



UPEI Integrated Dietetic Internship Program

2026/2027 Applicant
Handbook

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Introduction

Welcome to the UPEI Integrated Dietetic Internship Program Applicant Handbook. This handbook is intended to support prospective applicants in understanding the structure, expectations, and admission process for the UPEI Integrated Dietetic Internship Program. The information provided is designed to help students make informed decisions as they explore a career in dietetics and prepare for the internship application process.

Students considering a career in dietetics are encouraged to learn more about the profession by exploring resources available through [Dietitians of Canada](#), particularly the information related to [becoming a Registered Dietitian in Canada](#). Speaking with practicing dietitians and current interns can also provide valuable insight into the realities and rewards of the profession.

Prospective applicants are strongly encouraged to familiarize themselves with the [UPEI Foods and Nutrition Program](#) and the [Integrated Dietetic Internship Program](#) requirements early in their academic planning. Questions regarding the program or application process may be directed to the Professional Practice Coordinator, Bethany Vessey, at bavessey@upei.ca.

About the Dietetic Profession

Dietitians are regulated health professionals who apply evidence-based knowledge in food, nutrition, and health to support individuals, communities, and populations. Registered Dietitians work in a wide range of practice settings, including hospitals, primary care, long-term care, community health, public health, education, food service management, research, policy development, industry, and private practice.

To become eligible for registration in Canada, students must complete:

- An accredited undergraduate degree in Foods and Nutrition
- An accredited practical training program (internship)

About the UPEI Dietetic Internship Program

The UPEI Integrated Dietetic Internship Program is an accredited professional education program that integrates academic learning with supervised practicum training. The program is designed to prepare graduates for entry-level dietetic practice and eligibility to write the Canadian Dietetic Registration Examination (CDRE).

The program is accredited through [Accreditation Canada's EQual Health Education Accreditation Program](#) and is aligned with the [Integrated Competencies for Dietetic Education and Practice \(ICDEP\)](#).

The internship emphasizes:

- Integration of theory and practice
- Competency-based learning
- Professional and ethical practice
- Interprofessional collaboration
- Evidence-informed decision making
- Lifelong learning

The program includes both traditional and non-traditional placement experiences that allow interns to explore the diversity of dietetic practice across a variety of settings.

Program Objectives

The objectives of the UPEI Integrated Dietetic Internship Program are to:

- Support achievement of entry-level competencies
- Prepare graduates for safe and ethical practice
- Develop communication, leadership, and professional judgment
- Foster adaptability and lifelong learning

Academic Planning

Students interested in applying to the UPEI Integrated Dietetic Internship Program must follow the Dietetics course sequence outlined in the [UPEI Academic Calendar](#) and complete all program-identified prerequisite courses, as detailed in [Appendix II: Course Requirement Record](#).

Careful academic planning is essential to ensure that all admission requirements are met within the expected timelines. A suggested Dietetic Stream course sequence is provided in [Appendix I](#). Students are strongly encouraged to meet regularly with their academic advisor and the Professional Practice Coordinator to discuss course selection, eligibility requirements, and preparation for the internship application process.

Information regarding assigned academic advisors is available on the Applied Human Sciences (AHS) Moodle site. Students who do not have access to the AHS Moodle site should contact Julia Walsh at appliedhumansci@upei.ca to request access.

Internship Structure

The UPEI Integrated Dietetic Internship Program includes two levels of practicum education coordinated alongside the undergraduate degree program.

Level I – FN 3001: Integrated Dietetic Practice I

Level I occurs following the third year of the undergraduate degree and includes:

- an Internship Class Week; and
- two four-week practicum placements:
 - Food Provision; and
 - Nutrition Care (Clinical).

The Internship Class Week provides orientation to:

- internship expectations;
- professional practice;
- policies and procedures;
- competency-based education;
- learning contract development; and
- e-portfolio requirements.

Level II – FN 4001 Integrated Dietetic Practice II & FN 4002: Integrated Dietetic Practice III

Level II placements occur following the fourth year of the undergraduate degree and include:

- 6-week Food Provision placements;
- 10-week Population Health Promotion placements; and
- 10-week Nutrition Care placements.

Level II placements range from approximately 26–30 weeks in duration, depending on placement availability and individual learning needs.

Interns are required to complete 1250 hours of supervised practicum training throughout the program.

Placement Experiences

Placement opportunities may occur in a variety of settings across Prince Edward Island and, in some cases, outside the province.

Examples of placement settings include:

Food Provision

- Hospitals
- Long-term care facilities
- Campus food services
- Industry
- Institutional food systems

Nutrition Care

- Acute care hospitals
- Long-term care
- Diabetes education centres
- Mental health setting
- Home care
- Primary care offices
- Outpatient clinics.

Population Health Promotion

- Public health programs
- School nutrition initiatives
- Community organizations
- Health promotion programs
- Research settings

Admission Requirements

Admission to the UPEI Integrated Dietetic Internship Program is competitive, and the number of available internship seats is limited. Typically, ten internship seats are available annually. Meeting the minimum admission requirements does not guarantee acceptance into the program, as applicants are selected through a competitive ranking process.

Students interested in applying to the internship program must:

- Be enrolled in the third year of the UPEI Foods and Nutrition Program
- Have completed the prerequisite course outlines in [Appendix II: Course Requirement Form](#);
- Achieve a minimum cumulative GPA of 3.0 (74–76%);
- Have no Foods and Nutrition course grade below 70%;
- Complete the CASPer assessment; and
- Submit all required application materials by the stated deadlines.

GPA calculations include all required courses listed in [Appendix II: Course Requirement Form](#),

along with electives from most to least recent, up to a total of 25 courses.

CASPer Assessment

All applicants to the Integrated Dietetic Internship Program are required to complete a CASPer assessment (CASPer Test), in addition to meeting academic requirements. Successful completion of CASPer is mandatory to maintain admission eligibility.

CASPer is an online test that assesses non-cognitive skills and interpersonal characteristics important for success in the Dietetics profession. It is used as one component of the admissions process to support a more holistic and objective evaluation of applicants.

Please note:

- The CASPer test can only be taken once per admission cycle
- Multiple attempts within the same cycle are not permitted

To view UPEI CASPer test dates and to learn more about CASPer, visit this link: <https://takealtus.com/faq/#prepare>. Please direct any inquiries on the test to the CASPer provider, Altus.

Selection Process

The selection process includes multiple stages to ensure a fair and comprehensive evaluation of all applicants.

Initial Screening

Initial screening is conducted to determine whether applicants meet the academic requirements, have submitted a complete application package, and have received satisfactory department and external references. References are reviewed for concerns that may indicate challenges with professionalism, ethical conduct, communication, dependability, or readiness for internship training. Only applicants who meet all minimum requirements and submit complete application packages will proceed to the next stage of the selection process.

Academic Assessment

Applicants must meet the following academic criteria:

- Completion of required courses ([see Appendix II: Course Requirement Record](#))
- Minimum cumulative GPA of 3.0 (74–76%)
- No Foods and Nutrition course grade below 70%

Application Package Requirements

Applicants must submit a complete application package, which includes:

- UPEI Integrated Dietetic Internship Application Form
- E-Portfolio (including resume and letter of intent)
- Two (2) References
 - References must be submitted using the Applicant Rating Form
 - References should be from supervisors or managers from paid and/or volunteer experiences
 - References from individuals who have not directly supervised the applicant, including family or friends, will not be accepted
- Department Composite Reference
 - Applicants must contact the Professional Practice Coordinator to request this reference
 - Applicants are required to complete the Composite Reference Consent Form
- Course Requirement Record ([Appendix II](#))
- Unofficial UPEI transcript (official transcripts required for courses completed at other institutions)
- Confirmation of CASPer completion

Only complete application packages will be considered.

Interview Selection

The Professional Practice Coordinator reviews all applications that pass the initial screening. Applicants are then ranked based on the strength of their application materials. Based on this ranking, a maximum of fourteen (14) applicants will be invited to participate in the interview stage each year.

Final Selection

The Selection Committee will review the application packages and conduct interviews using a 115-point scoring system.

Scoring System of Interviewed Applicants (115 points)

E-portfolio Link (including Resume & Letter of Intent) (3 points)

Applicants must provide a link to their e-portfolio within their application. The e-portfolio should align with the requirements of the FN 3830 Professional Practice in Dietetics course. This includes, but is not limited to:

- An up-to-date resume
- Professional goals (including timelines)
- Letter of intent
- Evidence demonstrating achievement or progression toward at least one ICDEP competency (version 3.0)

Important: Applicants must ensure that their e-portfolio is publicly accessible (i.e., accessible outside of UPEI), as external members are part of the Selection Committee.

If you were not enrolled in FN 3830 in Fall 2026, please notify the Professional Practice Coordinator.

Letter of Intent (5 points)

The letter of intent should clearly outline:

- Your interest in the dietetic profession
- Your reasons for applying to the UPEI internship program
- The personal qualities, knowledge, and skills that make you a suitable candidate

The letter will be evaluated based on:

- Content and clarity
- Alignment of goals with the profession
- Understanding of the program
- Potential contribution to the profession
- Communication and interpersonal skills
- Evidence of self-direction

The letter should be no longer than 275 words (approximately 1–1.5 pages) and must be included within the e-portfolio.

Work and Volunteer Experience (7 points)

Relevant work and volunteer experience are important considerations in the selection process.

Applicants are encouraged to demonstrate:

- Experience in food service, community programming, or healthcare settings
- Both paid and unpaid experiences
- Engagement in roles that demonstrate responsibility, initiative, and teamwork

While a range of experiences is valued, the **quality, relevance, and level of engagement** in these experiences are key factors in evaluation.

Interview (100 points)

The interview is the most heavily weighted component of the selection process.

The Selection Committee consists of three individuals:

- The Director of the Internship Program or a faculty member
- Two (2) practicing dietitians who have served as preceptors, one of whom has experience in human resource development

The committee collaboratively develops interview questions and conducts all interviews. Each interview is approximately thirty (30) minutes in length.

The interview assesses:

- Communication skills
- Professionalism
- Critical thinking
- Interpersonal skills
- Self-awareness
- Readiness for entry-level dietetic practice

How to prepare for the interview

Applicants should be prepared to clearly articulate:

- Their interest in the dietetic profession
- Their reasons for applying to the UPEI program
- Their understanding of the role of a dietitian

The Selection Committee expects applicants to demonstrate familiarity with the program and to reflect thoughtfully on their experiences.

Applicants are encouraged to:

- Prepare for both informational and behavioural interview questions
- Participate in mock interviews
- Reflect on examples that demonstrate leadership, teamwork, adaptability, and problem-solving

Mock interviews can help identify areas for improvement and increase confidence

Additional Interview Support

UPEI Career Services offers support for applicants, including:

- Mock interviews
- Resume review and revisions
- Interview preparation sessions (typically offered in January to those invited to interview)

For more information, contact:

Career Services at experientialed@upei.ca or (902) 620-5088

Conditions of Acceptance

Students who are offered a spot in the UPEI Integrated Dietetic Internship program must agree to the following terms:

- **Transportation-** Students are responsible for finding their own transportation to and from their placements during the duration of the internship program, and they must be willing to travel to any placement site throughout Prince Edward Island.
- **Travel-** Students must be willing to travel to pre-determined organizations in other provinces to complete some of their training. All costs associated with out-of-province placements are the responsibility of the student.
- **Immunizations and Criminal Record Check-** Students must have all immunizations listed on the [UNIVERSITY OF PRINCE EDWARD ISLAND IMMUNIZATION REQUIREMENTS](#) form up to date, along with any additional immunizations required by relevant placement organizations. Students must also have a criminal record check and a vulnerable sector check completed. Documentation must be submitted **one month prior to the start date of FN-3001.**
- Upon acceptance, interns must become student members of Dietitians of Canada.
- International students must contact the [International Student Office](#) to ensure that they have completed the appropriate immigration documentation for practicum work placements before the start of FN 3001.

Internship Fees and Associated Costs

Current Fees and Associated Costs: There is a course tuition fee for each practicum course in the internship, and an internship fee for program Levels I & II. The fees below represent the costs for the 2026/2027 year and are subject to annual fee increases.

- **Level I FN 3001** (course tuition (\$813.00) + internship fee (\$2553)- **This course counts as a 3rd-year elective.**
- **Level II FN 4001** (course tuition (\$813.00) + internship fee (\$2553)
- **Level II FN 4002** (course tuition (\$813.00) + applicable student fees)
- Dietitians of Canada online courses:
 - *Counselling for Behaviour Change (\$43.75)*
 - *Critical Care Nutrition (\$70.00)*

- *Swallow Screens and Assessment (\$43.75)*
- Transportation and accommodation costs
- Clothing- uniform, lab coat, professional clothing
- Registration with provincial colleges and boards (if applicable)
- Dietitians of Canada Student Membership (\$50.00/yr)
- Incidentals (e.g. workshop fees, name tags, etc.)

Important Dates for 2026/2027

- **Friday, Nov 2, 2026**
 - **Application packages are available** via email. Email the Professional Practice Coordinator, Bethany Vessey, RD, at bavessey@upei.ca to receive your package.
- **Monday, November 30, 2026**
 - **Department Composite Reference:** (included in “Student Consent Forms”) Each applicant requires a Composite Reference from faculty in the Foods and Nutrition Program. Applicants must complete the “UPEI Dietetic Internship Student Intent and Department Composite Reference Consent Form” and submit it to the Professional Practice Coordinator via email at bavessey@upei.ca or in person to the department administrative assistant (Room 314, HSB) by this deadline.
 - **Student Post-Secondary Transcript Consent Form:** (included in “Student Consent Forms”) Required if post-secondary course credits from another institution are to be used in GPA calculations. This signed consent allows the program to request official transcripts on the student’s behalf. The form must be submitted to the Professional Practice Coordinator or the department administrative assistant (Room 314, HSB) by this deadline.
- **Friday, January 15, 2027**
 - Application packages are due. Applications may be submitted by email to the Professional Practice Coordinator, Bethany Vessey, RD, at bavessey@upei.ca.
 - Two (2) external references are also due. References must be sent directly from the referee to the Professional Practice Coordinator or submitted by mail in a sealed envelope with the referee’s signature across the seal and the applicant’s name clearly marked on the front.
- **Late January 2027**
Interviews held
- **Early February 2027**
Applicants informed of results
- **April 26, 2027 (tentative)**
Start date FN 3001 (Internship Class Week)

Additional Information

Questions regarding the UPEI Integrated Dietetic Internship Program or application process may be directed to the Professional Practice Coordinator, Bethany Vessey, at bavessey@upei.ca.

Prospective applicants are encouraged to:

- Attend program information sessions when available
- Connect with current interns or recent graduates
- Review program materials carefully
- Seek advising support early in their academic planning process.

Appendix I: Course Sequence: Dietetics

First Year

Foods and Nutrition 1110 – Introductory Foods
Foods and Nutrition 1120 – Food Systems & Planetary Health
Biology 1220 – Human Physiology
Biology 1310 – Introduction to Cell and Molecular Biology
Chemistry 1110 – General Chemistry I
Chemistry 1120 – General Chemistry II
Math 1110 – Finite Mathematics OR Math 1120 – Calculus for the Managerial, Social and Life Sciences
IKE 1040 – Indigenous Teachings of Turtle Island
One 3-semester-hour Social Science elective
One Free elective

Second Year

Foods and Nutrition 2110 – Introductory Nutrition I
Foods and Nutrition 2120 – Introductory Nutrition II
Foods and Nutrition 2230 – Determinants of Dietary Behaviour
Foods and Nutrition 2610 – Communications
Biology 2060 – Microbiology
Chemistry 2430 – Organic Chemistry for the Life Sciences
Statistics 1210 – Introductory Statistics
Business 1710 – Organizational Behaviour
One 3-semester-hour Humanities elective
One free elective

Third Year

Foods and Nutrition 3020 – Advanced Foods
Foods and Nutrition 3210 – Foodservice

Systems Management

Foods and Nutrition 3310 – Introduction to Research Methods
Foods and Nutrition 3510 – Nutritional Assessment
Foods and Nutrition 3520 – Clinical Nutrition I
Foods and Nutrition 3820 – Program Planning & Evaluation
Foods and Nutrition 3830 – Professional Practice in Dietetics
Chemistry 3530 – Biochemistry
One free elective

Summer Semester

Foods and Nutrition 3001 – Integrated Dietetic Practice I

Fourth Year

Foods and Nutrition 3710 – Lifespan Nutrition
Foods and Nutrition 4120 – Human Metabolism
Foods and Nutrition 4220 – Quantity Food Production
Foods and Nutrition 4310 – Evidence-Based Practice in the Health Sciences
Foods and Nutrition 4340 – Community Nutrition
Foods and Nutrition 4610 – Clinical Nutrition II
Four free electives

Fifth Year

Foods and Nutrition 4001 – Integrated Dietetic Practice II
Foods and Nutrition 4002 – Integrated Dietetic Practice III

Appendix II: Course Requirement Record

All applicants must have successfully completed **all** required courses (identified with *) to be eligible to apply for the Integrated Dietetic Internship. Courses identified by ** must be either completed or in progress for the Winter term of your 3rd year. Use check marks to indicate those courses you have taken or are in the process of completing.

Course	Completed at UPEI <input type="checkbox"/>	Completed at a Different Educational Institution (Specify School Name and Course #)	In Progress (Winter 2023) <input type="checkbox"/>
FN 2810 (1110)*			
FN 2820 (1120)* if applicable			
FN 2110*			
FN 2120*			
FN 2230*			
FN 2610*			
FN 3020**			
FN 3210*			
FN 3310*			
FN 3510*			
FN 3520**			
FN 3820**			
FN 3830*			
Chem 1110*			
Chem 1120*			
Chem 2430*			
Chem 3530** (or BIO 2550)			
Bio 1220*			
Bio 1310*			
Bio 2060*			