

***Pre-Select Application Process for the
Oklahoma State University Dietetic Internship
Pre-Select Application Dates
for DI class of 2024***

- **December 19, 2023 – Final Day DI Application Packet with all required materials and fee due (It is encouraged to get this packet turned in before finals week but applications will be accepted until December 19, 2023 until 4pm).**
- **December 19, 2023- OSU Graduate College materials due**
- **February 12, 2024 – All applicants will be informed of pre-select decision before this date**

The Pre-Select Application process is open **ONLY** to those who have received or will receive a Verification Statement from the OSU Didactic Program in Dietetics. All materials must be submitted by December 19, 2023. Admission to the DI program is dependent upon admission into graduate school so it is suggested that both applications be turned in by December 19, 2023. If preselected, these students will be members of the Fall 2024 DI class. The OSU DI may accept ten interns per year under the pre-select process.

Application to the OSU DI via the Pre-Select application is a two-step process:

- 1) Application to the Dietetic Internship
- 2) Application to the OSU Graduate College/**M.S. in Nutritional Sciences – Dietetics Research option or MPH**

Summary of Application Requirements* (See Application Details below)	OSU DI	OSU Grad College
Application	Submit to DI	Apply Online
Personal Statement	Submit to DI	Upload to Graduate Application
Resume	Submit to DI	Upload to Graduate Application
Three Recommendations	Submit to DI	Include names & email addresses in application
Declaration of Intent or DPD Verification Statement	Request from DPD director	
Transcripts	Submit to DI	Upload scanned transcripts with application
Background Check	Submit info & pay fee to Trak-1	
Official GRE Score Report *not required	Submit to DI	Submit to Graduate College
Application Fee (non-refundable)	\$60	\$50 Domestic \$75 International Students
<i>International Students must also submit:</i>		

Official Transcript Evaluation Report from ACEND approved agency	Submit to OSU DI	
TOEFL Scores	Submit to DI	Submit to Graduate College

*Application materials will not be returned.

Application Details

1) DI Pre-Select Application Packet Requirements

The Dietetic Internship Application Form, Personal Statement, Resume, Recommendations and fee receipt should be turned into Diana Maples, 301 NRD, Stillwater, OK 74078.

❑ **Completed Dietetic Internship Application Form**

Personal statement related to the field of dietetics and graduate school. The statement will be considered by the NSCI Graduate Faculty and the DI selection committee.

Questions to be addressed in the personal statement include:

- Why do you want to enter the dietetics profession?
- Discuss experiences that have helped to prepare you for your career,
- What are your short-term and long-term professional goals?
- What are your strengths and weaknesses or areas needing improvement?
- Describe your research interests for the NSCI graduate program.
- The NSCI graduate program requests 2-3 pages (600 words or more)

❑ **Resume** – Submit with DI application

❑ **Three recommendations:** Two recommendations must be from faculty teaching DPD courses and one should be from a major advisor or an employer. Recommenders need to know that they will be completing two separate recommendation forms (DI and Grad College), but the questions on the forms are very similar. The waiver page for the DI recommendation must be signed by the applicant and given to the recommender to include in an envelope with their recommendation. The recommender must sign their name across the sealed flap of the envelope.

❑ **Declaration of Intent** to Complete Didactic Program (for DPD undergraduates) **or DPD Verification Statement** of Completion of Didactic Program in Dietetics (for DPD graduates.) Request the appropriate form from the Didactic Program Director before the application deadline. The DPD director will provide the completed form directly to the DI Director after fall grades are recorded.

❑ **Transcripts** - Submit with DI application

❑ **Background check** – Our program requires a background check through Trak-1 Technology*. Go to <https://www.smart-trak.com/okstate/nutrition/> and enter your name and email address. Click on “Send Invite”. You will receive an email with a link to follow. Fill out the online form and pay fee with a credit card. You may choose to receive a copy of your background check.

❑ **Official GRE Scores** – GRE scores are optional and NOT required, if submitted scores of 150 for each of the quantitative and verbal sections and writing scores of 4.0 or greater are preferred.

- ❑ **DI Application fee of \$60.00** – paid online through *Oklahoma State Marketplace's* Store: Nutritional Sciences. Go to https://secure.touchnet.com/C20271_ustores/web/product_detail.jsp?PRODUCTID=3554 and add fee to cart. Print off receipt of fee and submit with the rest of the application packet to Diana Maples.

International students must also submit:

Official Transcript Evaluation Report from an ACEND approved Independent Foreign Degree Evaluation Agency <https://www.eatrightpro.org/acend/students-and-advancing-education/international-students/foreign-degree-evaluation-agencies>

- ❑ If your Bachelor's degree was received from a country outside the United States.

For questions regarding the submission of the Pre-Select Application, contact the OSU Dietetic Internship director:

Gena Wollenberg, PhD, RD, LD
304 Nancy Randolph Davis
405-744-6954
gena.wollenberg@okstate.edu

2) Admission to the OSU Graduate College

DI Applicants must also apply to the OSU Graduate College by December 19, 2024. Admission to the OSU Graduate College and acceptance into the NSCI Master's Degree Program or Master's of Public Health is **required** in order to be considered for acceptance into the OSU Dietetic Internship. Application must be made for a **Master's Degree in Nutritional Sciences – Dietetics Research option** or **Master's of Public Health**.

- ❑ **On-line Graduate College application at:**
<https://gradcollege.okstate.edu/prospective-students/application-process.html>
 - Upload your personal statement, resume, and scanned copies of your transcripts to the Graduate application. Applicants may use the same personal statement and resume for the DI and the OSU Graduate College.
 - When completing the Graduate College application form, applicants must include the name and email addresses for three references. This will trigger an email message requesting completion of a recommendation form to be completed by your reference. You may use the same references for the DI and the Graduate College.
 - Official transcripts from all colleges attended must be scanned and uploaded to the Graduate College application.
- ❑ **(Optional) Official GRE Score Report** - GRE School Code for OSU is 6546; Nutritional Sciences Code is 0214. The GRE Score Report submitted to the Graduate College will be available to the Dietetic Internship for your DI application
- ❑ **\$50.00 application fee** paid online to OSU Graduate College. If you have previously received your undergraduate DPD from OSU the \$50 application fee is waived.
- ❑ **TOEFL scores (for international students only)**

Additional information regarding the M.S. in Nutritional Sciences-Dietetics Research option and the Master's of Public Health is available at <https://go.okstate.edu/graduate-academics/programs/masters/nutrition-ms.html>

For questions regarding admission to the Nutritional Sciences Graduate Program, contact the Graduate Coordinator:

Jill Joyce PhD, RD
jill.joyce@okstate.edu

Interim Head of Graduate Teaching and Research Assistantships

Some graduate teaching and/or research assistantships in the Nutritional Sciences Department may be available for graduate students. The application for graduate assistantships is included in the graduate college application. For information on available departmental Graduate Teaching Assistantship (GTA) positions, please contact:

Norman Hord, PhD
Department Head of Nutritional Sciences
405-744-5040
norman.hord@okstate.edu

For information on available Graduate Research Assistantships (GRA), please contact individual NSCI faculty members. Information on NSCI faculty and their research interests may be found at: <https://education.okstate.edu/departments-programs/nutritional-sciences/faculty-staff.html>

Selection Practices:

Oklahoma State University, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 111246 as amended, Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran, in any of its policies, practices or procedures. This provision includes, but is not limited to, admission, employment, financial aid and educational services.

If an applicant feels that they have not been fairly considered for the internship, they may contact the DI Director, the Nutritional Sciences Department Head or the Dean of the College of Human Sciences for further consideration. An additional avenue is to contact the OSU Office of Affirmative Action, 405-744-5371, 408 Whitehurst, Stillwater, Oklahoma, 74078. If an applicant feels that the program does not meet the Accreditation Standards set out by ACEN, D he/she may contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND, formerly CADE) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995, 312-899-0040 ext 5400.