

DIRECTIONS FOR COMPLETING THE APPLICATION FOR APPOINTMENT TO THE COORDINATED PROGRAM IN DIETETICS (CPD)

Application forms are available on the Dietetics Program website:
<http://he.utexas.edu/ntr/cpd-php/coordinated-program/prospective-students>
Applications are due Wednesday, September 9, 2020 by Noon

Printed submissions:

You will need to download the application form in order to complete it. The forms must be completed electronically, and BOTH emailed to CPD@utexas.edu and submitted to the UT Box folder at: <https://utexas.box.com/s/zqifncgtfw04fepna1thcfgseu4p4lo5> If you are not affiliated with UT, you will need to have a Box account. You can sign up for a free account at Box.com.

In addition to the required electronic submissions, applications can optionally be printed and mailed to:

Monica Meadows, PhD, RD, LD
Coordinated Program in Dietetics
The University of Texas at Austin
1 University Station, Stop A2700
Austin, TX 78712

o Transcripts should be mailed directly to Dr. Meadows at the address listed above

Electronic submissions:

Submit an electronic version of the application to cpd@utexas.edu by the noon deadline. The email subject line should read "Lastname Firstname - CPD Application - (UTEID)". Create a folder on your computer with the same name as the email subject line. Use the naming conventions and file formats indicated, save all files into the folder. Use the instructions for your computer to compress (zip) the contents of the folder into a single file. Attach the zip file to your email.

- o LastnameFirstname_A_ApplicationForm.pdf
- o LastnameFirstname_B_RecordOfCoursework.xlsx
- o LastnameFirstname_C_CoursesChecklist.xlsx
- o LastnameFirstname_D_Schedule.pdf
- o LastnameFirstname_E_Letter.pdf
- o LastnameFirstname_F_Resume.pdf
- o LastnameFirstname_G_TranscriptList.pdf

(For example, a student named Jane Smith would submit an email with the subject "Smith Jane - CPD Application – (js1234)" and the application form would be attached in a file named SmithJane_A_ApplicationForm.pdf.)

Students who are not currently enrolled at the University of Texas at Austin must apply for Spring admission to the University. Applicants who have not applied for UT admission cannot be considered for appointment. The Fall admission deadline for transfer students is March 1; for former students July 1. Final admission to the Coordinated Program is contingent on being admitted to the University.

ADOBE:

If you don't have Adobe reader or if you can't open these forms with your version, download the current version from:

<http://get.adobe.com/reader/>

A. APPLICATION FORM: Download and complete the Application for Appointment form. Be sure to provide detailed information about all employment and volunteer activities. The application committee will not consider activities not included on this form even if they are detailed in application letters or resumes. Do not submit the second page for employment or volunteer activities if no entries have been made. Save in pdf format for electronic submission.

B. RECORD OF COURSE WORK: Download and complete the three-page spreadsheet listing (1) cumulative GPAs on the first page, (2) chemistry, biochemistry and biology courses on the second page, and (3) nutrition (including food science and food systems management) courses on the third page. Complete the spreadsheet using Excel. For each of the science and nutrition courses, select a grade or "Not Taken." Do not leave any blanks in the Grade columns. Enter grades very carefully. Omitting or changing grades will subject your application to possible disqualification. Do not alter any functions of the spreadsheet. Any alterations will subject your application to possible disqualification. Save in Excel (xlsx) format for electronic submission.

C. REQUIRED COURSES CHECKLIST: Download and complete the form. Using Excel, fill out the form by clicking the box by each course that you have completed or are currently taking. Save in Excel (xlsx) format for electronic submission.

Applicants must complete the following courses by the end of the fall semester:

- CH 301, 302, 204, 320M and BCH 369
- BIO 311C, 325 and 365S
- NTR 307, 107L, 312, 112L, 315, 218, 118L, 326, 126L and two courses chosen from NTR 334, 234L, 332 and 330

D. CURRENT SCHEDULE AND ACADEMIC RECORDS: Download and complete the form listing your Fall class and work schedule and identifying the unique number and instructor for science courses. Save in pdf format for electronic submission. Applicants are asked to sign the form granting permission for the CPD selection committee to access academic records and contact professors to evaluate current performance in classes.

E. LETTER OF APPLICATION: There are no forms to download for this portion of the application. Write a one- to two-page typed (single spaced, 1.25 inch margins, size 11 font) letter of application discussing the points listed below. This letter should be written in business format. Omission of the required topics will detract from the completeness of your application.

- Explain your interest in pursuing a career in dietetics. Discuss why you have chosen to apply to the UT Coordinated Program and what you think you can contribute to the program as a student.
- Describe your strengths and areas you believe you still need to develop. Give examples to illustrate your strengths. Discuss what you are doing to address those areas that still need development.
- In addition to the information listed above, use the letter as a means to introduce yourself to the CPD faculty. Describe important experiences and aspects of yourself not otherwise apparent in the

application. For example, use the letter as a way of communicating to the selection committee prior dietetics experience, a period of poor academic performance, a history of overcoming disadvantage, unique skills or experiences relevant to success in the CPD or the field of dietetics, etc.

Save in pdf format for electronic submission.

F. RESUME: There are no forms to download for this portion of the application. Any professional style and layout is acceptable. Save in pdf format for electronic submission.

G. TRANSCRIPT: Create a list of institutions from which you request transcripts and save in PDF format. Request an official transcript from the University of Texas at Austin. Photocopies are not acceptable. Additional transcripts are required from all other colleges or universities attended. Transcripts should be mailed to the above address. Do not fax or email copies of your transcripts; unofficial, unsealed, scanned copies of transcripts cannot be accepted. **Due to COVID-19 many institutions are not mailing out printed transcripts. Therefore, we will accept official transcripts sent electronically directly from the institution.** Transcripts must be received by the application deadline.

Application Checklist

In order to be considered for appointment to the Coordinated Program in Dietetics, the submitted application must include ALL of the following. The application must be submitted to BOTH CPD@utexas.edu and placed in the UT Box folder at: <https://utexas.box.com/s/f7kv8cptl0p4tvaxilt205gh5gs3f016> If you are not affiliated with UT, you will need to have a Box account. You can sign up for a free account at [Box.com](https://www.box.com).

Electronic Version (compressed file attached to email)

- LastnameFirstname_A_ApplicationForm.pdf
- LastnameFirstname_B_RecordOfCoursework.xlsx
- LastnameFirstname_C_CoursesChecklist.xlsx
- LastnameFirstname_D_Schedule.pdf
- LastnameFirstname_E_Letter.pdf
- LastnameFirstname_F_Resume.pdf
- LastnameFirstname_G_TranscriptList.pdf

A. NOTIFICATION OF SELECTION STATUS: Applications will be reviewed and selected candidates will be invited to participate in the second stage of selection. All applicants will be notified of their status by email.

B. STAGE TWO OF SELECTION: (only for students invited to the second stage of selection)

- a. REQUEST FOR EVALUATION: If selected for the second stage of selection candidates will ask three people to evaluate your potential for success in the program. Include at least one university/college faculty member who is familiar with your academic performance and one employer/ supervisor who is familiar with your work experience (if applicable). Do not select family members or personal friends. Evaluation forms will be sent to those invited to participate in stage two of the selection process.
- b. VIDEO: If selected for the second stage of selection candidates will submit a video to the selection committee. Detailed instructions for the video will be provided with notification letter.
- c. VISIT WITH PROGRAM DIRECTOR: Candidates selected for stage two will also schedule time with their academic advisors followed by a visit with Dr. Meadows. Details for these meetings will be provided with notification letter.

Notification of selection decisions will be emailed in late October or early November. Please keep the program advised of any email address changes during this period.