University of Alberta Integrated Dietetic Internship
Eligibility Requirements and Selection Criteria

The Integrated Dietetic Internship welcomes applications from individuals who meet or exceed the following eligibility requirements.

Applicants should be aware that admission to the Internship is a competitive process. Because the number of applicants can exceed the number of internship positions available, a careful selection process is carried out as described below.

Applicants should also be aware that during the selection process, preference is given to:

- Alberta residents as defined in Section 13.2 (Residence Requirements) of the University of Alberta Calendar,
  - Specifically, if by the end of the selection process two applicants (one Alberta resident and one non-resident) possess the same score, the Internship will select the Alberta resident

- Current undergraduate students in the Faculty of Agricultural, Life and Environmental Sciences.

Part 1: Eligibility Requirements

A. General Eligibility Requirements

  1. Citizenship and Immigration Requirements

All applicants to the Integrated Dietetic Internship must be eligible to work in Canada.

  2. Academic Requirements

All applicants must:

- Be eligible for registration at the University of Alberta as an undergraduate, graduate, or special student;

- Present with a cumulative GPA of at least 3.0 on the last 24 that the applicant has completed;

- Meet a spoken English requirement (Test of Spoken English). Please see Section 13.3.2 of the University of Alberta Calendar for details;
• Have completed, or be in the process of completing, the following required
courses or equivalent course work from a recognized post-secondary institution:

Selections are held each Spring and Fall with a maximum of 50 qualified students
accepted into the internship each year. The same courses are required for both
application periods. However there is a slight difference in when these courses may
have been taken as outlined below:

a. February (Spring) Applications

To apply to the Internship’s Spring Selection Round, applicants must have successfully
completed the following courses by April 30th of the year in which they are applying:

• NUTR 468
• NU FS 223
• NU FS 372 or 373
• NU FS 374
• NU FS 377 OR NU FS 461 (You must have completed at least one of these two
courses to be eligible to apply)

b. August (Fall) Applications

To apply to the Internship’s Fall Selection Round, applicants must have successfully
completed the following courses by August 30th of the year in which they are applying:

• NUTR 468
• NU FS 223
• NU FS 372 or 373
• NU FS 374
• In addition, applicants to the Fall Selection Round must have successfully
completed one of NU FS 377 OR NU FS 461 by no later than April 30th of the
year following the year in which you are applying
  o E.g. If you are applying in August 2012, you must have successfully
    completed NU FS 377 OR NU FS 461 by no later than April 30th, 2013.

Please contact us if you need assistance in determining whether or not
you are eligible to apply to our program or to a specific selection round.

We would be happy to help you.

c. Required Dietetics Courses (★15)

In addition to the courses required for Internship eligibility, applicants to the Internship
must complete or have completed the following specific additional undergraduate
course requirements noted below (or equivalent). These additional 15 may be taken as Approved Program Electives or Free Electives in your major.

1. INT D 410
2. NU FS 374, 461
3. 3 Approved Program Elective chosen from NUTR 452, 478, 479, NUFS 428
4. NUTR 476

B. Undergraduate Student Eligibility Requirements

- In addition, to the Internship’s General Eligibility Requirements, undergraduate students must:
  - Be registered in the NUFS program (NUTR major) at the University of Alberta.
    - Undergraduate students may apply to Integrated Dietetic Internship and begin the professional practice coursework during their academic program thus allowing completion of both components simultaneously.

C. Graduate Student Eligibility Requirements

- In addition, to the Internship’s General Eligibility Requirements, graduate students must:
  - Be registered in the MSc (Nutrition or Metabolism) program or be PhD candidates in the Department of Agricultural, Food and Nutritional Science;
  - Have completed an undergraduate degree in nutrition and food science at the University of Alberta or hold an equivalent qualification from a recognized institution;
  - Apply to the Integrated Dietetic Internship prior to the date of their oral examination (thesis or dissertation defence);
  - Have fulfilled the requirements of their graduate program of studies before beginning the professional practice courses associated with the Internship.
D. Post-Graduate Applicant Eligibility Requirements

- In addition, to the Internship’s General Eligibility Requirements, post-graduate applicants must have:

  o Completed an undergraduate degree in nutrition and food science at the University of Alberta, or an equivalent qualification from a recognized institution to be considered for a position with the Integrated Dietetic Internship.

  o Completed the required coursework for admission to the Internship no more than 36 months prior to the application submission date for the round to which they are applying;

  o Meet the residence requirements of the University of Alberta as defined in Section 13.2 of the University of Alberta Calendar.

- In order to assess the alignment of the individual’s previous academic studies with the requirements of the BSc.(Nutrition and Food Science - Nutrition Major), s/he must apply for admission to the BSc (Nutrition and Food Science – Nutrition Major) After Another Undergraduate Degree program and pay all applicable fees in accordance with Section 34.16 of the University of Alberta Calendar

  o The need for academic upgrading and specific course requirements are determined by transfer credit assessment at the time of admission.

  o Applicants should be aware that the total number of units of course weight required to satisfy the program requirements will vary depending on the degree held and the alignment of prior course work to the requirements of the BSc. (Nutrition and Food Science - Nutrition Major). The total number of required units of course weight in the After Degree program will vary depending on the degree held.

  o Any deficiency in a program requirement must be cleared before an applicant is eligible to apply to the Integrated Dietetic Internship’s Selection Process.
Part 2: Selection Criteria

Each applicant is evaluated on the following selection criteria:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative GPA</td>
<td>5%</td>
</tr>
<tr>
<td>Letters of Reference</td>
<td>25%</td>
</tr>
<tr>
<td>Applicant’s Cover Letter, Resume and Letter of Intent</td>
<td>10%</td>
</tr>
<tr>
<td>Multiple Mini Interview (MMI)</td>
<td>50%</td>
</tr>
<tr>
<td>Writing Sample</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Each applicant’s performance on these criteria will be evaluated by the Internship’s Selection Committee which is comprised of practicing Registered Dietitians.

A. Cumulative GPA

All applicants must present with a cumulative GPA of at least 3.0 on a 4.0 scale. To assess cumulative GPA, we require (2) copies of official transcripts from all post-secondary education including IB and AP transcripts. Official transcripts must be in sealed, letterhead envelopes from the Office of the Registrar at the home school. Transcripts must be attached to the application package at the time of submission.

B. Letters of Reference

The Integrated Dietetic Internship requires three (3) letters of reference:

- One (1) from a Registered Dietitian, and
- Two (2) from other professionals such as an employer, volunteer supervisor or professor

**Reference letters from relatives, family members, or friends will not be accepted.**

Choose your referees carefully. Letters could be from professors who have taught you and know you well. Other good choices would be supervisors and employers.

The Internship’s Selection Committee is largely concerned with the quality, not the quantity of experiences with a Registered Dietitian. Applicants are required to present one (1) RD reference only. Applicants may present more than one RD reference. However, this is not required and is not a guarantee of a higher ranking in the selection process. We only allow three (3) letters for each applicant file and will destroy any extra letters from referees not listed on the application.

Reference forms can be obtained from Ms. Nicole Dube-Smith, Graduate Recruitment and Internship Advisor, Department of Agricultural, Food and Nutritional Science (Ph: 780-492-8641; E-mail: Nicole.dube-smith@ualberta.ca )
Letters of reference must be in sealed envelopes where the referee has placed their initials and the date in pen over the seal. Letters of reference must be attached to the application package at the time of submission. Letters which arrive after the submission deadline will not be considered.

References submitted to the Internship are confidential and not shared with the applicant.

C. Applicant’s Cover Letter, Resume and Letter of Intent

Applicants must submit the following documents as part of their application package. All of the documents must be typed on plain white paper in a 12 point, Arial font, single spaced, with 2.54 cm (1 inch margins):

- A one (1) page cover letter in business format describing how the applicant will contribute to the internship;
- A two (2) page resume in chronological format, that describes the applicant’s career objective, education, dietetics related work experience, other relevant work, and volunteer experience with a Registered Dietitian;
- A two (2) page letter of intent in business format that responds to the question: What experiences have you had (and what insights have you gained from these experiences) that lead you to believe you would be a good dietitian?

Both the cover letter and letter of intent should demonstrate the unique attributes, past experiences, and career goals of the applicant. Do not submit a generic cover letter or letter of intent.

D. Multiple Mini Interview (MMI)

Applicants will be notified of the dates and times for the Internship’s selection MMI in mid-March (for the Spring selection round) and early-September (for the Fall Selection round). No alternate interview dates will be offered. All applicants should reserve the MMI interview dates in the event that they are invited to participate.

Interview Format

Candidates will be invited to participate in a Multiple Mini Interview (MMI). The MMI is a series of short interviews based on predefined scenarios designed to evaluate the interviewee’s critical thinking ability, ethical decision making ability, communication skills and the non-cognitive/humanistic skills required for success in dietetic practice settings.

The interview evaluation constitutes a significant component of the overall admissions assessment. During the interview, invited applicants will move through a total of 8 different stations; spending approximately 10 minutes at each station. A different interviewer will be at each of the stations, therefore an applicant has the opportunity to share his/her experiences and thoughts with a variety of individuals. The length of the
entire interview will be about 80 to 100 minutes. All applicants who are invited to participate in the interview process will be required to sign a Confidentiality Agreement to ensure the security of the interview questions/scenarios.

The MMI will be offered on one specified date only for each round of selection. No exceptions will be made and unfortunately rescheduling cannot be accommodated.

Be aware that you cannot study for this type of interview. Instead, prepare by being well rested and well nourished.

E. Writing Sample

Applicants are required to provide a Writing Sample prepared at the Interview Centre immediately following the Behavioural (Competency) Interview. The Writing Sample is designed to assess skills in the following areas:

- Developing a central idea,
- Synthesizing concepts and ideas,
- Presenting ideas cohesively and logically, and
- Writing clearly, following accepted practices of grammar, syntax, and punctuation consistent with timed, first-draft composition.

Applicants will be provided with information on the theme and format of the Writing Sample on the day of the Interview.
Part 3: Decision of the Selection Committee

A. Notification

Applicants will be notified of the Selection Committee’s decision within one week (7 days) of the Behavioural Interview date.

Acceptance into the Internship is provisional based upon the applicant’s willingness to accept the following conditions:

- **Successful completion of NUTR 466 – Introduction to Professional Practice**: The College of Dietitians of Alberta requires that all interns successfully complete NUTR 466 prior to be moved into placement. Successful completion is defined as achieving a grade of “credit,” in this course.

- **Successful completion of the College of Dietitians Jurisprudence Training Program**: Jurisprudence addresses the legal aspects of dietetic practice. To advance to placement, interns must successfully complete the WebCT-based Jurisprudence Training Program offered by the College of Dietitians of Alberta. Successful completion is defined as achieving a grade of “credit,” in this course.

- **Relocation requirement**: The Integrated Dietetic Internship reserves the sole right to select the sites and preceptors used for intern placement. To maximize opportunities for entry into the dietetic profession the Internship must utilize placement sites across the entire province of Alberta. Recognizing this, all interns are required to relocate to sites outside of the metro Edmonton and metro Calgary areas during their Internship. This condition is an education requirement of the internship and is not negotiable. Depending on placement site and preceptor availability, interns may be required to relocate for more than one placement course. All costs associated with relocation (e.g. transportation, accommodation, living costs) are the responsibility of the intern. Interns must agree to comply with the relocation requirement in order to enter the Internship.

- **Availability to start placement**: To manage enrolment and placement capacity, the Internship must move interns through practicum experiences in a timely and efficient manner. The Internship will specify a date at which incoming interns must be prepared to start their first placement.

- **Health and safety requirements**:
  - **Immunization requirements**: To protect public health, the Internship requires proof of immunization status. To this end, interns must have their immunization records reviewed and updated by a health care professional. We recommend that interns visit the University Health Centre on campus for this review. Any fees associated with this review and any subsequent
vaccinations are the responsibility of the intern. Be aware: It is necessary that you bring all your childhood and previous immunization records to your appointment. These can be obtained by contacting your local public health centre, school, physician's office, or wherever you may have had your childhood immunizations completed. Immunizations will be updated based on an individual assessment of need by your health care provider.

- **Police Security/Criminal Records Check:** The Protection of Persons in Care Act (Alberta) requires individuals working with vulnerable populations to provide proof of good character. This is established through the provision of a police security/criminal records check. Interns are responsible for obtaining a police security/criminal records check and for any costs associated with this process. For more information, including advice on where to go to obtain this check, please visit the University of Alberta Health Sciences Council website at: [http://www.healthscience.ualberta.ca/nav02.cfm?nav02=32602&nav01=25682](http://www.healthscience.ualberta.ca/nav02.cfm?nav02=32602&nav01=25682)

- **Mask fit testing:** Interns must be fitted for N-95 masks in accordance with the contractual agreement with the sites where our clinical placements occur. N-95 masks are worn when caring for patients with highly infectious diseases. The Health Sciences Council of the University of Alberta coordinates mask fit testing. Additional information on the mask fit testing procedure will be made available prior to the start of clinical placements.

**B. Re-Applications:**

Unsuccessful applicants may re-apply to the Internship provided all eligibility requirements are met. Re-applications are treated as new applications, and all data must be resubmitted.