Nutrition & Dietetics Program
Student Handbook

2011
Brooks College of Health
Department of Nutrition & Dietetics
University of North Florida

Program Director: Jackie Shank, MS, RD, LD/N
Phone: (904) 620-2328
E-mail: jshank@unf.edu
Welcome to our program!
Thank you for choosing us. We offer a challenging science-based program which culminates in a Bachelor of Science (B.S.) degree in Nutrition and Dietetics. We are a Didactic Program in Dietetics (DPD) accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040 or 800-877-1600. Completion of the Nutrition & Dietetics Program at UNF can lead to the additional steps required to become a registered dietitian (RD) or to other opportunities in the areas of nutrition and food. Following are answers to a few common questions about the nutrition profession:

What can I do with a nutrition and dietetics degree?
A lot! A career in nutrition and dietetics holds a lifetime of opportunity for interesting and diverse employment. We encourage students to pursue the registered dietitian (RD) credential. This is typically a three step process:

1. Completion of an accredited DPD.
2. Completion of an accredited dietetic internship.
3. Obtaining a passing score on the national registered dietitian examination.

Program graduates who do not pursue the RD credential most often seek employment in community nutrition education, food service management, or medical sales. All graduates of our program are eligible to take the examination to become a dietetic technician (DTR). Dietetic technicians typically work under the direction of an RD in hospitals, nursing homes, and clinics.

Where do RD’s work?
Hospitals, health departments, wellness centers, nursing homes, school districts, food companies, clinics, home health agencies, universities, diabetes centers, dialysis centers, community agencies and mental health centers all employ RD’s. Many RD’s have their own private practices. Other RD’s hold challenging positions in government agencies such as the U.S. Food and Drug Administration and the U.S. Department of Agriculture.

What do RD’s do?
Depending on their place of employment, RD’s may do the following: assess the nutritional status of diverse populations and help people implement healthful lifestyle changes; manage health/nutrition programs and supervise staff; manage and direct food service operations; conduct research; teach; manage university nutrition programs; develop and market food and supplement products; oversee school food service operations; and author books and articles.

Am I guaranteed acceptance into a dietetic internship after meeting the undergraduate program requirements and graduating?
Acceptance into internships is competitive and cannot be guaranteed. The dietetic internship programs are separate entities from the undergraduate nutrition/DPD program. There are over 200 accredited internship programs throughout the U.S. Typically, students apply to internship programs during their senior year and if accepted they usually start in August following
graduation. Students pay for the tuition and other expenses associated with their dietetic internship.

Students can improve their chances of matching to an internship by earning good grades (A’s and B’s), displaying outstanding character at all times, obtaining relevant work and volunteer experience, and developing leadership skills. UNF faculty work closely with students and alumni to assist them with the internship application process. If a student is accepted to an internship, he/she is responsible for the internship tuition and all other associated expenses. After completing the internship and passing the RD examination, alumni may apply for Florida licensure through the Department of Health, Division of Medical Quality Assurance.

Do I need a master’s degree to succeed as a registered dietitian?
No, a master’s degree is not required for many entry-level positions. However, some of the specialized jobs in nutrition and dietetics require an advanced degree. About half of all registered dietitians currently have a master’s degree.

Program Mission Statement
The mission of the Nutrition & Dietetics Program is unique to the program but is aligned with those of the University and College: Through excellence in teaching, research and service, UNF will provide a high quality didactic and experiential learning environment that produces DPD/Nutrition & Dietetics program graduates who achieve registered dietitian status, professional employment related to the major, and/or further education.

Program Goals and Outcome Measures
Goal #1: The UNF DPD Program will maximize the potential for students to complete the program.
Outcome Measures:
At least 60% of juniors will complete the program within 6-years (or 150% of the 4-year time planned for completion).
At least 60% of the post-baccalaureate second degree students will complete the program within 3-years (or 150% of the 2-year time planned for completion).
At least 60% of graduates who do not apply or do not advance to supervised practice will be employed in a position related to the major and/or enrolled in further education in each 5-year period.

Goal #2: The UNF DPD Program will maximize the potential for graduates to transition toward entry-level practice as a registered dietitian.
Outcome Measures:
At least 60% of graduates will apply to supervised practice in the academic year they complete the program in each five-year period.
At least 80% of graduates who apply to supervised practice will be accepted in each five-year period.
At least 75% of supervised practice directors who return surveys will rate the DPD graduate at a median score of 4 or higher on a 5-point Likert scale.

At least 80% of graduates who take the RD Exam will pass on the first-attempt in each five-year period.

At least 75% of graduates who complete the Graduate Exit Survey will rate the experience at a median score of 4 or higher on a 5-point Likert scale.

Goal #3: The UNF DPD Program will produce graduates who make significant contributions to self and society through research, scholarship and/or lifelong learning pursuits, and professional and/or civic membership, service and leadership roles.

Outcome Measures:
At least 50% of graduates who return an Alumni Survey in each 5-year period will indicate past or current involvement in at least one example of research, scholarship and/or lifelong learning pursuits.

At least 50% of graduates who return an Alumni Survey in each 5-year period will indicate involvement in at least one professional and/or civic membership, service and/or leadership role.

University Accreditation
The University of North Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of the University of North Florida.

Program Curriculum
After several years of planning, we’ve implemented exciting changes to the nutrition curriculum effective fall 2011. The program of study and mandatory course sequencing schedule are outlined below. Important program information is as follows:

- Students are expected to complete the prerequisite and requisite courses, including all science courses, before entering into the sequencing schedule in the fall semester of the junior year.
  - Exception: Transfer students may take FSS 1202 Food Fundamentals FSS 1202L Food Fundamentals Laboratory in the fall of the junior year, since these courses are not offered at some community colleges.
- Students are required to follow the course sequencing schedule as outlined below.
- Newly admitted upper level students (juniors, seniors, post-baccalaureates) must meet with a Brooks College of Health advisor prior to the first registration at UNF. This can be done by phone for students who don’t reside in the area.
- Students are required to undergo a Level 2 Criminal Background Check in the fall semester of their junior year, coordinated through the UNF nutrition program. There is a fee for this service.
- Students are required to attend a nutrition program orientation session in the fall semester of their junior year (transfer students) or during the sophomore year (UNF students).
To successfully complete the Nutrition and Dietetics Program, earn the B.S. degree, and obtain a Verification Statement (required for application to CADE accredited internships), the student is required to complete the program courses shown below with a grade of C or higher in each course and an over-all GPA of 2.0.

### Program of Study

#### Prerequisites (32 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC1105 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>STA2014 Elementary Statistics for Health and Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>POS2041 Introduction to American Government</td>
<td>3</td>
</tr>
<tr>
<td>FSS1202 Food Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>FSS1202L Food Fundamentals Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>HUN2201 Basic Principles of Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BSC1010C General Biology I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>BSC2085C Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC2086C Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2045 General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHM2045L General Chemistry I Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Requisites (4 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCB2010C Microbiology with Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Major Requirements (57 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCH3023C Bioorganic Chemistry with Lab</td>
<td>4</td>
</tr>
<tr>
<td>HUN4601C Nutrition Education</td>
<td>3</td>
</tr>
<tr>
<td>HUN3403 Life Span Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HUN3230 Advanced Nutrition Science I</td>
<td>3</td>
</tr>
<tr>
<td>HUN3231 Advanced Nutrition Science II</td>
<td>3</td>
</tr>
<tr>
<td>DIE3310 Community Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>FOS4041 Food Science and Composition</td>
<td>3</td>
</tr>
<tr>
<td>FOS4041L Food Science and Composition Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>DIE3213 Nutrition Therapy I</td>
<td>3</td>
</tr>
<tr>
<td>DIE3246 Nutrition Therapy II</td>
<td>3</td>
</tr>
<tr>
<td>DIE4122 Management of Food and Nutrition Services I</td>
<td>3</td>
</tr>
<tr>
<td>DIE4125 Management of Food and Nutrition Services II</td>
<td>3</td>
</tr>
<tr>
<td>FSS4230 Quantity Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>FSS4230L Field Experience for Quantity Food Preparation</td>
<td>1</td>
</tr>
<tr>
<td>HUN 3800 Nutrition Science Research and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HSC 3578 Food, Health and Society</td>
<td>3</td>
</tr>
<tr>
<td>DIE 4515 Nutrition and Dietetics Professional Capstone</td>
<td>3</td>
</tr>
<tr>
<td>HUN 4016C Nutrition Counseling and Communication</td>
<td>3</td>
</tr>
<tr>
<td>HSA4111 U.S. Health Care Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSA3160 Health Care Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>
## Nutrition Program Sequencing Schedule

### Junior Year

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUN3230- Advanced Nutrition Science I (3)</td>
<td>HUN 3231 Advanced Nutrition Science II (3)</td>
<td>HSA 4111 US Health Care Systems (3)</td>
</tr>
<tr>
<td>(pre-reqs: HUN 2201, CHM2045/CHM2045L, BCH2085, BSC2086C, FSS1202/FSS1202L)</td>
<td>(pre-req: HUN3230)</td>
<td></td>
</tr>
<tr>
<td>Co-reqs: FSS1202/FSS1202L, BCH3023c – can be taken earlier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCH 3023C Bioorganic Chemistry (4) (pre-req: CHM 2045/CHM2045L)</td>
<td>DIE 3310 Community Nutrition (3) (pre-req: HUN 2201)</td>
<td>HSA 3160 Health Care Marketing (3)</td>
</tr>
<tr>
<td>HUN3800 Nutrition Science Research &amp; Ethics (3) (pre-req: STA2014, HUN2201)</td>
<td>HSC3578 Food, Health, and Society (3)</td>
<td>Free Elective (if Needed)</td>
</tr>
<tr>
<td>HUN 3403 Life Span Nutrition (3) (co-req: FSS 1202/1202L) (pre-req: HUN 2201, CHM2045/CHM2045L)</td>
<td>FOS 4041 Food Science Composition (3) (pre-req's: FSS 1202/1202L, CHM 2045/CHM2045L, co-req: FOS 4041L)</td>
<td></td>
</tr>
<tr>
<td>AND FOS 4041L Food Science Lab (1) (pre-req's: FSS 1202/1202L, CHM 2045/CHM2045L, co-req: FOS 4041)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Semester Hours: 13** | **Total Semester Hours: 13** | **Total Semester Hours: 6-9**

### Senior Year

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Spring Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIE 3213 Nutrition Therapy I (3) (pre-req's: HUN 2201, BCH 3023C, BSC 2085C/2086C, CHM 2045/2045L, FSS 1202/1202L, HUN 3403)</td>
<td>DIE 3246 Nutrition Therapy II (3) (pre-req: DIE 3213)</td>
</tr>
<tr>
<td>DIE 4122 Mgmt of Food &amp; Nutr Svc I (3) (pre-req's: HUN 2201, MCB 2010C, FSS 1202/1202L)</td>
<td>DIE 4125 Mgmt of Food &amp; Nutr Svc II (3) (pre-req: DIE 4122)</td>
</tr>
<tr>
<td>HUN4601C Nutrition Education (3) (pre-reqs: HUN2201, HUN3230, HUN3231)</td>
<td>HUN4016C Nutrition Counseling and Communication (3) (pre-reqs: HUN2201, HUN3230, HUN3231)</td>
</tr>
<tr>
<td>DIE4515 Nutrition &amp; Dietetics Professional Capstone (3) - Must be taken in the second year of the nutrition curriculum</td>
<td>FSS4230 Quantity Food Preparation (3) FSS4230L Field Experience in Quantity Food Production (1) (FSS1202/FSS1202L, CHM2045, CHM2045L, MCB2010C)</td>
</tr>
</tbody>
</table>

**Total Semester Hours: 12** | **Total Semester Hours: 13**
Following are answers to a few common questions concerning the curriculum:

**How are nutrition program courses scheduled at UNF?**
Courses are typically scheduled during daytime and evening hours Monday through Friday. There are no undergraduate online degree options at this time. Many program courses are offered only once a year, therefore it’s imperative that students follow the proper sequence of coursework.

**Can I take program prerequisites at a community college?**
Yes, many community colleges offer the required prerequisites. You must earn a grade of “C” or higher in all program courses including prerequisites. You may contact a Brooks College of Health advisor for additional information regarding course transfers.

**In addition to completing the required program courses, will I participate in other activities?**
We hope so! We encourage students to participate in the campus community and to become active and engaged citizens. There are opportunities for membership and leadership positions within the UNF Student Nutrition Club, the Jacksonville Dietetic Association, the American Dietetic Association, and the Florida Dietetic Association. Campus and community volunteer opportunities are plentiful.

**Student Nutrition Club**
We have a very active student nutrition club. Activities and projects include monthly meetings and participating in weekly market days, food safety campaigns, food drives, national nutrition month, various walks and runs, and much, much more. Leadership opportunities abound, including officer positions and committee chairs. Elections are held each spring semester.

**Admission Requirements**
We value a diverse student body at the University of North Florida. Prospective nutrition students will apply for admission to the University. There is not a separate application to the nutrition program. General admission information can be found here: http://www.unf.edu/admissions/index.html

Prospective transfer students can contact a Brooks College of Health advisor for general information regarding the transfer of course credits. A formal transcript evaluation is completed after the student is accepted to UNF. Admission information for transfer students can be found here: http://www.unf.edu/admissions/transfer/

Post-baccalaureate students should apply for undergraduate admission to seek a second bachelor’s degree in nutrition and dietetics. Prospective post-baccalaureate students can contact a Brooks College of Health advisor for general information regarding the transfer of course credits. A formal transcript evaluation is completed after the student is accepted to UNF. Additional admission information can be found here: http://www.unf.edu/admissions/postbacc.html
Program Costs
Tuition and fees make up most of the costs to students. Additional expenses include textbooks, a required Level 2 Criminal Background Check (minimum $91.00) and a white laboratory jacket (about $25.00). Detailed information regarding tuition and fees can be found here: http://www.unf.edu/tuition/

Program Policies and Procedures

• **Withdrawal and refund of tuition and fees.** The University of North Florida has academic policies and procedures that address course withdrawals and tuition and fee refunds. See the UNF Student Handbook at: http://www.unf.edu/uploadedFiles/sa/student-affairs/UNF%20Student%20Handbook%202011-2012(1).pdf (S-11) and (S-91)

• **Scheduling and program calendar.** The Nutrition and Dietetics Program follows the UNF academic calendar which can be viewed here: https://vems.unfcsd.unf.edu/MasterCalendar/MasterCalendar.aspx A course schedule search can be done here: http://www.unf.edu/catalog/. Courses can be searched by subject, by department, and within the distance learning schedule.

• **Protection of privacy of student information.** The Family Educational Rights and Privacy Act (FERPA), commonly known as the Buckley Amendment, is intended to protect the accuracy and privacy of student educational records. UNF adheres to the policy that a student’s academic record is confidential and cannot be released without his/her written consent. Exceptions to the written consent rule include, but are not limited to, other post-secondary educational institutions; certain federal, state, local, and independent agencies; University officials who have a legitimate educational interest in the information, such as members of the University Appeals Committee and academic advisors, and may be released to parents of dependent students; and as the dissemination of Directory Information. More information can be found here: http://www.unf.edu/uploadedFiles/sa/student-affairs/UNF%20Student%20Handbook%202011-2012(1).pdf (S-15)

• **Access to personal files.** Students’ rights to access, release and correct academic records under the Buckley Amendment are more specifically explained in the Student Records brochure, which is available in One Stop, located at UNF Hall (Bldg 53). Picture identification is required when picking up copies of information related to student files. If someone other than the student is picking up requested information, written authorization from the student and picture identification is required. Students who decide to release information to a parent can provide parent access to a limited amount of student information.
• **Access to student support services, including health services, counseling and testing and financial aid resources.** UNF has a wide array of student support services, including Academic Advising, Academic Services (including Academic Testing), Campus Involvement, Campus Services, Financial Services (including Financial Aid), Fitness & Health, Multicultural Services, Personal Support Services (including Counseling), Student Enrollment & Records, and Veteran & Military Services.

Student Health Services’ on-campus clinic provides primary care services for the student population at UNF and its medical compliance team monitors health requirements and risks. Acute and chronic medical concerns are evaluated and treated. Risk factors for future health problems are addressed and individualized counseling is provided to promote optimal long-term health. More information can be found here: http://www.unf.edu/shs/

At the UNF Counseling Center professional mental health counselors provide individual and group counseling to students experiencing personal problems or concerns. Counseling services are voluntary, confidential, and free of charge to all currently enrolled students. More information can be found here: www.unf.edu/dept/counseling_center

The Office of Academic Testing provides standardized test administration services, as well as proctoring for independent study and distance learning classes, aligned with the needs of the University community. Additional information can be found here: www.unf.edu/testing/

Helpful financial aid resources can be found here: http://www.unf.edu/onestop/finaid/

• **Filing and handling complaints.** Detailed instructions regarding grade appeals and other academic appeals at can be found here: http://www.unf.edu/uploadedFiles/sa/student-affairs/UNF%20Student%20Handbook%202011-2012(1).pdf (S-9). Complaints concerning the Nutrition/DPD program should be directed to Dr. Catherine Christie, Associate Dean, Brooks College of Health, 620-1202, cchristie@unf.edu. If a student believes that a complaint is left unresolved, she/he may file a complaint with CADE, the Commission on Accreditation for Dietetic Education: http://www.eatright.org/CADE/content.aspx?id=8162

• **Assessment of prior learning and credit toward program requirements.** Student transcripts are reviewed by a Brooks College of Health advisor to evaluate whether transfer credit can be applied toward program requirements. Additional information for transfer students can be found here: http://www.unf.edu/uploadedFiles/sa/student-affairs/UNF%20Student%20Handbook%202011-2012(1).pdf The nutrition/DPD program does not accept prior work experience in lieu of required course work.

• **Formal assessment of student learning and reports of performance and progress.** A variety of assessment methods are used to gauge student learning. Assessment methods
are clearly outlined in the syllabi of each program course and include unit and final examinations, quizzes, case studies, laboratory reports, research papers, presentations, and projects. The national ServSafe examination is administered each year to senior nutrition students. Student progress is tracked by the four Brooks College of Health advisors through the use of academic roadmaps and online degree evaluation tools. In addition, overall program completion times are tracked for all nutrition students.

- **DPD retention and remediation procedures when student performance does not meet criteria for progressing in the program.** Any nutrition student with both a semester GPA and cumulative GPA under 2.0 is placed on a probation contract. The contract outlines obstacles the student has faced, possible solutions, resources, and requires the student to meet with their academic advisor several times during the semester. The contracted student is typically referred to the nutrition program director for a meeting as well.

- **Disciplinary/termination procedures.** Students must maintain good academic standing, defined as: undergraduate students who possess both a current semester Grade Point Average (GPA) and total institutional GPA of 2.0 or above.

  **Academic Probation**
  An undergraduate student who fails to maintain good academic standing after attempting a cumulative total of 12 or more credit hours will be placed on academic probation and referred to an academic advisor. Academic probation is a warning. Transcripts will reflect probation.

  **Academic Suspension and Dismissal**
  If both the current semester and total institutional GPA fall below 2.0 at the end of a semester in which a student is on Academic Probation, then the student will be eligible for suspension.

  If suspended, the student will be dropped from any course for which he/she is currently registered and denied the opportunity to re-enroll. A suspended student who desires to be re-admitted to the same major field as when last enrolled may do so upon the written recommendation of the advisor, the department chair, and/or departmental committee designated by the department and college in which the student was last enrolled at the time he or she was suspended. The dean may deny a student's continued registration in the department. A student who is suspended from a degree program at UNF who wishes to be re-admitted into another UNF degree program must have the re-admission approved by the appropriate advisor, the department chair, or departmental committee of both programs.

- **Graduation and/or DPD completion requirements.** To successfully complete the 120 credit hour Nutrition and Dietetics Program, earn the B.S. degree, and obtain a
Verification Statement, the student is required to complete all program courses with a grade of C or higher in each course and with an over-all GPA of 2.0.

- **Verification statements.** All students who graduate from the Nutrition/DPD program at UNF receive a verification statement. Six original verification statements are mailed to program graduates approximately four weeks after the date of graduation.

- **Academic Integrity Code.** Students are expected to honor the Academic Integrity Code. Academic misconduct shall consist of any attempt to misrepresent one’s performance on any exercise submitted for evaluation. The primary responsibility for insuring adherence to the principle of academic integrity rests with students and faculty. Any infraction which comes to the attention of any person should be brought to the attention of the faculty member to whose course it pertains.

Violations of the code include, but are not limited to:

- Cheating: Intentionally using providing, obtaining, or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.
- Fabrication and falsification: Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in an academic exercise.
- Multiple submissions: The submission of any portion of the same academic work for credit more than once without authorization.
- Plagiarism: Intentionally or knowingly presenting the work of another as one’s own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., are common knowledge.
- Abuse of academic materials: Intentionally or knowingly destroying, stealing or making inaccessible library or other academic resource materials.
- Complicity in academic dishonesty: Providing assistance in any form to help another to commit an act of academic dishonesty.

**Possible Faculty Actions in Cases of Academic Misconduct**

- Referral to the appropriate support service; Assignment of a grade reduction on an academic exercise; Assignment of a final letter grade/reduction for the course; Assignment of an unforgiveable “F” for the course; Referral of the charges to the Dean/Chairperson/Director of the academic unit in which the student is enrolled with a recommendation for one or more of the following: temporary or permanent loss or use of a University facility, suspension from a College, Department, or program, expulsion from the University or referral to Student Affairs for a violation of the Student Conduct Code.
Appendix - Internship Application Checklist

- Where will you apply?
  - Research the internship programs that interest you.
  - Search by program type: http://www.eatright.org/students/education/di.aspx
  - Consider admission requirements, cost, location, program length, etc.
  - For more detailed information, visit the website of each program.
  - Borrow the CD Applicant’s Guide to Supervised Practice for specific information on how programs rate their applicants, the number of applications received, etc.
    See Ms. Lauren Chartier, Office Manager, room 3042, Brooks College of Health, to check out the CD. You can keep it for up to three days.

- Get Organized:
  - Start a folder for each internship program that interests you.
  - Make notes about specific program requirements and deadlines.
  - Most programs use the online application portal DICAS. If a program does not, you will have to obtain application instructions from their website or program director.
  - Be sure to check the internship program’s minimum requirements to see if you meet them.

- Graduate Record Examination (GRE):
  - Study for and take the GRE (highly recommended but may not be required for all programs).
    - http://www.unf.edu/testing/GRE.aspx

- DICAS:
  - Create your account on the online application portal DICAS:
    - https://portal.dicas.org/
  - You’ll use the DICAS portal to complete your application; to upload your resume and personal statement; to enter colleges attended, courses and grades; and to request required documents. You’ll also designate the programs you’re applying to and pay the application fee.

- Resume:
  - You’ll need a resume to upload on DICAS as part of the application packet and to give to the people who write your recommendation letters.
  - Focus on knowledge and skills rather than duties performed.
  - It should be concise and grammatically perfect.

- Reference Letters:
  - Which three people will write a letter for you?
Typically it’s two faculty members and one work supervisor, but follow the instructions on DICAS.

Choose people who know you well enough to write a favorable letter.
Meet with your top choices during the fall semester to ask if they will write a letter and if so, what materials they need from you.
Allow the letter writers ample time, at least five weeks or longer.
The letters will be submitted online, but you will first provide DICAS with the names and contact information for your three letter writers.

- **Declaration of Intent to Complete Degree Form or Verification Form:**
  - On the DICAS portal you’ll request either a **Declaration of Intent to Complete Degree** (current students will use this) or a **Verification Statement** (alumni will use this).
  - Enter Ms. Shank’s name and email address (jshank@unf.edu) on DICAS and she will verify the appropriate form.

- **Transcripts:**
  - Follow the instructions on DICAS. You will request an official transcript for each college/university attended to be sent directly to DICAS.

- **Personal Statement:**
  - Practice writing to sharpen your technique.
  - Follow the instructions on DICAS regarding the specific information to include. The suggested length is 1000 words.

- **D&D Digital:**
  - Each applicant must register for matching with D & D Digital and pay the registration fee.
  - Applicants will also rank (prioritize) their programs. Register at: http://www.dnddigital.com/
  - When asked, please consider making your match results available to the UNF DPD director, currently Ms. Jackie Shank. We are required to track our students/alumni for five years and having this information is helpful.

*Don’t forget to proofread everything in your application packet before you submit it. Read all instructions carefully and follow them exactly. This could “make or break” your chances of matching.
Good luck!
Ms. Shank*