



Food Science and Nutrition

Process for acceptance into the Registered
Dietitian/Registered Dietitian Nutritionist
Track

Application

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FRESNO STATE

Food Science and Nutrition

Welcome to the Fresno State Food Science and Nutrition Department application process for the Certificate in Dietetics Option (RD/RDN track) application. In order to be successfully admitted into the RD/RDN track, you must complete the following steps listed below. Each step is required in order for you to be admitted into the RD/RDN track. The due dates for each of the steps required are listed below. Please note that there are more than one due date; and all due dates are required in order to have your application considered. If or more due dates are missed, your application will not be considered this year and you will have to apply again next year.

Each step that is required is listed below. Please note that there may be some changes from the previous calendar year, so it is to your advantage that you utilize the most recent calendar year requirements. Failure to not include all steps can result in an incomplete application; therefore denying entrance into the RD/RDN track at Fresno State's Food Science and Nutrition Department program.

If at any point you have any questions, please contact Dr. Lisa Herzig, RD, CDE, DPD program director and major advisor for the RD/RDN track. Dr. Herzig's email address is lherzig@csufresno.edu. When contacting Dr. Herzig in regards to the RD/RDN track application, please make sure that you put **RD/RDN track application** in the subject line. This will ensure that your email request will receive a prompt response. The application process is time sensitive and the faculty in the Food Science and Nutrition department wants you to be successful.

The following must be included with this application (Missing documents will result in an incomplete application):

1. Personal Statement – no more than 1000 words
 2. Minimum of 240 hours of documented work or volunteer experience in nutrition and dietetics
 3. Cumulative 3.0 collegiate GPA – official transcript
 4. Current and approved course outline
 5. 2 letters of recommendation – one academic and one professional reference
- All applications and supporting documents must be turned in to Food Science and Nutrition department office (FFS 111) by the last day of INSTRUCTION of spring semester 2016 no later than 4pm. All materials must be placed in a folder.
 - Your Fresno State transcripts will need to include your final spring semester, which means you cannot request them until grades are posted. These may be turned in after the last day of instruction. (This is the only part that may be turned in after the deadline)
 - If your application is not turned in by the deadline or is incomplete, it may not be considered. Extenuating circumstances will be considered on an individual basis.
 - Please enroll in NUTR 156, NUTR 175 and FSM 133 for the upcoming fall semester.
 - Upon approval of your application, you will remain enrolled in the aforementioned courses. If your application is not approved you will be automatically dropped from these courses.
 - If your application is denied you may be eligible to apply again the following year. If you have any questions or concerns regarding the outcome of your application, please see Dr. Herzig.

All applications and supporting documents must be typed, not handwritten. The only exception to this is the work/volunteer log.

You are required to fulfill the following criteria prior to being accepted into the Certificate in Dietetics Option. Please see below:

Step 1: Provide all official transcripts from all colleges and universities. Please have them sent directly to Dr. Lisa Herzig. This must be included with your application. Your overall cumulative GPA must be a 3.0 or better. **This must include your final spring semester, which means your final Fresno State transcripts should not be sent until spring grades are posted.** The rest of the application will still need to be turned in by the last day of the semester no later than 4pm in the Food Science and Nutrition Office.

Step 2: Documentation of all hours of dietetics and nutrition related work and volunteer hours. You must have a variety of documented hours and responsibilities that represent all three areas of nutrition and dietetics: 1) community, 2) clinical, and 3) food service management.

Please see page 7 for documentation form – additional material may be submitted. Acceptance of hours will be determined by the Certificate in Dietetics Option Acceptance Committee.

This includes:

- a. Letters of recommendation documenting dates, hours and responsibilities.
- b. Signed letters from supervisor(s) documenting dates, hours and responsibilities.
- c. Talled sheet documenting dates, hours and responsibilities.
- d. Handouts, flyers, and brochures that complement volunteer and work experience that also includes the dates, hours and responsibilities.

Step 3: Personal Statement. **See rubric on page 8.** The student must receive a minimum of 35 points out of **40** to be accepted.

Tips on helping you write a great personal statement:

What is a personal statement?

A personal statement, also known as a “statement of purpose” “goals statement” or “admissions essay” serves to:

- Demonstrate your writing ability on a more personal level for your application into a graduate program, internship program or advanced studies.
- Discuss your personal, career, and educational goals or answer a general question posed by the graduate program, internship program or advanced studies admission committee.
- Gauge your critical and analytical thinking as well as your writing, editing skills, and general reasoning skills and your ability to reflect on your education and work experience.
- Provide insight into who you are which helps to determine if you would be a good fit into a specific graduate program, internship program or advanced studies.

Some do’s for personal statement of goals:

- Be sure to answer the essay question; don’t stray too far off the topic.
- Show, don’t tell.
- Demonstrate, with specific examples, your interest in an internship program.
- Incubate or think about your first draft for a few days.
- Revise and proofread many times.
- Show your essay to family members, your English teacher, writing center, friends, DPD director.
- Use a genuine voice.
- Share any challenges or obstacles that may have impacted your academic performance.
- Be your own advocate. Take risks when writing your personal statements, but not too far.
- Be yourself and have fun.

Some don’ts for personal statement of goals:

- Don’t discuss something that is too controversial.
- Avoid clichés.
- Don’t name the wrong internship in your essay. If you are applying to the Fresno State, don’t say, “. . . and I really want to attend the CSU, Pomona because . . .” This mistake can cost you dearly, so be very careful when proofreading your essay.
- Don’t use gimmicks, sending gifts or other things with your essay.
- Don’t tell a story or focus on other people too much.
- Don’t repeat what’s in the rest of your application.
- Don’t hire anyone to write your essay.
- Don’t use a thesaurus, and avoid big words unless you really use them and you know what they mean.

Quick tips for personal statements of goals:

- This statement is a **very important** part of the application and is a reflection of your individuality. If written well, the personal statement can clearly and concisely reveal who you are and why you may be the “best” choice for their program.
- Be sure to highlight your achievements and leadership roles.
- Emphasize supervisory experience whether or not it is directly related to dietetics.
- Discuss **career** goals/**career** interests you would like to pursue (not “personal” goals”).
- State why you are interested in a specific program and what you hope to gain by attending the program.
- Be concise in your statement and get to the point.
- Perfect the statement. Extract all unnecessary or superfluous language. This will show that you give great attention to detail which a DI program will appreciate!
- Take the time to proofread for grammar and spelling. No typos!
- Be sincere.
- Enthusiasm and eagerness can set you apart. Make it memorable!
- Taken from:
http://www.nutrisci.wisc.edu/Undergrad/dietetics/Application_Procedures.pdf

Format for documentation of nutrition and dietetics related volunteer and work experience. **Please make copies as needed.**

Title of Organization	Dates	Hours worked	Responsibilities	Community (COM) Clinical (CLN) Food Service Management (FSM)	How it relates to Nutrition and Dietetics	Name and signature of supervisor	Applicants signature

California State University, Fresno, RD track Personal Statement Rubric Student Name: _____

Personal Statement of Goals Evaluation Rubric (total points available – 40)

	Clear, specific, experience based, well addressed with excellent written skills displayed 4- 5 points	General, not specific or experience based but good written skills displayed 2-3 points	Area not addressed, poor written skills displayed (errors in spelling, grammar.) 0-1 points
Why do you want to enter the dietetics profession			
Describe how your accomplishments and contributions demonstrate your ability to set goals for yourself, work independently, manage multiple responsibilities, and bring assignments/projects to closure			
Describe how your accomplishments and contributions demonstrate your ability to use effective oral and written communication skills			
Describe how your accomplishments and contributions demonstrate your ability to apply theory or knowledge to practice			
Describe how your accomplishments and contributions demonstrate your ability to participate in a team effort			
Describe how your accomplishments and contributions demonstrate your ability to use constructive criticism for self- improvement			
Describe how your accomplishments and contributions demonstrate your ability to organize and motivate others to achieve goals			
Summarizes professional and educational goals following internship and describes how completing a dietetic internship will help achieve these goals			
Sub Totals			

Total points awarded for personal statement _____/40

