# Instructions and Checklist for NUTR 495, NUTR 499, and HLTH 495 Internships

**Academic Requirements:**

Your NUTR/HLTH 495 or NUTR 499 internship is a great opportunity to prepare for your future career. You must have a 2.5 GPA in your major courses. If you do not have a 2.5 GPA, speak to your advisor. The department chair and your advisor will discuss a substitution course or course(s). If you are a Health and Wellness major, have a Nutrition and Food Service Program Management concentration, or are in the DPD 4+1 program an internship course is required to graduate. 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 and How to Apply:**

It is best to take the internship class in your senior year when you have the most knowledge and skills to utilize in your internship. The application process requires preparation and thought. Your application must be submitted through the online application form linked below with your resume (approved by Career Services) and a copy of your Degreeworks summary. Both documents must be in PDF format. The checklist below will help you prepare and submit on time. Mark off each task as you complete them. Applications are due by the following dates, based on when you plan to take the internship course.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Check here when done** | **Checklist of items you need to complete for the internship application** | For **summer** or **fall** semester internships | For **spring** semester internships |
|  | Check in with your advisor to verify when you should take the internship course. | By Feb. 15 | By Sept. 21 |
|  | Verify that you have a 2.5 GPA in all major courses. If you do not, speak to your advisor. | By Feb. 15 | By Sept. 21 |
|  | Schedule and meet with Career Services to review your resume. Ask about resources for writing a cover letter during this meeting. | By Feb. 15 | By Sept. 21 |
|  | Edit resume and have it re-reviewed by Career Services, if needed. | By Feb. 22 | By Sept. 28 |
|  | Complete the [online internship application linked here](https://forms.office.com/Pages/ResponsePage.aspx?id=ivGKVtunQE2ln9ZP1I2zZh_tT8ewoU1JkZ6mDX3iAchUMk84MjdFRjJSNlRTVzAzMThZUzlOTE9LUi4u), which includes uploading your resume, a copy of email about Career Services meeting, and a copy of DegreeWorks summary. The same application is used for NUTR 495/499 and HLTH 495. Contact the course instructor with any questions. | By March 1 | By Sept. 28 |
|  | Ensure that you have at least one eight-hour weekday available for your placement (or four hours free on two different days). | When planning your schedule | When planning your schedule |

After submitting your application, the internship course instructor will set up a meeting with you to discuss potential placement sites, the process for writing a cover letter and scheduling an interview with your potential placement site, and the process for registering for the internship class. You should use the Career Services [Career Guide](https://www.framingham.edu/Assets/uploads/the-fsu-difference/career-services/_documents/Career%20Guide%20Spring%202021%20Accessible%20Updated%203-10-21.pdf) to help you write your cover letter. Once your site is confirmed, you are responsible for providing any required documentation (i.e. CORI check) and/or completing any required health screenings or training prior to the internship semester (only applies to some sites).

Your internship grade is determined by the internship instructor AND placement supervisor. Internship requirements are identified in the course syllabus. You are required to attend seminars and individual appointments during the semester.

\*Fall/Spring NUTR 495/499 Course Instructor: Professor Megan Mayer (mmayer1@framingham.edu)

\*Summer NUTR 495/499 Course Instructor: Professor Karen McGrail (kmcgrail@framingham.edu)

\*Fall/Spring/Summer HLTH 495 Course Instructor: Professor Brian Souza (bsouza@framingham.edu)

Revised 2/24/22, Department of Nutrition and Health Studies