K-STATE COORDINATED PROGRAM APPLICATION INSTRUCTIONS

Prior to the deadline, email CP program director (Dr. Amber Howells) at geist78@ksu.edu to indicate your intention to apply to the Coordinated program. This email will prompt Dr. Howells to add you to the CP application portal in Canvas where you can upload your materials electronically. All forms required for application are posted in the Canvas application Portal and on the departmental website at: https://www.hhs.k-state.edu/fndh/undergraduate/dietetics/cpd/admission.html.

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:
Submit your application packet in one pdf file to the CP application portal in Canvas. Employer and Instructor references will be submitted separately. Instructions on how to submit employer and instructor references are posted below.

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

1. Cover Letter: The cover letter must be concise and preferably one page only. The letter should include a brief introduction and reasons for your choice of the Coordinated Program over other options. The letter should also include your personal learning goals for the Coordinated Program year and your area of interest within the practice of dietetics at this point.

2. Applicant Information Form: Complete and include the KSU Coordinated Program Applicant Information Form.

3. Resume: The resume must contain employment history while in college, student activities, leadership roles, GPA.

   The Coordinated Program Admission Committee expects students to have been employed while in college. Preference will be granted to those applicants who have dietetics-related experience. Dietetics-related experience could include employment in long term care, acute care, school foodservice, college foodservice, commercial food production, general nutrition consultation, diabetes/children’s camps or work with preschool nutrition. Dietetics-related experience can also include volunteer work under the supervision of a dietitian or health care provider. Additional consideration will be given to the diversity of dietetics-related experiences.

4. Work/Volunteer Experience Statement of Knowledge and Skills: In this statement, describe the significance of your employment and extracurricular experiences, including what skills you have gained from your experiences. Also describe how your experiences have prepared you for the Coordinated Program. This summation is limited to one page. Include a unique title that describes you.

5. Coursework Documentation Form: Complete and include the coursework documentation form per the instructions in the form.

6. DARS Report: Include a copy of your most recent Dietetics DARS report.

7. Employer reference: Include one professional recommendation with the cover page showing whether or not you have waived confidentiality of the recommendation. The recommendation form should be completed by a former supervisor who is familiar with your work and talents as an employee or a volunteer. The reference form should be emailed directly to the Coordinated Program Director (Dr. Howells) at geist78@ksu.edu. You can also hand deliver the recommendation form to Dr. Howells, in a sealed envelop with the reference’s signature over the seal to indicate that it has not been opened.

8. Instructor reference: Instructor reference forms with the cover pages showing whether or not you have waived confidentiality of the recommendation from the instructors for each of the following courses: FNDH 426 Financial Management in Dietetics, FNDH 515 Counseling Strategies in Dietetics and FNDH 631 Clinical Nutrition I. Instructors will provide the reference forms directly to the Coordinated Program Director.
Timeline for CP Application and Interview Processes:

- At the beginning of the semester, the CP Director contacts all preceptors to determine who are able to accept students for the management and clinical semester.

- One week prior to the application deadline, the CP Director will send a memo to all students on the Dietetics Information Canvas website indicating which locations will most likely be available. Applicants will indicate their preference on the K-State Coordinated Program Applicant Information Form.

- After the deadline for Application Packets, the CP director:
  - Email applicants with a google doc to schedule an interview time with the selection committee and an interview follow up meeting with Dr. Howells and Dr. Sauer
  - Provides recommendation forms to selection committee
  - Applicant interviews are typically twenty to thirty minutes
  - Selection committee scores each applicant. (The CP selection committee reserves the right to schedule second interviews as deemed necessary prior to final selection of CP students.)
  - Dr. Howells and Dr. Sauer meets with each applicant to discuss admission status and feedback on application and interview process. During this meeting, those who were admitted into the program will receive paperwork to complete to officially be admitted into the program (Assigned Practicum Acceptance Form and Consent to Disclose Information Form)

Scoring of CP application and interview:

- Professional Reference – 10 points/140
- Instructor References – 10 points/140
- Cover Letter- 5 points/140
- Resume – 30 points/140
- Statement of Knowledge and Skills – 20 points/140
- GPA in Professional Courses – 20 points/140
- GPA in Physiological and Biological Sciences – 10 points/140
- Interview Criteria – 35 points/140