APPLICATION PHASE

Part time WIC applicants **do not participate in computer matching** and are responsible for obtaining current application materials from Michigan WIC.

If interested, please make contact with the Michigan WIC Part time Intern Coordinator. She will walk you through the process and answer any of your questions. The general process is:

- Obtain current application materials from Michigan WIC as soon as possible prior to the February 15th Application Deadline.
  - Please note that forms for the part time component are not available on the Academy's website or from Academy staff. You must get all required application information from Michigan WIC.

- Update your resume

- Obtain a Verification Statement of Completion of ACEND Didactic Program in Dietetics (DPD) from your DPD Director.

- Request THREE references. These should include at least one from:
  - A former employer (paid or volunteer)
  - A professor in foods, nutrition and/or food service management, AND
  - A professional contact who is familiar with your skills in dietetics/nutrition

Please duplicate the Academy’s recommendation forms as needed (this form is available from Michigan WIC). Provide a self-addressed stamped envelope to each reference and instruct them to return to you.

- Order official transcripts from all colleges you have attended

- Have your sponsoring WIC Agency complete an Intern Eligibility Statement.

- Type a letter of application addressed to attention of Gail Rogers, MS, RDN, MSU DI Director, but mail the letter to the Part time WIC Intern Coordinator.

  Address the following issues in a maximum of two single-spaced pages:
  - Reasons for selecting dietetics as a career
  - Statement of career goals, both short- and long-term
  - Reasons for applying to the MSU’s DI and a statement of how a community dietetic internship will help meet your career goals
  - Description of your strengths and weaknesses
  - Description of a challenging situation in which you needed to apply innovative problem-solving skills

- Complete the application check sheet.
MATCHING PHASE

- Part time applications are reviewed by the MSU Dietetic Internship Selection Committee members and are ranked with all others applying for program admission.

APPOINTMENT PHASE

- Part time applicants who are selected will be notified by Michigan WIC by hone and email. The applicant has 24 hours to respond verbally AND in writing of their decision to Michigan WIC. Typically, this occurs in April.
- The MSU DI Director will be notified and additional program information will be sent upon acceptance.
# Part time WIC Application Checklist

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<td>Verification Statement of Completion of DPD</td>
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<td>Application Fee: $30.00 check or money order made payable to</td>
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<td><em>Michigan State University Internship Program</em></td>
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**References: List Name**

1. 
2. 
3. 

**Transcripts: List Names of Universities**

Completed Checklist

We suggest you keep a copy of your application materials for your own record, as applications materials submitted to this program will not be returned to applicants.

Hard copies must be postmarked by February 15. We suggest mailing in a manner that allows for documentation of proof of mailing date and ensure delivery.

Send all Application Materials to Michigan WIC at:
Tara Fischer, MS, RD
State of Michigan WIC
320 S Walnut Street, 6th floor
Lansing, MI 48913
Fischer1@michigna.gov
517-335-4286