Admission Information Campus Coordinated Program in Dietetics

Due: January 16, 2018 by 5 pm EST

The Coordinated Program in Dietetics is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics.

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
312/899-0040, ext. 5400
http://www.eatrightpro.org/resources/acend

Upon successful completion of the program and the <u>conferral of the BS or MS degree</u>, qualified graduates are issued a Verification Statement by the Program Director making them eligible to write the Credentialing Examination for Registered Dietitian Nutritionists offered through the Commission on Dietetic Registration (CDR). Passage of this exam is mandatory to become a Registered Dietitian Nutritionist (RD or RDN).

Applicants are responsible for using the most up-to-date application information.

Application Process for Admission Coordinated Program in Dietetics

Apply to Eastern Michigan University:

http://www.emich.edu/admissions/apply/index.html

Application Notebooks are due by 5pm, EST, January 16, 2018.

Applications submitted after this date may be reviewed if spaces remain in the cohort.

Application notebooks must be submitted to:

Eastern Michigan University
School of Health Sciences
Program Director
Coordinated Program in Dietetics
313 Marshall Building
Ypsilanti, MI 48197

<u>APPLICATION NOTEBOOK GUIDELINES</u>

Bachelor of Science
2nd Bachelor of Science
Master of Science

Use the following guidelines when preparing your application notebook for the Coordinated Program in Dietetics. Please read the directions carefully and follow the guidelines – incomplete application notebooks will not be considered for admission.

- Retain copies of everything. No documents will be returned.
- Use a 1 inch 3 ring binder. Your name must be affixed to the outside panel edge (binding) of the binder. The inside contents will begin with a FACE SHEET and APPLICATION NOTEBOOK CHECKLIST (details below) followed by eight (8) dividers ordered and labeled according to the specifications below.
- **FACE SHEET:** The first page will be a FACE SHEET. Copy the FACE SHEET found within this packet.
- APPLICATION NOTEBOOK CHECKLIST: The second page will be the APPLICATION NOTEBOOK CHECKLIST. Copy the CHECKLIST found within this packet. Use it to make sure that you have included everything that you need in the notebook. The items on the checklist are in the order of how the notebook should be organized.

<u>DIVIDER # 1 – RESUME:</u> Your resume should include the following information:

Name (First, Middle	, Last)					
EMU Student Numb	,					
Eastern Michigan Ur	niversity Email Address					
Address(s) [street a	ddress, city, state, zip]					
Perr	manent address					
Loca	al Address (if different from permanent one)					
Phone Number(s)						
Perr	manent					
Cell						
Wor	k					
Secondary Educatio	n					
Listi	ng of all past and present secondary institutions attended (list most					
rece	nt first, in reverse chronological order)					
Work Experience						
List all past and present work experiences (list most recent first)						
OPTIONAL						
	following is optional – provide on resume as applicable:					
1110	Volunteer or service learning experiences – Listing all past and					
	present volunteer or service learning experiences (list most					
	recent first)					
	Extra-curricular activities					
	Awards and honors received					
	Special skills: knowledge of technology, special certification or					
	skills acquired (e.g. teaching, coaching)					
	Conferences, seminars or continuing education programs					
	attended (list most recent first)					
	Other information that might be helpful in evaluation					

<u>Divider #2 – VOLUNTEER DOCUMENTATION</u>

Applicants to the Coordinated Program in Dietetics (CP) are required to complete a minimum of 24 hours of volunteering at a venue of their choice, preferably related to nutrition, food or health care.

- 1. Students choose a venue or venues to complete a minimum of 24 hours of volunteerism.
- 2. The volunteer hours must be completed post-high school and less than 10 years prior to the application notebook submission.
- 3. The volunteer verification form(s) is/are completed per the application directions.

DIVIDER #3 – STATEMENTS: This section of the notebook will include two parts.

<u>Part 1</u> – Application Questions: 2 pages in length, word-processed, size 12 font and double spaced with one inch margins. Number and write out each question prior to your answer. Each answer should be approximately one-half page.

- 1. Describe the process you used to investigate the dietetics profession.
- 2. All coordinated programs in dietetics have a concentration area. Describe EMU's concentration and how this fits into your professional goals.
- 3. What is the difference between a coordinated program in dietetics and a didactic program plus a dietetic internship?
- 4. Describe a challenge encountered in school/work place that interfered with your ability to be effective. What steps did you take to handle this challenge and what were the results?

<u>Part 2</u> – Personal Statement: 1- 2 pages in length, word-processed, size 12 font and double spaced with one inch margins.

The letter should be in the business format of your choice and at a minimum include date, address, salutation and closing signature. Address to:

Eastern Michigan University
Program Director, CP Application
Coordinated Program in Dietetics
313 Marshall Building
Ypsilanti, MI 48197

Include the following information in the personal statement:

- 1. Describe your reasons for selecting dietetics as a profession.
- 2. Describe why you think you will be an effective dietitian.
- 3. Why is EMU your school of choice?

<u>DIVIDER # 4 – TRANSCRIPTS:</u> Place university-issued student transcripts from all post-high school institutions attended inside a page protector; these cannot be opened by the student. One set of transcripts should already be on file with EMU from initial application. The screening committee for dietetics applications will access all Eastern Michigan University transcripts, therefore do not include an additional copy of them in the notebook.

<u>DIVIDER # 5 – PREREQUISITE COURSES:</u> Complete the prerequisite form included in this application (page 11). Do not use page protectors for this part of the application notebook. Students applying for a second bachelor are required to provide a copy of their dietetics program of study here. Any prerequisite courses taken at an institution other than EMU and not included on the Preapproved Online Prerequisite Alternatives list require documentation of their approval (copies of emails, etc.). Place all approval documentation here.

DIVIDER # 6 – REFERENCES: Two official reference forms, completed by individuals who

can address your ability to complete a rigorous program of study, should be submitted in signed, unopened envelopes. Place the envelopes in a page protector. Choose individuals who can evaluate you on most, if not all, areas on the form. Appropriate individuals include academic and non-academic reference(s) (volunteer leader, work associate or manager, extra-curricular leader [sports, religious]). Family members or relatives are not appropriate individuals to provide references. Applicants <u>must</u> sign the form indicating their right to review the reference <u>prior</u> to providing the form to the individual completing it.

DIVIDER #7 - PHYSICAL AND MENTAL REQUIREMENTS DOCUMENT:

Please review the Physical and Mental Requirements Form (at the end of this application), providing a signed and dated original copy with your application. Your signature shows agreement that you have read this form and understand the need to contact the Disability Resource Center for reasonable accommodations.

<u>DIVIDER #8 – IMMUNIZATION PROOF:</u> Please submit proof you have received at least the first dose of all required series vaccinations. If you have completed any or all of these series, you may submit that. Documentation must come directly from your healthcare provider. Retain originals and include copies in the application notebook. You will need the originals to upload online if accepted into the program. See ADDITIONAL IMPORTANT INFORMATION (1) below for details regarding immunizations and your physical exam requirements. Do not use page protectors for this part of the application notebook.

SUMMARY:

Submit the above materials together in one notebook in the order listed. We will not accept information that arrives separately from the application notebook. To increase your opportunity to be evaluated for the program, please follow all directions carefully and submit the application notebook on time. Please submit the notebook to the address listed in the first part of this packet. For added assurance, please send your notebook via registered or certified mail or you may deliver your notebook in person. You will receive email notification via your emich email account to confirm receipt of your application. If you have questions on this procedure, contact the Dietetics Program Co-Directors, Dr. Ford or Mrs. Pernecky, at oford1@emich.edu or spernecky1@emich.edu. Applicants will be informed of their admission status by April 1st.

ADDITIONAL IMPORTANT INFORMATION:

1. IMMUNIZATIONS/PHYSICAL EXAM: Immunizations and a physician exam are required by our program to complete the Supervised Practice Experiences. If accepted into our program, you will receive information from the Clinical Coordinator on completion of these requirements. Vaccination requirements are based on current CDC guidelines and what our placement sites require. If you have not had any of vaccination series listed below (these all require more than one dose) in the past you must have at least dose 1 in order to apply. This proof goes in Divider #6 of your application notebook. We recommend continuing the dose schedule for series vaccines, while you await word of acceptance to the program. If accepted, you will be required to complete the remaining doses prior to your fall semester start. Keeping on schedule will assure this is completed prior to September, as some series take 6 months to complete. For the recommended dosage schedule from the CDC, please go to:

https://www.cdc.gov/vaccines/schedules/downloads/adult/adult-combined-schedule.pdf

Below is the list of required series vaccines. If you have had any of these previously and need documentation from different healthcare providers, now is a good time to secure those records. Healthcare sites will not accept a statement that you had any of these diseases as a child, as proof of immunity. Simply noting that you had measles, mumps, etc. as a child with estimated dates and/or noting that you are immune, is not accepted. If no vaccine, you must have a blood titer test showing a positive titer as proof of immunity. The test results must also show a numeric reference range and a specific numeric test result.

Required vaccines (or blood titer proof of positive immunity):

Hepatitis A (2 doses)
Hepatitis B (3 doses)
Varicella - chicken pox (2 doses)
DTP (Diphtheria, Tetanus & Pertussis) (1 dose Tdap + booster every 10 years)
MMR (Measles, Mumps, Rubella) (2 doses)

NOTE: Physical exams are to be completed from May 1 – August 1 of the year you would begin the program if accepted. Do not include the physical exam with the application notebook. The physical exam must be current for the entire first year of the program. If accepted into the program, a form is provided to take to your physician.

2. <u>HEALTH INSURANCE REQUIREMENTS</u>

The program requires that all CP students carry personal health insurance. This is mandatory, due to the legal affiliation agreements completed with Supervised Practice Experience sites. Students must provide proof of health insurance after they are accepted into the program. This must be provided prior to starting the first year and again prior to starting the second year in the program. Clear electronic scans of both sides of your

insurance card will suffice as proof. If accepted into our program, you will receive instructions from the Clinical Coordinator on submitting this proof.

3. CERTIFIED BACKGROUND CHECK AND DRUG SCREEN

Once admitted to the program, all CP students must register online and pay for a Certified Background Check, 10-panel Drug Screen and Document Manager. Total cost is \$147. If the 7-year residency search (part of the Background Check) includes a period of residency in a foreign country, an additional cost of \$105 may be required. Results for a foreign country residency search may take 3 weeks or more to complete. These fees are subject to change.

Please be aware that some Supervised Practice Experience sites may require additional background checks, drug screens and fingerprinting at various points in the program. The expense of this is often the student's responsibility.

Coordinated Program in Dietetics Application Notebook CHECKLIST

Name _	EMU Student Number
	this CHECKLIST directly behind the FACE SHEET and in front of the first Check off all items included in the packet.
	FACE SHEET
	CHECKLIST
	RESUME (divider # 1)
	VOLUNTEER DOCUMENTATION (divider #2)
	STATEMENTS (divider # 3)
	TRANSCRIPTS (divider # 4)
	PREREQUISITE COURSES, PROGRAM OF STUDY (MS & 2 nd Bachelor program applicants only), and PREREQUISITE APPROVAL DOCUMENTATION (divider # 5)
	REFERENCES (divider # 6)
	Reference # 1 Reference # 2
	PHYSICAL AND MENTAL REQUIREMENTS FORM (divider #7)
	IMMUNIZATION PROOF (divider # 8)

Coordinated Program in Dietetics FACE SHEET

Name:			
(Last)	(First)	(Middle Initial)	(Maiden Name)
Student Number:			
Home Address:			
Telephone Number:			
Eastern Michigan Univers	sity E-mail:		
Personal E-mail:			
Applying for:			
Bachelor of Science	e Degree campus		
2 nd Bachelor of Scie	ence Degree campus		
Master of Science	Degree campus		
(Date)	(Signature of Applicant)		

Eastern Michigan University adheres to the principle of equal education and employment opportunity, and programs and activities of the University are open to all qualified persons without regard to race, gender, sexual orientation, color, creed, national origin, or disabling condition. This policy extends to all programs and activities supported by the University.

Coordinated Program in Dietetics Volunteer Verification Form

Use separate form for each venue volunteerism occurred

Student name and student number:	
Venue (name of supervisor, address, phone number):	
Dates, # of hours and duties of volunteer work:	
Student signature:	
Name of supervisor (print and signature):	
Phone number if different from above:	
Attach a business card or brochure if available.	

Student Name: ______ Student Number: _____ MS

Prerequisite	Course # & Title	University	Year	Credit Hours	Grade	Expected Completion Date
Survey of Organic Chemistry						NA
Foundations of Biochemistry						NA
Introductory Microbiology with lab						NA
Physiology						NA
Careers in Nutrition & Dietetics						NA
Principles of Human Nutrition						NA
Medical Terminology						
Aging to Infancy Growth & Development						
General Psychology						
Statistics						
Experimental Foods						
Fundamentals of Nutrition				O NOT COMP		

PROGRAM USE ONLY: DO NOT COMPLETE
OVERALL GPA
PRE-REQ GPA

Coordinated Program in Dietetics Reference Form

is applying for admission to the Coordinated Program in Dietetics at Eastern Michigan University and has selected you to provide a meaningful appraisal of his/her capacity to perform.
Individuals who are accepted into the Coordinated Program in Dietetics must be able to fulfill the demanding academic requirements of the curriculum and possess qualifications essential to professional performance in the field of dietetics.
APPLICANT: A signature is required prior to sending to the person completing the reference. Under the federal Family Education Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. The law also permits students to waive this right by signing a waiver relinquishing his or her rights to inspect the reference letter. The applicant's signature below indicates their choice.
I waive my right to review the information in this reference form and will not have access to the information: Applicant signature: OR
I do not waive my right to review the information in this reference form and will have access to the information upon request: Applicant signature:
My evaluation is based on: OAcademic affiliation OWork/Volunteerism/other affiliation Explain affiliation including how long you have known the applicant:
Please select the most appropriate level of competence for the specified characteristics listed below.
1. Intellectual Capacity/Scholastic ability compared to other students: Outstanding Overy Good OGood OAverage OBelow Average OUnable to Assess Comments:
2. Self-motivation compared to other students:Outstanding Overy Good OGood OAverage OBelow Average OUnable to Assess
Comments:
3. Commitment: Outstanding Overy Good OGood OAverage OBelow Average OUnable to Assess

4. Effective prol	olem solving/cr	itical think	ing :compare	ed to other students	:
Outstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
5. Written com		•			
O outstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
6. Oral commu	-				
O outstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
7. Time manage	-				
Outstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
8. Interpersona	-				
O outstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
9. Ethical behav	rior/Compassio	n for other	s compared	to other students:	
Outstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
10. Emotional n	naturity compa	red to othe	er students:		
	-			OBelow Average	OUnable to Assess
Comments:					
11. Flexibility/a	bility to adapt t	o new situ	ations comp	ared to other stude	nts::
Outstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
12. Leadership	compared to ot	her studer	nts::		
-	-			OBelow Average	OUnable to Assess
Comments:					

13. Organization	nal skills:				
O Outstanding	OVery Good	Good	OAverage	OBelow Average	OUnable to Assess
Comments:					
14. Works indep	endently:				
Ooutstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
15. Ability to ha	ndle stressful s	ituations:			
Ooutstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
•			•	ou rate this applicar op 50% OLower 50	
Additional comme	ents:				
Recommendation	on for admissior	into the 0	Coordinated P	rogram in Dietetics:	
○ Strong	gly Recommend	l		O Recommend	
O Recon	nmend with Res	servations		O Do Not Reco	mmend
Your name and t	title:				
Address:					
Phone # and Em	ail address:				

RETURN THIS FORM TO THE APPLICANT.

For the reference to be official and evaluated it must be given back to the applicant in a <u>sealed and signed envelope</u>. The student will submit it (unopened) with the application notebook.

Coordinated Program in Dietetics Reference Form

 Michigan Univers				_	am in Dietetics at Eastern /her capacity to perform.
Individuals who a	re accepted into emic requirement	the Coordir s of the cur	nated Program	in Dietetics must be a	
Under the feder their records, in	ral Family Educa cluding letters o a waiver relinqu	tion Rights of recomm iishing his	and Privacy and Pr		s are entitled to review udents to waive this
information: Applicant signat <u>OR</u>	cure: ny right to revie on request:	w the info			ot have access to the d will have access to the
My evaluation is Explain affiliatio				OWork/Volunteeris	m/other affiliation
Please select the	most appropriate	e level of co	mpetence for	the specified characte	ristics listed below.
1. Intellectual Coutstanding	-	Stic Ability		OBelow Average	OUnable to Assess
Comments:					
_	OVery Good		_		OUnable to Assess
J		OGood	OAverage	OBelow Average	OUnable to Assess
Commonts					

4. Effective prob	olem solving/cr	itical think	king:		
Ooutstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
5. Written com	nunication com	pared to	other student	ts:	
Outstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
6. Oral commu	-				
O outstanding	OVery Good	O Good	OAverage	OBelow Average	OUnable to Assess
Comments:					
7. Time manage	ment:				
Outstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
8. Interpersonal					
O outstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
9. Ethical behav	ior/Compassio	n for other	rs:		
Outstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
10. Emotional n	•				
Outstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
11. Flexibility/a	•				
Outstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					
12. Leadership:					
O Outstanding	OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
Comments:					

nal skills:				
OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
endently:				
OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
OVery Good	OGood	OAverage	OBelow Average	OUnable to Assess
		-	• •	
ents:				
	· :	`d:4- d D	na anana in Diabatian	
on for admissior	i into the C	oordinated P	rogram in Dietetics:	
gly Recommend			O Recommend	
nmend with Res	servations		O Do Not Reco	mmend
title:				
ail address:				
Si	gnature: _			
	oendently: OVery Good ndle stressful s OVery Good her students or op 5% OTop ents: on for admission gly Recommend nmend with Res title:	oendently: Overy Good OGood ndle stressful situations: Overy Good OGood her students or associates op 5% OTop 10% OTo ents: on for admission into the Ogly Recommend nmend with Reservations title: ail address:	Overy Good OGood OAverage Dendently: Overy Good OGood OAverage Indle stressful situations: Overy Good OGood OAverage Their students or associates how would yop 5% OTop 10% OTop 25% OTo Bents: Den for admission into the Coordinated Particle of the co	OVery Good OGood OAverage OBelow Average pendently: OVery Good OGood OAverage OBelow Average Indle stressful situations: OVery Good OGood OAverage OBelow Average The students or associates how would you rate this applicant op 5% OTop 10% OTop 25% OTop 50% OLower 50 on for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics: In for admission into the Coordinated Program in Dietetics:

RETURN THIS FORM TO THE APPLICANT.

For the reference to be official and evaluated it must be given back to the applicant in a <u>sealed and signed envelope</u>. The student will submit it (unopened) with the application notebook.

Eastern Michigan University Dietetics Coordinated Program Student Physical and Mental Requirements

Requirement	Occasionally	Frequently	Continuously
General Requirements (has the ability to)			
Sit			X
Stand			X
Walk			X
Bend		X	
Kneel		X	
Crouch/Squat		X	
Twist			X
Maintain Balance			X
Reach (above & below waist level)			X
Sensory Requirements (has ability for)			
Far Vision			X
Near Vision			X
Color Vision (to evaluate the doneness and aesthetic appearance of foods prepared in class)			X
Depth Perception (e.g., reaching in and out of hot ovens, refrigerators, pantries)			X
Seeing Fine Details			X
Hearing Normal Speech/Voice Tones			X
Hearing Overhead Pages/Alarms/Call Bells			X
Telephone Use		X	
Taste Foods (to evaluate quality)		X	
Physical Touch of People (for nutrition assessment of patients)		X	
Required Lifting (ability to lift)			
Up to 40 lbs			X
Pushing/Pulling (ability to push and pull)			
Up to 40 lbs			X

Pushing Patient Wheelchair X			
Pushing Industrial Foodservice Equipment		X	
Mental & Emotional Requirements (ability to)			
Manage high level of stress	X		
Make decisions under high pressure			
Manage anger/fear/hostility of others in a calm way	X		
Concentrate			
Handle a high degree of flexibility/adaptability			
Handle multiple priorities in stressful situation			
Demonstrate high degree of patience			
Work in areas that are close and crowded			
Communicate in verbal, written and electronic formats			X
Hand Manipulation (ability with)			
Simple Grasping (e.g., carry food items needed for experimentation and preparation)			X
Firm Grasping (e.g., use a utility knife to cut food)			X
Fine Manipulation (e.g., using both hands to complete various steps in the food preparation process, sometimes each hand performing a different function.)			X
Use of Computer Keyboards			X
Use of Calculator			X
Paperwork Processing			X
Physical touch during patient/client physical assessment	X		
Environmental Exposure (may be exposed to)	YES	NO	
Infectious Diseases	X		
Chemical Agents	X		
Dust, Fumes, Gases, Open Flames	X		
Extremes in Temperature or Humidity	X		
Hazardous or Moving Equipment (e.g., sharp objects, food processors, food carts)	X		
Loud Noises	X		
Blood Borne Pathogens	X		

Combustible Oxygen Tanks	X	
Human Excrement/Emesis	X	
Transportation (ability to)		
Travel up to 100 miles one way (may include highways) to travel to SPE sites	X	

As an EMU Coordinated Program in Dietetics Student, I understand the requirements outlined above for participation in Supervised Practice Experience rotations and courses. I believe I can meet and abide by the requirements. I am also aware that, pursuant to the Americans with Disabilities Act, and only after consultation with the EMU Disability Resource Center (DRC), I am then entitled to request and receive reasonable accommodation in meeting these requirements. This action must include signing/dating this form and providing it along with your DRC letter of accommodations to the Co-Program Directors. I am also aware that under the law, reasonable accommodation is not required of the Supervised Practice Experience sites. This must be evaluated on a case by case basis.

Signature:	Date:
Digitature.	Duic.