

DIRECTIONS FOR COMPLETING THE APPLICATION FOR APPOINTMENT TO THE COORDINATED PROGRAM IN DIETETICS (CPD)

The entire application must be submitted by **12:00 noon, Wednesday, September 2, 2009**. Deliver materials to GEA 319 or mail to:

Kay Southworth, MS, RD
Coordinated Program in Dietetics
The University of Texas at Austin
1 University Station A2700
Austin, TX 78712

Students who are not currently enrolled at the University of Texas at Austin must apply for spring admission to the University. Applicants who have not applied for UT admission cannot be considered for appointment. The fall admission deadline for transfer students is October 1; for former students December 1. Final admission to the Coordinated Program is contingent on being admitted to the University.

- A. APPLICATION FORM (yellow):** Complete the 4-page **Application for Appointment** form. Be sure to provide detailed information about employment and volunteer activities.
- B. TRANSCRIPT:** Request an **official transcript** from the University of Texas at Austin. Photocopies are not acceptable. Additional transcripts will be required for any other college or university attended if that work has not been transferred to UT. Transcripts should be mailed to the above address.
- C. LETTER OF APPLICATION:** Write a one to two page typed (single spaced) letter of application discussing the points listed below. This letter should be written in business format. Omission of any of the following points will detract from the completeness of your application.
- Explain your interest in pursuing a career in dietetics. Describe any experience you have had with practicing dietitians. Discuss why you have chosen to apply to the UT Coordinated Program and your expectations from the program.
 - Describe an experience where you were given little or no direction in a problem-solving situation. This may be related to a work, school or life situation. Discuss what you learned from this experience.
 - Identify a situation where you assumed a leadership position (work, school, social). Describe how you organized yourself and others, and discuss how you kept everyone motivated to see the situation through to completion.
 - Describe your strengths. Give examples to illustrate. What areas do you believe you still need to develop? Why?
 - What do you consider your greatest accomplishment to date? Why?
- D. RECORD OF COURSE WORK (green):** Complete the two-page form listing (1) chemistry and biology courses on one page and (2) nutrition (including food science and food systems management) courses on the second page. By the spring of 2009, applicants must have completed the following UT courses or their equivalent:
- CH 301, 302, 204, 310M and 369 (or 339K)
 - BIO 311C, 416K (or 365R) and 416L (or 365S)
 - NTR 307, 107L, 312 (or 311), 112L (or 111L), 315, 218, 118L (or 318), 326, 126L and two courses chosen from NTR 334, 234L, 332 and 330

- E. **REQUIRED COURSES CHECKLIST** (gray): Note that there are two versions of this form – one for degree seeking students and one for students who have already earned a bachelor's degree. Mark each course that you have completed with **X** and all currently enrolled courses with **/**.
- F. **CURRENT SCHEDULE AND ACADEMIC RECORDS** (blue): Complete the one page form providing your fall class and work schedule and identifying the unique number and instructor for science courses. Applicants are asked to sign the form granting permission for the CPD selection committee to access your academic records and contact professors to evaluate your current performance in classes.

If you prefer to use a computer to complete application forms, you can download Microsoft Word forms from the CP web site. Completed forms must be printed on the same color paper as the original application. These colors are listed with the application directions. Colored paper is available in GEA 319.

Application Checklist

In order to be considered for appointment to the Coordinated Program in Dietetics the submitted application must include all of the following:

- Application Form (yellow)
- UT Transcript and others if courses have not been transferred
- Letter of Application
- Record of Course Work (green)
- Required Courses Checklist (gray)
- Current Schedule and Academic Records (blue)

Applications will be reviewed and selected candidates will be invited to an interview. All applicants will be notified of their status by mail.

Students who are invited to an interview will be provided forms to solicit recommendations.

- A. **REQUEST FOR EVALUATION:** Ask three people to evaluate your potential for success in the program. Include at least one university/college faculty member who is familiar with your academic performance and one employer/ supervisor who is familiar with your work experience (if applicable). Do not select family members or personal friends. Complete the three *Request for Evaluation* forms listing the name, address, email address and phone number for each person, and signing to waive or retain rights to review the form.
- B. **PERSONAL INTERVIEW:** A personal interview for selected applicants will be scheduled in early October. You will be notified of the date, time and location of your interview by mail or e-mail.

Notification of selection decisions will be mailed in mid-November. Please keep the program advised of any address changes during this period.