**Russell Sage College**

**Dietetic Internship (DI) ISPP Application Process**

**Important Program Information:**

Those enrolled in the ISPP-PhD track are non-matriculated students completing their supervised practice requirements to achieve eligibility to sit for the registration examination for dietitians. Curriculum for the ISPP-PhD track is consistent with the onsite and distance intern dietetic internship program and follows the same timeline/schedule as these programs. The ISPP program can be completed on a full-time (40 hour/week) or part-time (24 hour/week basis). DI Program requirements must be completed within two years from the program start date. Please see the [Policy and Procedure Handbook](https://docs.google.com/document/d/18NXv1rvinzp9vKHQNXpfKOdt_BpZEJmh/edit?usp=sharing&ouid=115794304136904672917&rtpof=true&sd=true) for more important information.

**Program Cost:**

Application fee: $40

Supervised practice program fee: $6250

Required graduate coursework: $4,380 ($730/credit)

\*incidental costs are specified on page 12 of the policy and procedure handbook

**Program begins at the start of the summer semester each academic year. Completed applications are due by October 5, 2024 or February 1, 2025 for the academic year 2025-2026.**

**2025-2026 Tentative Program Calendar**

Mandatory Orientation: May 19-21

Practicum I: August 29-November 15

Practicum II: December 5-February 24

Practicum III: March 20-June 5

Exit week: TBD May 2025

**Interns will complete 1040 hours of supervised practice in the areas of:**

Acute Care Clinical: 400 hours

Outpatient Clinical: 80 hours

Long Term Care: 80 hours

Food Service Management: 240 hours

Community Nutrition: 200 hours

Elective: 40 hours

**Requirements for Program Completion:**

The following components must satisfactorily be completed to receive the Verification Statement, which qualifies the intern to sit for the registration examination for dietitians.

1. Successfully complete all supervised practice experiences of the program (clinical (acute, long-term care and outpatient), management and community).

2. Successfully attain competence in all CRDNs by the end of the program.

3. Complete all required supervised practice related coursework requirements

4. ISPP interns are required to register for NTR-525 and NTR-555 as non-matriculated students and must achieve the equivalent to a 3.0 or better in these courses.

5. Pass a final comprehensive examination (minimum 75% score).

**Assessment of Prior Learning:**

The DI has an assessment of prior learning process which provides limited waivers in a way that recognizes the learning achievements of interns while conserving their resources of time in the pursuit of the supervised practical experience. Interns accepted into the Russell Sage College DI are encouraged to complete the waiver application as soon as possible after official acceptance into the DI to have prior learning experiences applied towards the 1280 required hours. A minimum experience of 6 months in any setting is required before a waiver is considered. Refer to the DI website for all details and policies related to this process: <https://www.sage.edu/academics/schools/health-sciences/nutrition-programs/dietetic-internship/dietetic-internship-assessment-of-prior-learning/>

**Minimum Qualifications to apply:**

* GPA of 3.0 or above
* Hold a doctoral degree in nutrition. Recency coursework requirements will be determined on an individual basis.
* Required to arrange and secure all practicum placements for the internship. All sites must be confirmed upon application to the program. **Please review our** [**Distance Applicant Guide**](https://www.sage.edu/wp-content/uploads/2021/10/Russell-Sage-College-Dietetic-Internship-Distance-Track-Applicant-Guide-2022-23.pdf) **to assist with setting up rotations. Please note, you do not need to complete the affiliation agreement process until your acceptance into the program has been confirmed.**

All students who meet the established criteria may apply. The acceptance decision will be made by the Dietetic Internship Director. Please allow 2-4 week for your application to be processed.

**Policy on Non-Discrimination and Harassment**

In compliance with applicable federal, state and local laws, Russell Sage College (“RSC”) does not discriminate on the basis of race, color, gender, gender characteristics and expression, sexual orientation, age, religion, actual or perceived national origin, actual or perceived gender identity, marital status, military or veteran status, physical or mental disability, status as a victim of a sexual assault, relationship violence, and/or stalking, genetic predisposition and carrier status, previous convictions as specified by law, or any other characteristics protected by applicable law (the “Protected Characteristics”), in any aspect of its admissions or financial aid programs, educational programs and related activities, or with respect to employment and advancement in employment. RSC is committed to providing a work and learning environment that is free from discrimination and harassment by anyone based on an individual’s Protected Characteristics, or because the individual has engaged in activity protected by federal or state laws prohibiting discrimination.

**Required Application Materials**

1. Completed ISPP Application.
2. A check for $40.00 payable to Russell Sage College must accompany each ISPP Application Form. Application to include all materials listed should be mailed to:

Lisa L. Schmitt, MS, RDN, CDN

Director, Dietetic Internship

Nutrition Science Department

Russell Sage College

65 First Street

Troy, NY 12180

1. All official transcripts with degree conferral\* should be mailed to the program director as listed above or e-mailed if electronic: [schmil2@sage.edu](mailto:schmil2@sage.edu) *\* Proof of BS & PhD degree conferral must be included*
2. Proof of Academy of Nutrition and Dietetics Membership
3. Resume or CV
4. Three letters of recommendation to be sent directly to the DI Director, Michelle Morgan, MS, RDN, CDN (email or mailed recommendations will be accepted

**Russell Sage College**

**ISPP Application**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Present Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Street) (Apt. #)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (City) (State) (Zip Code) (Phone)**

**Permanent Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Street) (Apt. #)**

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**Last 4 digits of SS Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Foreign Applicants: Immigration Status \_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academy Membership Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you planning to complete the program: Full Time OR Part Time** *(circle one)*

***II. Education:***

List all colleges and universities attended, list most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Address**  **(City/State)** | **Date Conferred** | **Degree** |
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***III. Letter of Application:***

Provide a single spaced, typed letter addressed to the DI Director, no more than two pages in length attached to the application for

***IV. Supervised Practice Preceptor Sign-up Form***

EXAMPLE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Proposed Dates** | **Hours** | **Rotation** | **Facility** | **Preceptor Information** | | |
| **Name** | **Address** | **Email/Telephone** |
| *Tentative Start: 5/26/2025* | 440 | Clinical | The NY Hospital | Janine Smith Doe | 10 1st St, New York, NY 10000 | [jsd@sdlkj.com](mailto:jsd@sdlkj.com)  555-555-5555 ext. 113 |
| *Tentative End: 8/12/2025 Or you could put “Summer 2025”* |
| Start: | **400** | **Acute Care Clinical** |  |  |  |  |
| End |
| Start: | **80** | **Long Term Care** |  |  |  |  |
| End: |
| Start: | **80** | **Outpatient Clinical** |  |  |  |  |
| End: |
| Start: | **240** | **Food Service Management** |  |  |  |  |
| End: |
| Start: | **200** | **Community** |  |  |  |  |
| End: |
| Start: | **40** | **Elective** |  |  |  |  |
| End: |

I have reviewed the RSC DI web site and read all materials regarding the ISPP Program. I agree to secure all of my supervised practice placements and meet all program requirements. I understand that not all qualified students may be selected for this program due to the limited number of slots available. Should I decide to withdraw from this program at any time, I will notify the DI Director in writing immediately. I am aware that I may receive provisional acceptance to this program contingent upon the completion of recency requirements or coursework related to the dietetics field. **I certify that all the information and statements I have provided in this application are correct and complete, and agree to pay the full tuition price of $6250 upon starting the program.**

Student Signature Print Date