

2020 Admission Packet Coordinated Program in Dietetics

Enrollment in the Coordinated Program in Dietetics (CP) is limited each year; therefore a screening procedure is used to select the most qualified students for the available positions. Academic status (Grade Point Average), exam admission score, application letter/questions and references are the criteria used for screening. Admission to Arkansas State University does not guarantee admission into the Coordinated Program in Dietetics. The application process must be completed for entrance into the program.

The CP integrates didactic (lecture/classroom) instruction with a minimum of 1200 supervised practice experience hours. The professional program is considered full time, begins in the fall semester only and is completed in two academic years, which includes the summers after the junior and senior years. Enrollment is limited to 15 students.

The Coordinated Program in Dietetics at Arkansas State University has been placed on probationary status by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (800) 877-1600 ext. 5400.



A Bachelor of Science degree with Dietetics major is granted to students upon the successful completion of the program's 126 hours. Upon graduation, students receive a Verification Statement issued by the Program Director that makes them eligible to take the national credentialing examination offered by the Commission on Dietetic Registration (CDR) and become registered dietitians. In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RD.

Admission Requirements

In order to be eligible for application to the Coordinated Program in Dietetics, the following requirements must be met, in addition to admission to Arkansas State University:

- Completion of program prerequisites with a minimum grade of "C" required in all courses
- Cumulative GPA of 2.8 on a 4.0 scale of all college work attempted
- HESI A2 admission exam (see additional important information section for dates/times)
- English proficiency requirements, if foreign born

Prerequisite Courses

Course descriptions can be found in the undergraduate bulletin at www.astate.edu/registrar/.

Area	Course	Credit Hours	Course Title
English	ENG 1003	3	Composition I
English	ENG 1013	3	Composition II
Math	MATH 1023	3	College Algebra
Biology	BIO 2203	3	Human Anatomy and Physiology I
Biology	BIO 2201	1	Human Anatomy and Physiology I Lab
Biology	BIO 2223	3	Human Anatomy and Physiology II
Biology	BIO 2221	1	Human Anatomy and Physiology II Lab
University College	UC 1013	3	Making Connections
Psychology	PSY 2013	3	Introduction to Psychology
Sociology	SOC 2213	3	Principles of Sociology
Fine Arts	ART 2503 MUS 2503 THEA 2503	3	Fine Arts Visual or Fine Arts Musical or Fine Arts Theatre
Humanities	ENG 2003 ENG 2013 PHIL 1103	3	Intro to World Literature I or Intro to World Literature II or Intro to Philosophy
Chemistry	CHEM 1043	3	Fundamental Concepts of Chemistry
Chemistry	CHEM 1041	1	Fundamental Concepts of Chemistry Lab
Chemistry	CHEM 1052	2	Fundamental Concepts of Organic and Biochemistry
Nutritional Science	NS 2203	3	Basic Human Nutrition
Communication Studies	COMS 1203	3	Oral Communication
US History/ Government	HIST 2763 HIST 2773 POSC 2103	3	The United States to 1876 or The United States since 1876 Introduction to US Government
Health Professions	HP 2013	3	Medical Terminology
Biology	BIO 2103	3	Microbiology for Nursing & Allied Health
Biology	BIO 2101	1	Microbiology for Nursing & Allied Health Lab
Statistics	STAT 3233 STAT 3033		Applied Statistics or Statistics for Health Professions (pending Spring 2020 approval)

Application Procedure

- Submit the full and complete application packet **on or before April 1**, using the following address:

Arkansas State University
College of Nursing and Health Professions
Program Director
Coordinated Program in Dietetics
PO Box 910
State University, AR 72467

Students who live near campus may submit their application in person to Smith Hall, 410 Suite.

Incomplete or late applications will not be considered.

If you have questions on this procedure, contact the Program Director, JoAnna Cupp, MS, RDN, LD at dietetics@astate.edu.

Students will be notified of their acceptance status by May 15.

- **Pay, register, and take the HESI A2 admission exam before** April 1st submission.
Dates, payment, and registration information are listed in the additional important information section of this packet.

Application Packet

Use the following guidelines when preparing your application packet for the Coordinated Program in Dietetics. Read and follow the directions carefully as incomplete applications will not be considered for admission to the program.

- Use only the Application Packet with date of 2020 in the bottom right footer.
- Use a one-inch 3 ring binder; solid colors are recommended. Your name must be affixed to the outside panel edge (binding) of the binder. The inside contents will begin with a FACE SHEET and APPLICATION PACKET CHECKLIST followed by six (6) dividers ordered and labeled with the name that appears by each Divider 1 – 6 below.
- All information should be typewritten with the exception of signatures and/or references.
- FACE SHEET: The first page will be a FACE SHEET. Copy the FACE SHEET found in this packet. Fill it out completely and place it first in the binder.
- APPLICATION PACKET CHECKLIST: The second page will be the APPLICATION PACKET CHECKLIST. Copy the CHECKLIST found in this packet. Use it to make sure you have included everything you need in the packet. The items on the checklist are in the order of how the packet should be organized.

DIVIDER 1 - RESUME. Your resume should include the following information:

Name (First, Middle, Last)	
ASU Student ID Number	
Email Address	
Address (s) Street address, city, state, zip	
Permanent Address	
Local Address (If different from permanent)	
Phone Number(s)	
Permanent	
Cell	
Work	
Secondary Education	
List all past and present secondary institutions attended; list the most recent first in reverse chronological order.	
Work Experience	
List all past and present work experience; list the most recent first	
Optional	
The following items are optional – provide as applicable:	
	Volunteer or service learning experiences; list the most recent first
	Extra-curricular activities
	Awards and honors received
	Special skills: knowledge of technology, special certification or skills
	Conferences, seminars or continuing education programs attended (list the most recent first)
	Other information that might be valuable for evaluation purposes

DIVIDER 2 - APPLICATION. This section of the packet has two parts.

a. **Letter of Application:** The letter of application should be 1-2 pages in length, Times New Roman font, size 12 font and double-spaced with one-inch margins. Letter is scored according to style, mechanics and content.

The letter should be in correct business format with professional language and addressed to:

Arkansas State University
 College of Nursing and Health Professions
 Program Director
 Coordinated Program in Dietetics
 PO Box 910
 State University, AR 72467

The letter of application should include the following information:

1. Describe your reasons for selecting dietetics as a profession.
2. Describe why you think you will be an effective dietitian.
3. Why is Arkansas State University your school of choice?

b. **Application Questions:** This part of the application should be two pages in length, Times New Roman font, size 12 font and double-spaced with one-inch margins. Number and copy each question prior to your answer. Each answer should be approximately one-half page in length. Application questions are scored according to style, mechanics and content.

1. Describe the process you used to investigate the profession of dietetics.
2. All coordinated programs in dietetics have an area of concentration. Describe A-State's concentration and how this fits into your professional goals.
3. What is the difference between a coordinated program in dietetics and a didactic program/ internship?
4. Describe a problem you have faced in the school or work place that interfered with your ability to be effective. What steps did you take to handle the situation? What were the end results?

DIVIDER 3 - TRANSCRIPTS. Place school/university-issued sealed envelopes containing official transcripts from all post-high school institutions attended inside a page protector in this section.

DIVIDER 4 - PREREQUISITES. Complete the prerequisite form and include in this section. Put the grade next to the course(s) you have already completed and include the institution where you completed the course. If you need additional prerequisites, indicate when and where you will be taking the remaining courses.

DIVIDER 5 - REFERENCES. Arrange for three official reference forms (make three copies of the reference form included in this packet) to be completed by individuals who can address your ability to complete a professional program of study. Choose references who can evaluate you on most, if not all, of the areas on the list. Appropriate individuals could include a work supervisor, extra-curricular leader or professor in an academic course. A family member, relative or close friend should not provide a reference. Applicants must sign the form (one for each of three references) indicating their right to review the reference or waive their right to review the reference prior to providing the form to the person completing it. References should be submitted in sealed and signed envelopes (unopened). Put the envelopes in page protectors.

YOU SHOULD SUBMIT ONLY THREE (3) REFERENCES IN THE PACKET.

DIVIDER 6 - IMMUNIZATIONS. Please submit proof you have received the required immunizations or at least the first dose of the series vaccinations (Hepatitis B, MMR). Documentation must come from your healthcare provider.

Required vaccines: Hepatitis B (3 doses)
MMR (Measles, Mumps and Rubella)
Tetanus & Diphtheria (TDap)
Current Tuberculin (TB) skin test

SUMMARY

Submit all of the above materials together in one notebook in the order listed. The program will not accept information that arrives separately from the application packet. To increase your opportunity to be accepted for the program, please follow all directions carefully and submit the packet on time.

****ADDITIONAL IMPORTANT INFORMATION****

The Coordinated Program in Dietetics requires that all CP students carry personal health insurance. This is mandatory. Students must provide hard copy proof of this to the Program Director's Office after they are accepted into the program. This must be provided **no later than August 31, 2020**. Thereafter, copies should be turned in each January as announced. Clear copies of both sides of your insurance card will suffice as proof.

The **HESI A2 admission exam** will be offered **Monday, March 30 from 8:30 am-12:30 pm and Wednesday, April 1 from 1-5 pm**. Please email dietetics@astate.edu to schedule a time to take the exam prior to submitting your notebook on April 1. Submit your Name, Student ID, and identify which day you prefer. If you are unable to do so on the scheduled dates, please let us know as soon as possible.

Verified Credentials

Based on recent legislation in Arkansas, students will be required to complete a background check **AFTER** they receive conditional admission into the Nutritional Science (NS) program. Arkansas State University's College of Nursing and Health Professions works with Verified Credentials, Inc. to establish an acceptable screening procedure. The costs of the background checks are between \$50 and \$100. This fee is subject to change. A student who has a felony on his/her record may not be able to fulfill supervised practice hours in certain facilities and may not qualify for professional licensure.

**Arkansas State University
College of Nursing and Health Professions
Coordinated Program in Dietetics
Admission Packet FACE SHEET**

Name: _____
 Last First Middle Maiden or Former

A-State Student ID #: _____ Phone Number: _____

Home Address _____

A-State Email _____

Do you hold a degree in another field? Yes _____ No _____ If "Yes," what major? _____

Do you have or have you ever had a professional license or certification in any field? Yes _____ No _____
If "Yes," what type of license? _____
You MUST enclose a copy of the license with your resume.

Have you ever had a license, registration or certification as a professional denied, revoked, cancelled or suspended? Yes _____ No _____ If "Yes," state the reason. _____

Have you withdrawn, been dismissed or attended but did not complete any technical, college or university program? Yes _____ No _____
If "Yes," you MUST submit a letter of good standing from the director or chair of the program.
Include this letter with your resume.

Were you born in a foreign country? Yes _____ No _____ If "Yes," what country? _____
See website for English Proficiency Requirements. You MUST submit test scores with your resume.

Date Signature of Applicant

****The following information will be used for data collection purposes solely. ****

Gender: _____ M _____ F Country of Origin: _____ Residence: _____ In-State _____ Out-State

Race/Ethnicity: _____ White _____ Black or African American
 _____ Hispanic or Latino _____ American Indian or Alaskan Native
 _____ Asian _____ Native Hawaiian or Pacific Islander
 _____ Other

Arkansas State University is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. To that end, the University provides opportunities in employment practices, admission and treatment of students without regard to race, color, religion, age, disability, gender, national origin, or veteran status. ASU complies with all applicable federal and state legislation and does not discriminate on the basis of any unlawful criteria. Questions regarding this policy should be addressed to the Affirmative Action Program Coordinator, P. O. Box 1500, State University, Arkansas 72467. Telephone (870) 972-3658.

**Arkansas State University
College of Nursing and Health Professions
Coordinated Program in Dietetics
Admission Packet CHECKLIST**

Name _____ A-State Student ID Number _____

Insert this CHECKLIST directly behind the FACE SHEET and in front of the first divider.
Check off all items included in the packet.

_____ FACE SHEET

_____ CHECKLIST

_____ RESUME (Divider # 1)

_____ APPLICATION (Divider # 2)

_____ Letter of Application
_____ Application Questions

_____ TRANSCRIPTS (Divider # 3)

_____ PREREQUISITES (Divider # 4)

_____ REFERENCES (Divider # 5)

_____ Reference # 1
_____ Reference # 2
_____ Reference # 3

_____ IMMUNIZATION PROOF (Divider # 6)

**Arkansas State University
College of Nursing and Health Professions
Coordinated Program in Dietetics
Admission Packet PREREQUISITE FORM**

Prerequisite	If completed: Course Title, Credit Hours, Grade Received, Completion Date, University	If not completed: Expected Completion Date & University
Composition I		
Composition II		
College Algebra		
Human Anatomy and Physiology I		
Human Anatomy and Physiology I Lab		
Human Anatomy and Physiology II		
Human Anatomy and Physiology II Lab		
Introduction to Psychology		
Principles of Sociology		
Fine Arts Visual or Fine Arts Music or Fine Arts Theatre or Intro to World Lit I or Intro to World Lit II or Intro to Philosophy		
Fundamentals Concepts of Chemistry		
Fundamentals Concepts of Chemistry Lab		
Fundamental Concepts of Organic and Biochemistry		
Basic Human Nutrition		
Oral Communication		

**Arkansas State University
 College of Nursing and Health Professions
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The US to 1876 or The US Since 1876 or Intro to US Government		
Medical Terminology		
Fine Arts Visual or Fine Arts Music or Fine Arts Theatre or Intro to World Lit I or Intro to World Lit II or Intro to Philosophy		
Micro for Nursing & Allied Health		
Micro for Nursing & Allied Health Lab		
Applied Statistics or Statistics for Health Professions (pending Spring 2020 approval)		

Note: The maximum number of credit hours possible for summer is 18, unless you have a 3.5 GPA or you are graduating in August. Obviously, if you are applying for the dietetics program, you would not be graduating in August preceding your junior year.

Arkansas State University
College of Nursing and Health Professions
Coordinated Program in Dietetics
Admission Packet REFERENCE FORM Page 1 of 3

To Be Completed by Applicant

Name _____
Last First Middle Maiden or Former

A-State Student ID Number _____ Date _____

The applicant should sign and date one of the following statements.

APPLICANT:

A signature is required prior to sending to the person completing the reference.

Under the federal Family Education Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. The law also permits students to waive this right by signing a waiver relinquishing his or her rights to inspect the reference letter. The applicant's signature below indicates their choice.

1. Letter is confidential. I waive my right to review the information in this reference form and will not have access to the information:
(Applicants ARE NOT permitted to read evaluation).

Applicant signature: _____

OR

2. Letter is NOT confidential. I do not waive my right to review the information in this reference form and will have access to the information upon request:
(Applicants ARE permitted to read evaluation).

Applicant signature: _____

**Arkansas State University
 College of Nursing and Health Professions
 Coordinated Program in Dietetics
 Admission Packet REFERENCE FORM Page 2 of 3**

_____ is applying for admission to the Coordinated Program in Dietetics at Arkansas State University and is requesting a reference evaluation from you.

Individuals who are accepted into the Coordinated Program in Dietetics must be able to fulfill the didactic and supervised practice requirements of the curriculum and possess qualifications essential to professional performance in the field of nutrition/dietetics.

Compared to other individuals of college age, rate to what extent the applicant appears to possess the characteristics listed below. Please use the following scale:

4 = Outstanding, 3 = Above Average, 2 = Average, 1 = Below Average, 0 = Not Observed

Personal and Professional Evaluation

Characteristics	4	3	2	1	0
Commitment to learning					
Interpersonal skills					
Communication skills					
Effective use of time and resources					
Use of constructive feedback					
Problem-solving					
Professionalism					
Responsibility					
Critical thinking					
Stress management					

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How long have you known the applicant? _____

In what capacity? _____

If possible, would you employ this applicant? _____

If no, please explain? _____

General comments: Please add any comments that would assist in evaluating the applicant's potential as a dietitian.

Recommendation for admission into the Coordinated Program in Dietetics:

_____ Strongly Recommend

_____ Recommend

_____ Recommend with Reservations

_____ Do Not Recommend

Evaluator's Signature: _____ **Date:** _____

Please Print Name: _____

Organization: _____

Address: _____

Telephone: _____ **Email** _____

For the reference to be official, it must be given back to the applicant in a sealed envelope with your signature across the seal. The student will submit it (unopened) in the application packet. **Note:** the applicant has included a signed reference waiver form to view or not to view the official reference forms after being used in the application process.