

## **KSU COORINATED PROGRAM APPLICATION PACKET INSTRUCTIONS**

### **Application Deadlines:**

If you wish to begin management in the fall                      Deadline is February 15  
If you wish to begin management in the spring                      Deadline is September 25

### **Application Packet:**

**The CP Application Packet must contain the following items in the order listed:**

- 1. Cover Letter**
- 2. KSU Coordinated Program Applicant Information Form**
- 3. Resume**
- 4. Documentation of Work Experience Projects**
- 5. Work Verification Forms**
- 6. Documentation of Coursework Form**
- 7. Transcript(s)**

**Submit one original packet and three copies. Packets must be held together with a clip. Do not use dividers or page protectors.**

### **1. Cover letter instructions**

- Cover letter must be concise and one page only
- Cover letter must discuss the following:
  - Self introduction
  - Statement of why you are applying to the Coordinated Program over other options.
  - Description of the learning goals you intend to accomplish.
  - Description of the area(s) of dietetics practice that interests you at this point.

### **2. Complete and include the KSU Coordinated Program Applicant Information Form (available online)**

### **3. Resume**

- Resume must be limited to 1-2 pages
- Resume must contain:
  - Employment history *while in college*
  - Student activities
  - Leadership roles
  - Overall GPA for all courses in undergraduate work

#### **4. Documentation of work experience projects**

For each food service management, clinical/community work experience project, complete the following:

- Hours credited to the project
- Actual hours worked or volunteered
- List one important fact learned from the experience
- List one skill acquired from the experience
- Briefly state why this experience mattered to your professional development

List all the continuing education events attended:

- Provide certificates of attendance except for SDA meeting speakers.

#### **5. Work verification forms**

Include copies of work verification forms

#### **6. Complete and include the coursework documentation form (available online)**

#### **7. Transcript(s)**

- Include copies of transcripts from all colleges or universities
- “Issued to Student” copies are acceptable

#### **Additional Information**

##### **Recommendation Form:**

- One Recommendation Form with the cover page showing whether or not you have waived confidentiality of the recommendation.
- This form must be sent directly to the Coordinated Program Director at 104 Justin Hall. The program director will make copies for each packet.
- The recommendation form should be completed by a former supervisor who is familiar with your work and talents.
- Having more than one recommendation will not be counted as extra points but will be accepted if you feel more than one person can best describe your abilities.

##### **Timeline for CP Application and Interview Processes:**

- At the beginning of the semester, the CP Director contacts all preceptors to determine who is able to accept students for the two semesters.
- One week prior to the packet deadline, the CP Director will send a memo to all students on the Coordinated Program in Dietetics Website indicating which locations will probably be available to be included in the cover letter.

- After the deadline for Application Packets, the CP director:
  - Copies recommendation forms and includes in each packet
  - Sends packets to each member of the CP Interview Committee
  - Schedules a date, time and place for CP interviews
  - Sends a schedule to each applicant for them to sign up via email with the CP Director
  - Sends out the final interview schedule
  
- Once interviews are completed the CP Interview Committee scores each applicant. *(The CP Interview Committee reserves the right to schedule second interviews as deemed necessary prior to final selection of CP students.)*
  
- The CP Director then contacts preceptors to obtain a final decision on practicum sites. *(Some preceptors will request a phone interview with the potential student.)* The new class of CP students cannot be selected until all placement sites are finalized.
  
- The CP Director will contact those not selected by phone and letter.
  
- The CP Director will contact those selected by letter with an Assigned Practicum Acceptance form.
  
- Students must sign and return the Assigned Practicum Acceptance form before admission into the CP is completed.