

Application Guidelines 2019
Coordinated Program in Dietetics
University of Missouri

A. Eligibility

1. Prerequisite Courses

Students who wish to apply to the program must have courses completed, be in progress or able to complete over the summer as listed on the Dietetics Sample Course Sequence. The Dietetics Sample Course Sequence may be found at: <https://nep.missouri.edu> (click on Dietetics link). If you have questions regarding your coursework eligibility to apply, please contact Tammy Conrad, academic advisor, in 201 Gwynn Hall (conradt@missouri.edu).

2. Admission to the University of Missouri in Columbia

In order to apply to the Coordinated Program, you must currently be accepted as a student at the University of Missouri in Columbia.

3. Grade Point Average (GPA)

A minimum cumulative GPA of 3.2 on a 4.0 scale is required for submitting application to the program. If you have questions, please contact the academic advisor for the Department of Nutrition and Exercise Physiology. The coursework used to determine eligibility must have been completed within the last eight years. If a student has not taken undergraduate courses in the last eight years, the situation will be reviewed on a case by case basis.

For students who have a bachelor's degree completed within last eight years, the program/student will use last 60 hours of undergraduate coursework to calculate overall GPA for eligibility to apply." NOTE: For January 2019 applicants who have a bachelor's degree completed within eight years, minimum overall GPA (required 3.2 or higher) can be determined by either last 60 hours or by all courses, whichever is more favorable to the applicant.

B. Application Packet

The application packet can be accessed at <https://nep.missouri.edu> (click on Dietetics link) It will be your responsibility to download all of the required application materials from this website.

Applicants should submit all of the following materials in ONE PACKET by **January 7, 2019 at 4 pm:**

- 1. Personal Data Form**
- 2. Cover Letter.** Limit to one page. Answer the following questions: 1) What are

- your career goals 2) How is this program a tool to achieve these goals? 3) What makes you qualified to be in this program?
3. **Résumé.** Limit to one page.
 4. **Grocery Store.** Limit to one page. Answer the following questions: 1) Why is it relevant to think about the grocery store? 2) What trends in the supermarket industry do you feel cater to the American consumer and why? 3) Based on one trend you noted in the above question, identify one innovative and unique food or beverage.
 5. **Official Transcripts** from all colleges/universities attended, regardless of whether the grades are also listed on your MU transcript. Be certain that grades are included for all terms completed. You do not need to provide an MU transcript, as the advising office will access this after Fall 2018 and add it to your packet.
 6. **GPA Calculation for Listed Courses:**
For each course listed below, each student will be responsible for figuring their own GPA. Use the following calculator found on the University of Missouri-Kansas City website:
https://www.umkc.edu/registrar/gpa_calculator.asp

Once you have the GPA calculated for the list of courses, you will need to print the page (s) showing your calculation. After you have printed your calculation report, write the course name and number that corresponds to each entry. For example, if “class 1” was Gen Chem 1320, write Gen Chem 1320 next to “class 1” on your print out. Do this for each class entered. Make sure to include this printout with your application. It is OK if the course names and numbers are handwritten on this printout.

The following classes (or their equivalent) are to be used when figuring GPA. If you have transfer courses for any of these, please list the original course name and number – you can find your transfer equivalency report in myZou. Look to the left of your current classes>use the drop down for “other academic information” and select transfer course report.

- Biology (1010/1020, 1030 or 1500)
- Gen Chemistry 1320
- Organic Chemistry (2030/2130)
- Biochemistry (3630)
- Physiology (MPP 3202 or Bio Sc 3700)
- Human Nutrition I (NEP 2340)
- Diet Therapy for the Health Professional (NEP 2380)

If you have taken a higher level course instead of the course listed above, you should use that higher level course in your calculation. For example, you completed Chem 2100 instead of Chem 2030 or Biochem 4270 instead of Biochem 3630.

If you have any questions, please call (573) 882-1144 or email Tammy Conrad at conradt@missouri.edu.

7. **Recommendation Forms (2)**

- a. Obtain **one** recommendation from a college or university faculty member. The person who is writing the reference must have had/have you in class. It may be any class and at any college or University you attended.
- b. Obtain **one** recommendation from an employer.
- c. Make sure to give the correct form to the correct reference.
- d. Prior to giving the form to your reference, select one of the confidentiality statements at the top of the form and sign and date.
- e. Make sure the reference puts the reference in a sealed envelope and signs their name across the back of the envelope.
- f. Submit the two completed reference forms with your application packet.

8. **RDN Observation Forms (2)**

- a. Arrange to observe a RDN in two different practice settings. *You are responsible for finding and arranging your own job shadowing experiences.*
- b. One observation, for a minimum of four hours, must be completed in an inpatient setting within a hospital.
- c. Your second observation, for a minimum of four hours, may be completed in a different practice setting. It does not need to be in a hospital.
- d. Observations must be done at two different institutions.
- e. Prior to giving the form to your reference, select one of the confidentiality statements at the top of the form and sign and date.
- f. The RDN must complete the observation form, place it in a sealed envelope and sign their name across the back.
- g. Submit the two completed reference forms with your application packet.

C. Submission of Materials

1. Application materials must submitted IN ONE PACKET and received (either via mail or hand-delivered) by **January 7, 2019 at 4 pm**.
2. Only completed application packets will be reviewed.
3. Deliver or mail application packet to:

Tammy Conrad
Coordinated Program in Dietetics
University of Missouri
204 Gwynn Hall
Columbia, MO 65211

D. Review Process

Each applicant is considered individually. There are two phases to the application process. Phase one is the submission of your application packet. After review of your application packet, you will be notified as to whether you have been chosen to continue on to phase two. The second phase of the application process is in-person interview, group interview and writing evaluation. These will be completed on Mizzou's campus. Only applicants

who complete all phases of the process (application packet, interviews and writing evaluation) will be considered for the program. The selection committee will make final decisions during February.

Thank-you for your interest in the Coordinated Program in Dietetics at the University of Missouri. If you have any questions, please call (573) 882-1144 or email Tammy Conrad at conradt@missouri.edu.