

**Dietary Assessment Course by Intake**

Course to begin in June 2024, Exact date still to be determined.

Zoom Class meeting times: Tuesday 8:00-9:30am ET; Thursday 8:00-9:30am ET

**Application Requirements:**

- 1) **Updated CV** documenting professional and educational experience, and any specific training or experience you have related to dietary assessment.
  - a. Be sure to include any specific experience you have with data collection or analysis because experience with data collection and/or analysis is an eligibility requirement.
  - b. Please be sure to state your level of English Proficiency in your CV. Professional proficiency in English is an eligibility requirement.
  - c. Please also list any statistics courses that you have completed in your CV.  
Note: Completion of statistics coursework is not an eligibility requirement for the course but completion of at least 1 statistics course is highly desired and will be considered in the scoring of applications.
- 2) **Personal Motivation Statement** (Word Limit: 1500 words) describing your motivation for participating in the course and how you intend to apply what you learn to advance dietary assessment work in low- and middle-income countries.
- 3) **Personal Commitment Statement** (Word Limit: 1000 words) describing your ability to commit to actively participate in the full curriculum over the 8-month duration of the course with classes two times per week and homework. You will be held to account for participation in all course sessions if you are selected for enrollment.
  - a. If you are currently employed full-time or a student full-time and the course time is during your usual working or school hours, please explain how you will be able to participate in the course.
  - b. If you expect you may face challenges committing to full participation in the course over the 8-month duration, please describe the extent to which your participation in the course may be limited.
- 4) **Completed Software Questionnaire**
  - a. Please go to the file at [this link](#). Download the file, complete the questionnaire, and submit the completed questionnaire with your application.  
Note: Access to Microsoft Excel software is a course requirement. We also require at least a basic skill level in working with Microsoft Excel. Previous experience with other statistical analysis software packages is not a requirement for course participants but will be considered positively in the evaluation of applications.

**Eligibility Criteria to be Considered for the Course:**

- 1) Must have some type of experience working with data (either data collection or analysis) [Must be documented in CV]
- 2) Must have post high school degree (at least 2 years post high school education) [Must be documented in CV]
- 3) Must have at least 2 years of professional experience working in a low- or middle-income country [Must be documented in CV]
- 4) Must have professional proficiency in English. [Must be documented in CV]
- 5) Must have access to Microsoft Excel and basic skills with Excel [Must be documented in Completed Software Questionnaire]
- 6) Must have a commitment to participate in all course sessions [Must be described in Personal Commitment Statement]

**How to Apply:**

Please submit the application materials to *Intake* before April 15, 2024, 5pm EDT by sending an email to: [Feedback@Intake.org](mailto:Feedback@Intake.org). Please put the subject of the email as “Dietary Course Application”. Please note, we will not be able to review incomplete applications or applications received after 5pm EDT on April 15, 2024. We also are unable to consider applications that do not document that all eligibility requirements are met.

**Application Materials to Submit:**

- 1) CV
- 2) Personal motivation statement
- 3) Personal commitment statement
- 4) Completed software questionnaire

**Application Evaluation Criteria:**

- 1) CV – 10%
- 2) Personal motivation statement – 60%
- 3) Personal commitment statement – 20%
- 4) Completed software questionnaire – 10%

Once all applications are received and evaluated, we may also make selections for participation in the course with consideration toward ensuring gender inclusion, geographic diversity, and technical diversity (in terms of sector background) among the course participants selected.