student.) The new class of CP students cannot be selected until all placement sites are finalized.
- The CP Director will contact those not selected by email and letter. Students not accepted into the program are encouraged to meet with the program director and member from the selection committee to discuss options.
- The CP Director will contact those selected by letter with an Assigned Practicum Acceptance form and Consent to Disclose Information form.
- Students must sign and return the Assigned Practicum Acceptance form and Consent to Disclose Information form before admission into the CP is completed. Students are encouraged to schedule a meeting with the program director and representative from the selection committee to review their application packet and interview.

Scoring of CP application and interview:

- Professional Reference – 10 points/140
- Instructor References – 10 points/140
- Cover Letter- 5 points/140
- Resume – 30 points/140
- Statement of Knowledge and Skills – 20 points/140
- GPA in Professional Courses – 20 points/140
- GPA in Physiological and Biological Sciences – 10 points/140
- Interview Criteria – 35 points/140