



UNIVERSITY | NEW BRUNSWICK

**Dietetics - Individualized Supervised Practice Pathway
(ISPP) Program**

Rutgers University, New Brunswick, NJ

Department of Nutritional Sciences

**School of Environmental and Biological Sciences
(SEBS) and School of Graduate Studies (SGS)**

ISPP Evaluation Request Form

This submission form is for individuals requesting their credentials be reviewed for potential participation in this program.

This ISPP Evaluation Request is the first step in determining your potential participation in this program. This submission will be kept confidential and reviewed by a faculty committee. Individuals identified as having appropriate preparation may be invited to complete additional steps leading to acceptance into this program (e.g., interview, formal application process). Those lacking appropriate preparation will be given suggestions on how to gain needed preparation. The ISPP Evaluation Request may take 15 business days to complete.

Please complete this form and submit via email as a single pdf file to the ISPP Faculty at ISPPCoordinator@sebs.rutgers.edu. Direct any questions to the Director of Supervised Practice, Pinkin Panchal, MS, RDN, at the email provided above.

SECTION 1:

PERSONAL INFORMATION

Full Name:

Date of Birth:

Gender: Female Male

Are you Latino/Hispanic? Yes No

With which race do you identify?

APPLICANT TYPE:

What is the highest level of education you have achieved?

- Baccalaureate degree (or will have in next semester)
- Not currently enrolled in a graduate program, but have some graduate credits earned (but no graduate degree), specify area of study: _____; specify institution(s) you attended: _____
- Currently enrolled in a masters program, specify area of study: _____; specify institution(s) you are attending: _____; specify when you are likely to graduate: _____
- Masters degree, specify area of study: _____; specify where degree was earned: _____
- Currently enrolled in a doctoral program, specify area of study _____; specify institution(s) you are attending: _____; specify when you are likely to graduate: _____
- Doctoral degree holder; specify area of study: _____; specify institution where degree was earned: _____

DO YOU HAVE A DPD OR FDE VERIFICATION STATEMENT?

- Yes, specify year received: _____
- No; *If you are a doctoral degree holder, proceed to the next item. All others: If you do not have a verification statement, please contact the ISPP Faculty before proceeding.*

HAVE YOU EVER APPLIED FOR A DIETETIC INTERNSHIP AND NOT MATCHED?

- Yes, specify year not matched: _____
- No; *If you are a doctoral degree holder, proceed to contact information on next page. All others: If you are answering no to this question, please contact the ISPP Faculty before proceeding.*

CONTACT INFORMATION

Permanent Address:

Home Phone:

Cell Phone:

Business Phone/Fax Number:

Preferred Phone: Home Cell

Email Address:

RESIDENCY

Legal Resident of New Jersey? Yes No

New Jersey Driver's License? Yes No

International Student? Yes No

Country of Citizenship? _____

Hold a Visa? Yes No

BACKGROUND INFORMATION

Are you a veteran? Yes No

Do you plan to apply for education benefits under the GI Bill for you or a family member? Yes No

Have you ever served on active duty in the U.S. Armed Forces, military Reserves, or National Guard? (Active duty does not include training for the Reserves, National Guard or ROTC, but DOES include activation, for example for the wars in Afghanistan and Iraq.) Yes No

Are you enrolled in the Advanced Civil Schooling (ACS) program for Active Duty Military? Yes No

Have you ever been placed on academic probation? Yes No

Have you ever been convicted of a crime? Yes No

Have you ever been convicted of a felony? Yes No

Do you have any pending disciplinary action? Yes No

SECTION 2:

COLLEGES ATTENDED

Institution #1:

Dates of Attendance:

Major:

Degree Earned:

Graduation Date or Anticipated Date:

GPA:

Institution #2:

Dates of Attendance:

Major:

Degree Earned:

Graduation Date or Anticipated Date:

GPA:

Institution #3:

Dates of Attendance:

Major:

Degree Earned:

Graduation Date or Anticipated Date:

GPA:

Institution #4:

Dates of Attendance:

Major:

Degree Earned:

Graduation Date or Anticipated Date:

GPA:

Masters Degree Holders

Complete these questions if you have earned a masters degree (otherwise, skip to Doctoral Degree Holders questions below)

1. Did you complete a thesis? Yes* No (if no, skip question #5)
2. What is the title of your thesis?
3. Who was your thesis advisor?
4. At which institution did you complete your thesis?
5. If you did not complete a masters thesis, did you complete an independent (not group) research project as a capstone experience? Yes* No (if no, skip question Doctoral Degree Holder section below)
6. What is the title of your project?
7. Who was your advisor?
8. At which institution did you complete the independent research project?

**Evidence of satisfactory completion of a thesis or independent research project will be required prior to final admission.*

Doctoral Degree Holders

Complete these questions if you have earned a doctoral degree (otherwise, skip to Section 3)

1. Did you complete a dissertation? Yes* No (if no, skip question #5)
2. What is the title of your dissertation?
3. Who was your dissertation advisor?
4. At which institution did you complete your dissertation?
5. If you did not complete a doctoral dissertation, did you complete an independent (not group) research project as a capstone experience? Yes* No (if no, skip question Section 3)
6. What is the title of your project?
7. Who was your advisor?
8. At which institution did you complete the independent research project?

**Evidence of satisfactory completion of a thesis or independent research project will be required prior to final admission.*

SECTION 3:

TEST SCORES

GRE requirement is optional. If you have taken the GRE and have official copies of these documents on record you may submit below. (Note this is optional and not a requirement).

GRE:

Month/Year Taken:

Verbal: Verbal Percentile:

Quantitative: Quantitative Percentile:

Writing: Writing Percentile:

International Students Only: TOEFL (International students are required to take this test and submit official copies of these scores prior to final admission) International students currently enrolled in the Rutgers University School of Graduate Studies have official copies of these documents on record and do not need to submit official copies again. All students for whom English is a second language must complete the VEPT test at the start of the program.

Month/Year Taken:

TOEFL Score Total:

R/L/S/W: / / /

FINANCIAL AID

I DO NOT WISH TO BE CONSIDERED FOR FINANCIAL AID

I WISH TO BE CONSIDERED FOR FINANCIAL AID

I COME FROM AN ECONOMICALLY DISADVANTAGED BACKGROUND

I AM THE FIRST IN MY FAMILY TO ATTEND COLLEGE

I CONSENT TO HAVE MY ACADEMIC RECORDS DISCLOSED TO MEMBERS OF SCHOLARSHIP COMMITTEES DURING MY STUDY AT RUTGERS

SECTION 4:

RELEVANT EXPERIENCE

Provide information about your *relevant* experiences, volunteer activities and awards in the 5-10 years, including:

- Work and volunteer experience
- Honors and awards
- Certifications
- Experiences with different audiences

WORK EXPERIENCE

Please indicate below all paid work experiences as it relates to *nutrition and dietetics or management* in the past 5 years. Practicum or field experience associated with a college course should NOT be included.

Name of Employer & Phone Number	Job Title and Brief Description of Job Responsibilities	Hours Per Week <u>or</u> Total Hours Worked	Length of Employment

HONORS & AWARDS

Please indicate below any honors and awards received in the past 5 years.

LIST	DATE RECEIVED

CERTIFICATIONS

Please indicate below any certifications received in the past 5 years.

LIST	DATE RECEIVED

Have you received ServSafe Certification in the last three years? YES NO

EXPERIENCE WITH DIFFERENT AUDIENCES

Please list any experience you've had working with the following audiences.

Audience Type	Site of Experience	Brief Description of Activities & Responsibilities	Hours per Week or Total Hours
Infants			
Children			
Adolescents			
Adults			
Pregnant/Lactating Females			
Older Adults			
Disadvantaged Populations			

SECTION 5:

PERSONAL STATEMENT

On this page, please address the following questions listed below in your personal statement of 1000 words or less.

- Describe what has led you to have an interest in a dietetics career?
- Discuss research or work experiences that have contributed to prepare you for your career.
- What are your short and long-term career goals?
- What are your strengths and weaknesses or areas needing improvement?
- Why do you want to be admitted to our ISPP program leading to the registered dietitian nutritionist credential?

SECTION 6:

RESUME

On this page, please include a 1 to 2-page resume showcasing your nutrition and dietetic or management related experiences.

SECTION 7:

DPD OR FDE VERIFICATION STATEMENT

On this page, please scan a copy of your DPD or FDE Verification Statement and attach to this document. Photos are acceptable if they are clear and readable. **An official copy of the verification statement will be required prior to final admission.** *This requirement is waived for doctoral degree holders, however additional course work prior to the start of the ISPP may be required depending on the individual's educational background.*

SECTION 8:

OFFICIAL TRANSCRIPTS

In this section, please scan a copy of your official transcripts from ALL schools attended and attach to this document. Photos are acceptable if they are clear and readable. **Official transcripts will be required prior to final admission.** *This requirement is waived for students currently enrolled in the Rutgers University School of Graduate Studies.*

SECTION 9:

PROOF OF NON-MATCH

On this page, insert a scanned copy of your non-match letter. Photos are acceptable if they are clear and readable. *This requirement is waived for doctoral degree holders.*

SECTION 10:

GRE TEST SCORES AND/OR TOEFL SCORES (OPTIONAL)

On this page, insert a scanned copy of your GRE test and/or TOEFL results. Photos are acceptable if they are clear and readable.

Students currently enrolled in the Rutgers University School of Graduate Studies have official copies of these documents on record and do not need to submit official copies again.

SECTION 11:

SUBMISSION CERTIFICATION

I certify that all the information and statements I have provided in this submission are correct and complete. I certify that, as required, I have read all submission instructions, identified all sources of information related to my college attendance and credits, and noted all actions by a university or other institution. I certify that the essay(s) included with this submission is/are my original work. I further certify that all information submitted on my behalf, including letters of recommendation, is authentic. I have read and understand all notices contained in the submission informing me of my obligation to provide true and complete answers to all questions.

Yes No

I understand that all information furnished in conjunction with this submission will be treated confidentially and will be disclosed only to officials having a legitimate educational interest.

Yes No

Your Signature (electronic signature is acceptable)

Date

SECTION 12:

LETTERS OF RECOMMENDATION

For each of your letters of recommendation (3 total), please complete the letter of recommendation form found here: <https://nutrition.rutgers.edu/ispp/admission-requirements.html>. The form can be sent to your recommenders via email to have them complete/sign and send electronically as a PDF attachment to the ISPP Faculty. Please see the letter of recommendation form for further instructions. Please provide contact information for the three letters of reference that the ISPP Faculty will be receiving via email from your references.

Reference #1

Name:

Title:

Email:

Phone:

Relationship to you:

Reference #2

Name:

Title:

Email:

Phone:

Relationship to you:

Reference #3

Name:

Title:

Email:

Phone:

Relationship to you:

FINAL CHECKLIST:

Please review this packet carefully and place a check beside each item to ensure all sections are complete. This checklist should be the last page of your packet.

- SECTION 1: PERSONAL AND BACKGROUND INFORMATION**
- SECTION 2: COLLEGES ATTENDED**
- SECTION 3: TEST SCORES AND FINANCIAL AID**
- SECTION 4: RELEVANT EXPERIENCE**
- SECTION 5: PERSONAL STATEMENT**
- SECTION 6: RESUME**
- SECTION 7: DPD OR FDE VERIFICATION STATEMENT (SCANNED COPY)**
- SECTION 8: OFFICIAL TRANSCRIPTS OF ALL INSTITUTIONS ATTENDED (SCANNED COPIES)**
- SECTION 9: PROOF OF NON-MATCH (SCANNED COPY OF D&D DIGITAL RESULTS)**
- SECTION 10: GRE TEST AND/OR TOEFL SCORES (SCANNED COPIES)**
- SECTION 11: SUBMISSION CERTIFICATION**
- SECTION 12: LETTERS OF RECOMMENDATION (EMAILED DIRECTLY TO ISPP FACULTY)**
- Packet saved as a single pdf file and submitted via email to ISPP Faculty (ISPPCoordinator@sebs.rutgers.edu) with the subject line "ISPP – Evaluation Request Form"
- Check for \$75 made out to Rutgers University; mailed to Pinkin Panchal, 26 Nichol Avenue, Rutgers University, New Brunswick, NJ 08901. This fee is non-refundable and is for this ISPP Evaluation Request only.