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 current undergraduate students in the BSc Nutrition and Food Science, Nutrition Major program; and

- Meet a spoken English requirement (Test of Spoken English). Please see Section 13.3.2 of the University of Alberta Calendar for details;

Beginning in 2016, selections will be held annually (in the spring) with a maximum of 50 qualified students accepted into the internship each year. To be eligible to apply to the Internship, students must have completed the following pre-requisite courses:
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 OR Both
  - You must have completed at least one of these two courses to be eligible to apply for admission to the Internship.

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.

b. 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 443, 452, 478, 479, NUFS 410, 424, 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

- Effective January 2016, to support the transition to the BSc Nutrition and Food Science – Dietetics Specialization Program, the Integrated Dietetic Internship will no longer consider applications from graduate students.

D. Post-Graduate Applicant Eligibility Requirements

- Effective, January 2016, to support the transition to the BSc Nutrition and Food Science – Dietetics Specialization Program, the Integrated Dietetic Internship will no longer consider applications from post-graduate applicants.
Part 2: Selection Criteria

Each applicant is evaluated on the following selection criteria:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Grade Point Average (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>Total:</td>
<td>100%</td>
</tr>
</tbody>
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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 (1) copy of official transcripts from all post-secondary institutions attended, 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) professional letters of reference. Suitable references include: A Registered Dietitian or other professionals such as an employer, volunteer supervisor or professor.

IMPORTANT: Beginning in January 2016, applicants, we will not require a reference from a Registered Dietitian. However, ALL references must be professional in nature. Reference letters from relatives, family members, or friends will not be accepted.

If you submit a reference from a relative, friend, or family member we will not review it as part of your package.

Be sure there is a clear, professional connection between you and your references.

Reference forms can be obtained from Tracy Vetsch, Dietetic Internship Advisor/HR & Finance Administrator, Faculty of Agricultural, Life and Environmental Sciences: (E-mail: tracy.vetsch@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 you will contribute to the internship given your existing skills and past experiences.
- A two (2) page (maximum) chronological resume that describes the applicant’s career objective, education, dietetics related work experience, other relevant work, and volunteer experiences.

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 advance of the date. 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. No exceptions will be made and 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 MMI Interviews. 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 MMI 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.