

CALLING ALL
CANDIDATES

AZ WIC Track
Dietetic Internship



Face-to-Face Meeting, October 10th, 2013



Laura Weber, MSEd, RD

WIC Dietetic Internship Coordinator
Maricopa County Dietetic Internship

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WIC Track Graduates

- Congratulations Class of 2012!
 - Kasey Opel - Mountain Park
 - Jaimie Giovingo - Mountain Park
 - Claudia Baker - Pima
 - Tina Tripp - Marana

- Congratulations Class of 2013!
 - Kathryn Baldwin - Adelante
 - Rachel Molina - Mountain Park
 - Caitlin Provencio - Pima
 - Carrie Wright - Pinal

Today's Agenda



- Our Website
- Who is Eligible to Apply?
- Important Dates
- Applicant Responsibilities
 - Online DICAS Application
 - Prior Assessed Learning (PAL) Portfolio
 - Application Fee
- Application Review Timeline

First Stop - Our Website



- Go to
 - www.wearepublichealth.org
 - Then click on Dietetic Internships

OR

- Direct Link:
 - <http://www.maricopa.gov/publichealth/Services/Nutrition/dieteticintern.aspx>





Department of Public Health

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NUTRITION & PHYSICAL ACTIVITY

Home | About Us | **Dietetic Internships** | School Nutrition Resources | Worksite Wellness | Ask the Nutritionist | Diabetes Resources

Dietetic Internships

[Full-Time Track](#) | [Part-Time WIC Track](#)

Maricopa County's dietetic internship offers a public health focused supervised practice program with two tracks: a full time track and a part time track for qualified WIC employees working in an Arizona program. Interns will work with dietitians from a wide variety of disciplines and be exposed to a wide range of nutrition services from metropolitan and rural areas. Opportunities are provided to interact with individuals and groups from multi-ethnic backgrounds representing all ages and levels of education. Community, clinical, culinary, long term care, sports nutrition, food service and management experiences offered will challenge interns to integrate knowledge gained from dedicated study with opportunities for practice and application. Because of the great diversity among the residents in Maricopa County, interns able to speak Spanish are highly valued by the rotation sites. However, the ability to speak Spanish is not a requirement for admission into the internship program.

The Maricopa County Department of Public Health dietetic internship is accredited through the Accreditation Council for Education in Nutrition and Dietetics (ACEND), of the Academy of Nutrition and Dietetics. **All applicants for both tracks will apply through the DICAS online system (<https://portal.dicas.org>).** **The full-time track applicants must participate in D & D Digital computer matching (www.dnddigital.com).** **WIC track applicants will not participate in the computer match.**

Search Public Health

Programs & Services

- Birth & Death Certificates
- Breastfeeding Peer Counseling
- Child Care Health Consultation
- Dietetic Internships**
- Disease Prevention/Epidemiology
- Disease Reporting
- Hansen's Disease (Leprosy)
- Health Care for the Homeless
- Healthy Start
- Hepatitis
- Immunizations
- Lead Poisoning Prevention
- Newborn Intensive Care
- Nurse-Family Partnership
- Nutrition & Physical Activity**
- Oral Health
- Parent Ambassadors
- Performance Improvement
- Preparedness and Response
- Refugee Health
- Ryan White Planning Council
- Safe Kids Coalition



Contact Nutrition & Physical Activity

Street Address:
4041 N. Central Ave.
Phoenix, AZ 85012

Telephone:
602.506.9333

Fax:
602.506.9330

 [Email us](#)



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Arizona WIC Track (Part Time)

[Full-Time Track](#) | [Part-Time WIC Track](#)

All materials from this [checklist](#) must be submitted through DICAS (<https://portal.dicas.org>) between now and **Saturday, February 15, 2014 at 11:59 p.m. (Central).**

This track allows the WIC staff to work toward completion of internship competencies while retaining their employment with their WIC agency.

- What types of Practicum Experiences are offered by the AZ WIC Track Dietetic Internship?
- What are the Admission Requirements?
- What are the applicant's responsibilities involved in the application process?
- What are the selection criteria?
- What is the timeline for applying to the AZ WIC Track Dietetic Internship?
- What does the program cost?

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Who is Eligible to Apply?



- Currently employed in a contracted AZ WIC Local Agency
- At least 1 year of full-time employment in a contracted AZ WIC Local Agency
 - Employment start date mid August 2013 or earlier

Who is Eligible to Apply?



- Bachelor degree from an accredited college/university
- Cumulative GPA of 2.8 or greater on a 4.0 scale

Who is Eligible to Apply?



- Didactic Program in Dietetics (DPD) course work
 - Verification Statement from their college or university
- OR**
- Verification of Intent to Complete Form
- **Note:** If the DPD Verification Statement was granted prior to August 2009, the candidate would need to take additional classes prior to applying.

Important Dates



- **Tues. Nov. 5th, 2013 from 2:00 PM – 5:00 PM**
 - Optional application 1:1 session
 - In person OR via telephone
 - Contact Laura Weber to schedule an appointment
 - Ask your questions regarding the application process

- **Sat. Feb. 15th, 2014**
 - **Applications due**

You may be
thinking...

“Feb 15, 2014!
I have lots of
time!!!”



But there is
much to do!!

Plan to work
on this for 3-4
weeks.

- DICAS Application
- Time to Mail Transcripts
- Your References need time to write Letters of Recommendation for DICAS
- Write a Personal Letter
- Create a PAL Portfolio & Resume
- Create your DICAS Attachment

REVERSE PROCRASTINATION

WOW! YOU FINISHED ALL YOUR WORK?

YEAH, I HAD PLANNED TO JUST WASTE TIME ON THE INTERNET TODAY, BUT I GOT SUPER-DISTRACTED.



-brian.

Applicant Responsibilities



- Online DICAS Application
 - <https://portal.dicas.org>
 - Create an Account
 - Complete the Application
 - E-Submit your Application and pay the \$40 fee



Dietetic **I**nternship **C**entralized **A**pplication **S**ervices



Dietetic Internship Centralized Application Services

User Name:



Password:



 SUBMIT

[→ Forgot Your Password?](#)

[→ Create New Account](#)

[→ Contact Us](#)

Welcome!

This is the DICAS Online applicant portal, for use by students who are applying to Dietetic Internship programs that participate in the DICAS Match. The DICAS Online is a service of the Academy of Nutrition and Dietetics.

The DICAS Online offers applicants a convenient, state-of-the-art, web-based application service that will allow them to apply to any number of participating dietetic internship programs by completing a single online application. The DICAS Online was specifically designed by DICAS to simplify and streamline the application process while providing considerable flexibility, electronic submission of applications, ongoing communication with applicants, and excellent customer support.

If you need accommodations or assistance regarding the accessibility of the DICAS Online, please contact customer support at 617-612-2855.



Laura Weber [DICAS ID: 20132228963] LOGOUT

MY TOOLS

- MY APPLICATION
- MY PROFILE
 - Account Information
 - Change Password
 - Change Secret Question
- VIEW APPLICATION (UNFORMATTED)
- MY MESSAGES
 - 2 saved messages

HELP

- Contact Us
- Instructions

Please check each internship's website for any other additional materials they may require:

- Link to Program Directory

APPLICATION CHECKLIST

- Incomplete - Complete - Required

Applicant Information

- Contact Information > **Required**
- Personal Information > **Required**
- Background Information > **Required**

Match Information **Required**

Educational Information

- Colleges Attended > **Required**
- Session & Coursework > **Required**
- Tests > **Required**

DPD Program Information

- DPD Contact Information > **Required**

Additional Information

- Awards, Experience & Volunteer Activities > **Required**
- Personal Statement > **Required**
- Resume > **Required**
- References > **Required**
- Application Certification > **Required**
- Program Designations > **Required**

E-SUBMIT

STATUS

- GPA Calculations
- Transcripts
- Designations
- References
- Payments
- DPD

Not Submitted

NEW! You can now follow the status of your DICAS application on your smartphone:

DICAS Mobile portal



Online DICAS Application



- Applicant Information
 - Contact
 - Personal
 - Background

- Match Information
 - D&D is NOT APPLICABLE to WIC Track Applicants

Online DICAS Application



- Educational Information
 - Colleges Attended
 - Transcript Request Form
 - Print and send to your college/university
 - Session & Coursework
 - DPD Coursework and Grades from each semester
 - Use your college/university's DPD Course Requirements List
 - Tests
 - GRE or TOEFL scores
 - It is not required take these tests to be an applicant

Online DICAS Application



- Additional Information
 - Awards, Experience & Volunteer Activities

 - Personal Statement
 - 4 additional questions for our program:
 - Reason for applying to a public health focused internship
 - Your expectations from our program
 - A project completed without supervision
 - Note if you speak, read or write a language other than English and your level of fluency

Online DICAS Application



- Additional Information
 - Resume
 - References
 - DICAS sends an email to your 3 References
 - Academic
 - Work/Professional
 - NO letters from friends/family
 - They complete your Letter of Recommendation on-line
 - Application Certification

Online DICAS Application



- DPD Program Information
 - DICAS sends an email to your DPD Director to request your verification statement or your declaration of intent

- Program Designations
 - Select the Maricopa County Dietetic Internship
 - Upload your DICAS Attachment

Online DICAS Application



- DICAS Attachment must include:
 - [MCDPHDI AZ WIC Track Application Checklist](#)
 - AZ WIC Program Declaration of Intent
 - DPD course requirement list
 - [Work Experience Calc Form](#)
 - [Volunteer Experience Calc Form](#)

- All 5 documents scanned into one document

Prior Assessed Learning (PAL)



- Interns must complete 1248 supervised practice hours to graduate from the internship
- 120 hours may be credited based on prior work experiences
 - Prior work experiences must meet ACEND Learning Objectives & Competencies
- PAL Instructions and a Portfolio Template are provided to applicants on our website

Applicant Responsibilities



- [PAL Portfolio Instructions](#)
 - Read policies and procedures thoroughly
 - Complete the PAL Portfolio Template
 - Create Supporting Documents for the portfolio
 - Follow instructions on how to name these documents
 - Include your Resume with the portfolio

Applicant Responsibilities



- PAL Portfolio Template
 - Must be typed
 - Update the header with your name and your Local Agency's name
 - Supporting Documents and Resume must be saved separately
 - Do not copy/paste these into the PAL portfolio template

Applicant Responsibilities



- PAL Portfolio Template
 - Introductory Letter
 - How your prior work experience provides advanced knowledge and skills for a dietetic professional
 - References
 - One for each location where the learning objectives and competencies were met
 - ACEND Learning Objectives & Competencies Table
 - Organize previous work experiences into applicable learning objectives and competencies

Sample Work Experience



ACEND Learning Objectives & Competencies Table

Learning Objective/Competency	Activity Completed to Achieve Learning Objective/Competency	Date(s) and Location(s)	Hours Spent	Supporting Document Name (saved on flashdrive)	What I Learned
CRD 2.2 Demonstrate professional writing skills in preparing professional communications	<i>Developed supplemental nutrition handout discussing what kind of fish is appropriate for pregnant women</i>	<i>5/5/13, Maricopa County WIC</i>	<i>1</i>	<i>FishFacts_MaricopaWIC_Strembel</i>	<i>I learned to create accurate evidence based nutrition material that was appropriate for the target audience's education level.</i>

Applicant Responsibilities



- What to send in the Mail to Laura Weber
 - Application Fee - \$52.00
 - USB Flash Drive including:
 - [Prior Assessed Learning \(PAL\) Portfolio](#)
 - PAL Supporting Documents
 - Resume

 - If the applicant provides a self-addressed envelope, the flash drive will be returned



Application Review Timeline



February 15, 2014 at 11:59 PM	DICAS application, application fee, and PAL portfolio are due
February 17-28	Selection committee reviews and scores applications submitted
March 10-31 (tentative)	Selection committee interviews applicants and selects the 2014-2015 WIC track internship class
April 1 (tentative)	Local WIC agency and interns are notified of selections

Don't let
this be
you...





Questions for us?