**FSU SENIOR INTERNSHIP COURSES: INTRODUCTION AND APPLICATION**

* **NUTR 495 Internship in Food and Nutrition**
* **NUTR 499 Internship in US Army Natick Soldier Systems**
* **HTLH 495 Internship in Fitness**

You are required to follow these guidelines and complete the entire application. Your application must be submitted with your resume (approved by Career Services) and a copy of your Degreeworks

**Academic Requirements**

You must have a 2.5 QPA in courses in the major. If you do not have a 2.5 QPA, speak to your advisor.

* If you are a Health and Wellness major, an internship course is a requirement for graduation.
* If you are a Nutrition and Dietetics or Coordinated Program concentration student you can take an internship course as an elective to gain experience.

**When to apply**

1. It is best to take your Internship in your senior year when you have the knowledge and skills to utilize in your internship.
2. You must submit your application by the end of fall advising period for spring semester internships and end of spring advising period for the fall semester internships.

|  |  |
| --- | --- |
| **Application Due On or Before** | **Semester of Internship** |
| October 7 | Spring |
| March 1 | Fall |
| March 1 | Summer |

**How to apply**

1. Verify that your QPA is acceptable. If you do not meet the academic requirements, the chair of the department and your advisor will discuss a substitution course or course(s).
2. Use the checklist that you received via email!
3. Prepare a high quality, professional resume. Make an appointment at Career Services to review your application. Your resume must be reviewed and approved (initialed or signed off) by Career Services prior to submitting your application.
4. Printout a copy of your academic course progress from DegreeWorks to attach to your application.
5. Review the list of internship placements found on the Department website. You are free to look for internship options on your own but the course instructor must approve the internship.
6. Your advisor will bring your completed application to a Departmental faculty meeting. Your advisor will inform you of the decision of the faculty and give your application to the course instructor who will supervise your internship.
7. Your FSU course instructor will contact you to set up an in-person meeting to discuss placements.
8. Once your internship application and resume is approved, send an electronic copy of your resume to your internship course instructor.
9. The internship course instructor will notify you when you need to set up a formal interview with possible internship sites. Bring a copy of your resume and the internship objectives with you to the interview.
10. After the interview, discuss the results with your internship course instructor. A decision will be made as to the final placement.
11. Submit drafts of your thank you letters or e-mails to the interviewer. Once the draft is accepted by the course instructor, send out the letters and cc: the course instructor. A copy of each thank you letter is placed in your internship file.

**Special Notes about Internships**

1. Some internship placements require a physical exam including Mantoux test, immunizations, titers, flu shot; drug testing; a CORI (Criminal Offender Record Information) check which documents a person's criminal history; and, liability insurance.
2. All placements are to be finalized before the end of the prior semester. The start date will be determined by the course instructor.
3. Your grade for the internship is determined by both the internship course instructor AND the placement supervisor. The internship requirements are identified in the course syllabus and are influenced by how responsible and competent you were in setting up your internship.
4. You are required to attend seminars and individual appointments during the semester.

**INTERNSHIP COURSE DESCRIPTIONS**

**NUTR 495 Internship in Food and Nutrition**

A supervised work experience in community nutrition, foodservice management, or medical nutrition therapy. Students submit an application that identifies specific goals for the experience and a résumé. An ability to work independently is expected. A major project is required. A minimum of one eight-hour day per week is required. Prerequisites: Senior standing and permission of department chair. A QPA of 2.50 in all courses for the major.

**NUTR 499 Internship in Food and Nutrition: U.S. Army Natick Soldier Systems**

A supervised work experience in food or nutrition as it pertains to the military. The student joins a research team in one of two areas: U.S. Army Research Institute of Environmental Medicine (USARIEM), or U.S. Army Sustainability Directorate (SusD). One eight-hour day per week required. Prerequisites: NUTR 364 Experimental Study of Food, NUTR 381 Introduction to Nutrition Practice, and QPA of 2.50 in all courses for the major. Departmental permission required.

**HLTH 495 Internship in Fitness and Health**

A supervised work experience in fitness, wellness, or related health field. Students submit an application that identifies specific goals for the experience and a résumé. An ability to work independently is expected. A major project is required. A minimum of one eight-hour day each week, for a total of 120 hours, is required. Prerequisites: Senior standing and a minimum GPA of 2.50 in all courses for the major and concentration. Department permission required.

**FSU SENIOR INTERNSHIP APPLICATION**

To apply for these courses, you must complete this application form and submit it to your advisor with your approved resume and your academic course progress from DegreeWorks printout.

**Directions:** Submit this completed application to your advisor along with a printed copy of your academic course progress from Degreeworks transcript and your approved resume

|  |  |  |
| --- | --- | --- |
| 1. Student name
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date \_\_\_\_\_\_\_\_\_\_\_ |
| 1. Current address
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 1. Email address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MMobile Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. You are responsible for transportation to and from your internship placement. Where will you be living during your internship? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. FSU Faculty Advisor
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 1. Major and Concentration
 | \_\_\_\_ Food and Nutrition |  \_\_\_\_Nutrition and Dietetics \_\_\_\_ CPD |
| \_\_\_\_ Health and Wellness | \_\_\_\_ Fitness | \_\_\_\_Nutrition & Food Studies |
| 1. Semester Internship Request
 | \_\_\_\_ Fall 20\_\_ | \_\_\_\_Spring 20\_\_ |  \_\_\_\_ Summer 20\_\_ |
| 1. Expected Date of Graduation
 | \_\_\_\_ Fall 20\_\_ | \_\_\_\_Spring 20\_\_ | \_\_\_\_ Summer 20\_\_ |
| 1. Current QPA
 |  |  |
| 1. Select the internship course you are requesting
 | \_\_\_ NUTR 495 Internship in Food and Nutrition \_\_\_ HLTH 495 Internship in Fitness and Health \_\_\_ NUTR 499 Food and Nutrition Internship: Natick Soldier Research, Development and Engineering Center)  |
| 1. Can you communicate in a language other than English?
 | \_\_\_\_ No | \_\_\_\_ Yes Which language? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Are you a Certified Personal Trainer?
 | \_\_\_ No \_\_\_\_ Yes (Attach a copy of your certificate) |

1. **Complete the chart below**. Write the grade you received for each of the following required courses in your major and concentration. Indicate the status courses by writing ‘IP’ to indicate ‘in-progress’; “fall or spring” for all courses to be taken during proposed internship. Write “NA” for all courses not required in your concentration within the major.

|  |  |
| --- | --- |
| **Course** | **Grade or Status: See above** |
| NUTR 110 Fundamentals of Nutrition Science  |  |
| NUTR 262 Food, Culture and Society  |  |
| NUTR 271 Nutrition for Sport and Exercise  |  |
| NUTR 333 Nutrition and Chronic Disease |  |
| NUTR 364 Experimental Foods  |  |
| NUTR 374 Human Nutrition Science  |  |
| NUTR 381 Medical Nutrition Therapy I  |  |
| NUTR 384 Foodservice Systems  |  |
| NUTR 390 Special topics: “Topic”  |  |
| NUTR 390 Special topics: “Topic” |  |
| NUTR 478 Community Nutrition  |  |
| NUTR 479 Computer Applications in Nutrition  |  |
| NUTR 482 Management of Food & Nutrition Services  |  |
| NUTR 483 Medical Nutrition Therapy II  |  |
| NUTR 495 Internship in Food and Nutrition  |  |
| BIOL 142 Introduction to Human Biology  |  |
| BIOL 235 Principles of Human Physiology  |  |
| BIOL 307 Principles of Microbiology  |  |
| BIOL 241 Anatomy and Physiology I  |  |
| BIOL 242 Anatomy and Physiology II |  |
| BIOL 303 Exercise Physiology |  |
| CHEM 103 General Chemistry  |  |
| CHEM 107 Prin of Chemistry  |  |
| CHEM 108 Prin of Chemistry & Quantitative Analysis  |  |
| CHEM 201 Organic Chemistry  |  |
| CHEM 207 Organic Chemistry I  |  |
| CHEM 300 Principles of Biochemistry  |  |
| HLT 110 Wellness for Life  |  |
| HLTH 206 Wellness Behavior (PR) |  |
| HLTH 310 Exercise Testing and Prescription |  |
| HLTH 326 Drug, Alcohol, and Addictive Behavior  |  |
| HLTH 410 Principles of Personal Training |  |
| ENGL 286 Prof. Writing or COMM 215 Science Comm. |  |
| FINA 100 Financial Literacy |  |
| MRKT 181 Marketing Principles |  |

To the best of my knowledge, the information provided is accurate.
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)

14. Using the chart below rate the population groups with which you would most like to work and the settings in which you would like to work. Indicate your first, second, and third choices for both population groups and settings by placing 1, 2, or 3 in each ranking column.

|  |  |  |  |
| --- | --- | --- | --- |
| Populations | Ranking 1-3 | Setting | Ranking 1-3 |
| General population |  | Elder nutrition program |  |
| Adults |  | Hospital or inpatient services (Prerequisite: MNT II) |  |
| Pregnant or lactating women |  | Hospital or HMO outpatient service  |  |
| Adolescents |  | Extended care facility |  |
| School age children |  | WIC |  |
| Infants and young children |  | Child care agency |  |
| Elderly |  | Cooperative Extension Services |  |
| Rehabilitation program |  | Business or industry foodservice |  |
| Social networking |  | School nutrition service |  |
| Other, please specify |  | Food company |  |
|  |  | John Stalker Institute |  |
|  |  | Other, please specify |  |
|  |  |  |  |

15. In the chart below place an X in front of the skills you would like to develop or improve.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Client / patient counseling |  | Speaking to groups |
|  | Clinical nutrition (completed MNT) |  | Management skills |
|  | Staff or professional training |  | Food service operation |
|  | Event planning |  | Food research and development |
|  | Educational program development |  | Social media |
|  | Nutrition education |  | Writing |
|  | Other, please specify |  |   |
|  |  |  |  |

16. List your three major strengths

 1.

 2.

 3.

 17. Please provide any additional information which might be helpful in placing you.