

**Dietetic Internship Letter of Recommendation
Student Information Form**

To receive a letter of recommendation from a Dietetics faculty member, you need to complete this form. You may type right into this document. When you fill in your recommender information on DICAS, the recommender will receive an email and is prompted to complete a form regarding your ability to apply knowledge, communication skills, and interpersonal skills. Submit a printed hardcopy of this completed form to each writer along with the following:

- Draft of your personal statement required for the application (this needn't be your final copy). Include the following in your letter:
 - Explain your interest in profession of dietetics and why you want to be a registered dietitian, your area of interest in dietetics, and what you feel your contribution to the field will be.
 - Discuss experiences that have helped prepare you for your chosen career.
 - Discuss your personal and/or professional strengths with concrete examples. You may want to refer to the list of attributes listed on the next page and included on the dietetic internship recommendation form. What are your weaknesses or areas needing improvement?
 - Describe your current short-term and long-term professional goals. Your short-term goals should not be simply obtaining a dietetic internship and passing the RD exam.
 - An unofficial copy of your WMU transcript.
 - Transfer students also need to include an unofficial copy of transcripts from all other schools attended in addition to their WMU transcripts.
 - Current resume.
1. List below all courses(s) you took with the faculty member you have requested to write a recommendation letter for you, including semester course was completed and grade earned. (Example: Arezoo Rojhani, PhD, RD, FCS 4680, Fall 2010, Letter Grade BA)

Name	Courses	Semester	Grade

2. Personal Information:
- a. Name:
 - b. Current Phone Number:
 - c. Permanent Phone Number:
 - d. Preferred Email Address (that you check regularly):
 - e. Actual or Expected Date of Graduation:
3. If you are applying to any internship programs that have an application deadline prior to February 15, please list these below and indicate the due date for receipt of application materials.
4. The person that you are asking to recommend you will receive a form similar to the one on the next page from DICAS. There is also space provided on this recommendation form to discuss applicant's strengths and areas needing improvement.

	Outstanding	More than Satisfactory	Satisfactory	Needs Improvement	Unsatisfactory	Not Observed
Application of Knowledge						
Nutrition Content						
Medical Nutrition Therapy						
Foodservice Management						
Analytical Skills/Problem Solving						
Conceptual Skills						
Communication Skills						
Oral						
Written						
Interpersonal Skills						
Peers/Co-Workers						
Teachers/Supervisors						
Leadership Potential						
Initiative/Motivation						
Punctuality						
Adaptability						
Reaction to Stress						
Perseverance						
Creativity						
Organizational Skills						
Works Independently						
Responsibility/Maturity						
Overall Potential as a Dietitian						

Comments: