

## *DPD Checklist*



Please note that the following steps must be followed by all DPD students from the time they are accepted into the program until they complete:

### **STEP #1**

- Attend one of the four DPD orientations that are held during the semester to gain knowledge about the program and how to apply if you have not already done so.
- There are currently two ways to inquire about the DPD orientation:
  - a. The first way is the department website at <http://www.csun.edu/hhd/fcs/dpd>
  - b. The second is by calling the FCS department directly at (818)-677-3051 for general inquires and to register for the orientation.

### **STEP # 2**

- Download the SELF TRANSCRIPT EVALUATION FORM from the DPD website <http://www.csun.edu/hhd/fcs/dpd> .
  - a. On the website “The Self Transcript Evaluation Form” is called “SELF EVALUATION FORM” and it is located at the bottom of the page.
  - b. Please make sure to read the instructions clearly before you complete the Self Evaluation Form. Forms that are completed incorrectly will be returned to the student to make corrections.
  - c. Completed forms along with the following documents listed below should be turned into the FCS department office in SQ 141 and placed in my mailbox.
- The following documents should be enclosed in an envelope along with your Self Evaluation form:
  - a. unofficial transcripts for all the courses listed in your Self Evaluation Form

- b. Course descriptions for all courses taken outside of ARTICULATED colleges.
  - c. Syllabus for courses not adequately described in school catalog
  - d. Official Catalog with the school logo where all the course descriptions came from.
- The reviewing process for all documents submitted to the FCS department office is two weeks.
    - a. To check on the status of your paperwork go to the FCS department in SQ 141 to see if your file has been updated with the changes made from your Self Evaluation form. (No need to schedule an appointment to meet with me because all of the information you need will be in your department file).
    - b. All copies of the evaluation will be placed in your department file that is available to you M-F from 8am to 5pm in SQ 141.
    - c. If for any reason the file is not updated in 2 weeks allow for an additional week and check again at a later time.
  - Your advisor will use these copies to guide you with registration each semester.

### **STEP # 3**

- 1 year before you graduate you will have to attend a TRANSCRIPT EVALUATION MEETING.
  - a. The DPD director will evaluate your coursework and transcripts for the last time to prepare you for applying to an accredited internship program; which starts 1 year from the date you attend the meeting.
  - b. Announcements for this meeting will be posted in the FCS department office, outside the office of each faculty member that teaches in the area of Dietetics and in your classes.
  - c. Remember to stay alert so that you won't miss out on this important event because there is only 1 transcript evaluation meeting beginning of each semester.

### **STEP # 4**

- After you attend the TRANSCRIPT EVALUATION MEETING, you will be given a calendar to follow and all the tasks listed must be completed on time.
  - a. Make sure you look at the RED BOOK in the department office with all the current internship programs. Additional internship programs are also available on the ADA website ([eatright.org](http://eatright.org)).

- b. Decide which internship programs you want to apply to and contact them by email or phone to obtain application materials.
- c. Reminder, DO NOT PROCRASTINATE!!! Begin the application process.

### STEP # 5

- Ask for letters of recommendation early and allow a 6 week grace period for the faculty member to complete them.
  - a. Never ask for a recommendation letter at the last minute.
  - b. Faculty has the right to refuse completing a letter of recommendation if the student does not allow 6 weeks to process.

### STEP # 6

- Review your calendar each week to make sure you complete everything on time.
  - a. Make an appointment to meet with the DPD director for Transcript evaluation Part II.
    1. At this meeting you will be advised on any missing coursework and how to obtain the VERIFICATION STATEMENT (you will not be allowed to start an internship without this document).
    2. At this meeting you will get a draft verification statement called DECLARATION OF INTENT. It will list all your remaining coursework to be completed on your last semester of school.
    3. You will be reminded to bring your updated grades beginning of the last semester to include in your file.
    4. Your D & D Digital booklet with information on how to apply online for the matching process will also be given to you at this meeting.
    5. You will be able to ask any other questions you may have regarding the internship process, computer matching, how to obtain a VERIFICATION STATEMENT, Tips on attending an internship interview, how to write a successful personal essay and any other questions you may have about the process.

### *Final Note from DPD Director*

*Please note that the DPD director has office hours and a sign in sheet for appointments each week on her door during the semester. Please sign-up to get clarification on anything but note that those appointments are only 15 minutes. If for any reason you require more time you may have to come in several appointments.*

***GOOD LUCK!!!***