MISSION STATEMENT
The Michigan State University Dietetic Internship Program will prepare its graduates to become dietitians in state-of-the-art practice, within diverse and challenging healthcare, foodservice, and entrepreneurial positions. Program Outcomes data are available upon request.

ACCREDITATION STATUS
The Dietetic Internship at Michigan State University is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-4876.

PROGRAM DESCRIPTION
The Dietetic Internship at Michigan State University (MSU) meets all of the general ACEND required competencies with a chosen emphasis area of Community Education. The program provides supervised practice experiences necessary for qualified dietetics graduates to write the Registration Examination for Dietitians administered by the Commission on Dietetic Registration. The program is designed to last 9 months (including 1 week of vacation) and interns participate on a full-time basis.

**Optional for the Class of 2017-2018: MSU is developing an on-line Masters Degree in Nutrition and Dietetics. Initial on-line courses for this degree may be available for interns beginning Fall 2017.**

The internship will begin August 21, 2017 and will end May 25, 2018. Interns are expected to have reliable vehicles and considerable driving should be expected during the internship.

For more information, please refer to the Dietetic Internship Handbook available on our website:
www.fshn.msu.edu/graduate_programs/dietetic_internship
APPLICATION PROCESS

The Michigan State University Dietetic Internship (MSU-DI) participates in both the pre-select option and the regular computer match process.

To be selected via the pre-select process, applicants must be:

1) Current Michigan State University students enrolled in the DPD program that plan to complete the program by the end of June, 2017.
2) Current graduate students in the Department of Food Science and Human Nutrition at Michigan State University who have completed DPD requirements by the end of June, 2017 and who have completed all graduate work except the final draft of the thesis and have written approval from their faculty advisor.

The MSU DI is accredited to accept 16 interns yearly. In the pre-selection process, the MSU DI can select up to a maximum of five dietetic interns per year out of the 16 who meet the above criteria and meet all of the standard MSU DI admission requirements. If all available 5 preselect positions are not filled, the remaining will be filled through the computer matching process.

For those who plan to participate in the pre-select process, the deadline for receipt of applications is December 5, 2016. Applicants for the MSU DI pre-select option do NOT complete on-line applications or participate in the computer match. The $30 application processing fee is waived for those applicants participating in the pre-select process.

The applicant will be notified on or before January 16, 2017 confirming whether or not they have been accepted into the program through the pre-select process.

If pre-selected, the applicants name and social security number will be submitted to D&D Digital systems, Inc. to ensure that the applicant will not participate in the computer match.

If the applicant is NOT selected through the pre-select process, she/he may reapply to the MSU DI or any other DI through the computer matching process. The deadline for the February computer match is February 15, 2017.

**With the exception of the pre-select of up to five eligible MSU DPD program students or MSU FSHN graduate students, all other applicants to this program must participate in the on-line application process and computer matching process as required by the ACEND.

For the remaining internship spots (and any of the 5 open for preselect that remain unfilled) the MSU Dietetic Internship participates in the on-line centralized internship application process, DICAS, which may be accessed at https://portal.dicas.org, e-mail DICASinfo@DICAS.org. DICAS will be available in December, 2016 for the Spring 2017 Match. The on-line application must be completed for our program by 11:59 p.m. Central Time on February 15, 2017. The fee to use DICAS is $45 for the first application submitted and $20 for each additional application.

When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail
message requesting completion of a reference form. The form will be completed on-line. Students submitting more than one application will need to use the same individuals as references for each application.

- Applicants who apply to internships using DICAS will be asked to complete a personal statement. 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 goals?
  - What are your strengths and weaknesses or areas needing improvement?
  - For the MSU DI, please add a statement explaining why you are choosing to apply to this internship and a description of a challenging situation in which you needed to apply innovative problem-solving skills
  - For the MSU DI, if you have a specific location placement request (Grand Rapids, Muskegon, Lansing or Macomb County) it must be clearly stated in your personal statement. Requests for specific placement do not guarantee placement there.
  - 1000 word limit

3) Official **transcripts from all colleges and universities attended** should be sent to DICAS- Transcript Dept
PO Box 9118
Watertown, Ma 02472

- Applicants must also register online for computer matching at [www.dnndigital.com](http://www.dnndigital.com) and select dietetic internship priority choices by 11:59 p.m. Central Time on February 15. There is a $55.00 computer matching fee.
- Please note: The MSU Internship does not currently conduct interviews with applicants to the program.
- The Michigan State University Dietetic Internship has a separate $30 application fee that should be mailed to the following address and postmarked by February 15, 2017:

  Please make the check payable to:
  Michigan State University Dietetic Internship
  Send to:
  Department of Food Science and Human Nutrition
  Trout Building
  Attn: Emily Williams
  469 Wilson Road, Room 236
  East Lansing, MI 48824

  ** Please include a memo with the check indicating your full name and address to ensure check is matched with your on-line DICAS application.
ADMISSION QUALIFICATIONS
Admission to the MSU DI Program is determined by the Internship Selection Committee (ISC). The ISC consists of the Dietetic Internship Director and preceptors from the internship program. Qualified applicants will have already earned a bachelor’s degree from any U.S. regionally accredited college or university (or a foreign degree, if verified as equivalent), and have completed an ACEND accredited Didactic Program in Dietetics. For recency of educational requirements, a course in medical nutrition therapy is required to have been taken within the last five years.

A cumulative grade point average of 3.0 or above (on a 4.0 scale) for college work is required. A minimum GPA of 3.00 in professional didactic courses is also required. In addition, work experience and letters of recommendation are taken into consideration.

PRE-ENTRANCE REQUIREMENTS
Interns will complete a proficiency exam in medical terminology and abbreviations during the MSU DI Program orientation.

LOCATION
Interns in the MSU DI Program will be placed in one of the following locations: Lansing, Grand Rapids, Muskegon or MaComb County Michigan. If you wish to be placed in a specific location, this must be clearly expressed in your personal statement. Although every effort will be made to accommodate location preferences, requests for placement in a specific location do not guarantee placement in that location if accepted to the MSU-DI.

It will be necessary for interns to travel. Travel will include travel to rotation sites, travel during rotations to other sites, some travel to Lansing, Grand Rapids or Muskegon as well as other areas as needed for classes and other brief experiences (2 weeks or less) to meet specific competencies. All interns are required to have an automobile to travel to rotation sites. Assignment to specific areas will be made after acceptance into the MSU DI Program.
PROGRAM EXPENSES

The DI program fee is $8,500* for the 2017-2018 academic year. Upon acceptance to the program, a non-refundable $100 down payment is due. Remaining payments follow this schedule:

* $100.00 down payment due upon notification of acceptance into program
* $8,400 due August 1, 2017

Summary of Internship Expenses

<table>
<thead>
<tr>
<th>In-State and Out-of-State Interns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Fee</td>
</tr>
<tr>
<td>Health Insurance</td>
</tr>
<tr>
<td>Liability Insurance</td>
</tr>
<tr>
<td>Criminal background check/Fingerprinting</td>
</tr>
<tr>
<td>Housing</td>
</tr>
<tr>
<td>Travel</td>
</tr>
<tr>
<td>Application Fee</td>
</tr>
<tr>
<td>Academy Student Member Fee</td>
</tr>
<tr>
<td>Non-refundable deposit</td>
</tr>
</tbody>
</table>

- For the 2017-2018 year
- Fees subject to change

<sup>1</sup>Health insurance may be purchased through a private carrier or HMO if interns are not already covered by a policy.
<sup>2</sup>Liability insurance is available through providers affiliated with the Academy of Nutrition and Dietetics.
<sup>3</sup>Estimates only.
<sup>4</sup>MSU DI Program Application Fee
<sup>5</sup>Non-refundable deposit is paid upon acceptance in the program. This deposit is credited to the first installment of the program fee due in August.

There is no expense for books during the internship. Interns are expected to purchase a lab coat for some rotations at an estimated expense of $40. Drug testing is not standard for the internship but may be requested by certain sites. This is usually covered by the facility but in some cases this testing may be at the intern expense. Interns are responsible for their own living arrangements and expenses. A variety of housing possibilities are available, with prices dependent on specific type of arrangement and location. The Student Services Program, located in the Student Services Building, maintains lists of apartments and houses available for rent in the Lansing area. That office can be accessed at the MSU website (http://www.msu.edu/).
In addition, interns must arrange for their own transportation, since supervised practice facilities where interns receive the majority of their training are not easily accessible by public transportation.

Interns are required to carry their own health and professional liability insurance. Liability insurance is available from Marsh Affinity Group Services. The price is approximately $40 per year. It is the intern's responsibility to carry the appropriate health and automobile insurance policy to cover liability in travel related to the internship and in assigned work during the internship. Michigan State University offers a health insurance plan to eligible students and their dependents through The Chickering Group of Cambridge, Massachusetts. Prices vary based on the health insurance plan selected. Interns are covered for injury while working in the facilities for supervised practice by each facility's liability insurance carrier.

All interns are required to enroll in a 1-credit seminar course both Fall and Spring semesters through MSU's Lifelong Education program. Enrollment information will be provided upon acceptance to the MSU DI. **The tuition for the seminar class is included in the MSU DI program fee.**

Federal financial aid is not available to interns but alternative student loans are available and information on these can be obtained from the MSU Financial Aid office.

All interns are expected to hold Academy Affiliate Membership. This membership costs about $50 per year and includes a subscription to The Journal of the Academy of Nutrition and Dietetics.

During the internship, Interns are expected to attend a professional conference and there will be some out-of-pocket expenses associated with this activity. The Academy of Nutrition and Dietetics is celebrating 100 years in 2017. The Food and Nutrition Conference and Expo will be held in Chicago in October, 2017 and it is likely that the MSU DI class will attend as a group. The internship will cover a portion of travel expenses but interns should plan to pay for their own registration for this conference (Approximately $200).

Clinical and some food service management field sites require a lab coat worn over professional clothing, which interns must provide at an approximate cost of $40. Other miscellaneous costs may arise that will be the responsibility of the intern.

Part-time work may be difficult to schedule given the expectations of the internship. The schedule of any outside jobs must be flexible enough to accommodate the schedule of facilities to which interns are assigned or course work in which they are enrolled.

Prospective Interns are eligible to apply for two scholarships through the Michigan State University Department of Food Science and Human Nutrition that apply to the internship program fee. If interested in applying for these scholarships, information can be obtained from the Program Director and a scholarship form must be included with your MSU DI application fee sent directly to Michigan State.
SAMPLE ROTATION SITE LIST

*Interns will not rotate through all listed rotation sites.*
* Interns may be assigned sites that are not on this list
* This list is an example/sampling of possible sites

Lansing/Macomb County Rotations

Clinical – Hospital 11 weeks (Staff Relief 3 weeks) Total 14 weeks
Interns will be assigned one of the following
- Sparrow Hospital, Lansing MI
- McLaren Greater Lansing, Lansing MI
- McLaren Macomb Medical Center, Mt. Clemons, MI
- Burcham Hills
- Owosso Memorial Hospital

Foodservice – Hospital 4 weeks
Long Term Care 3 weeks

Ingham County Health Department 3 weeks

Michigan State Extension 3 weeks

Hayes Green Beach Community Hospital 3 weeks

Public Schools 5 weeks

- Charlotte
- East Lansing
- Grand Ledge
- Mason
- Okemos
Muskegon / Grand Rapids Rotations

Clinical – Hospital 11 weeks (Staff relief 3 weeks) Total 14 weeks
Interns will be assigned one of the following
- Mercy Health Muskegon – Muskegon Mi
- Mercy Health St. Mary’s – Grand Rapids, Mi
- Metro Hospital – Grand Rapids

Foodservice – Hospital 4 weeks
- Interns will be assigned one of the following
  - Mercy Health Muskegon – Muskegon
  - Mercy Health St. Mary’s – Grand Rapids
  - Metro Hospital – Grand Rapids

Long Term Care 3 weeks
- Grand Rapids
- Muskegon

Public Health (WIC/MIHP) 3 weeks
- Muskegon County
- Kent County

Zeeland Community Hospital or Holland Hospital 3 weeks
- Zeeland, Mi
- Holland, Mi

Michigan State Extension 3 weeks

Public Schools 4 weeks
- Grand Rapids
- Rockford
- Montague
- Lowell
- Wyoming
- Kenowa Hills