

Application and Notification Procedure

Application Procedure:

Review all the application information and forms found at this internship website.

- ❑ Prepare a letter of intent and either a resume or a Dietetic Internship Program Application form so that you may use it as an introduction between you and potential preceptors.
- ❑ If you are in Colorado, please contact the Program Director **before** contacting any facilities in Colorado. If you need guidance on where to start to look for sponsoring facilities, please email or call the Program Director.
- ❑ Call prospective preceptors and make an appointment to discuss your intent to apply for the University of Northern Colorado Dietetic Internship as well as your potential program of practice. Settle on a primary preceptor, then search out other locations and preceptors to fill the needed experiences and assignments. Provide the potential preceptor with a copy of the Required Experiences list as a guideline of what needs to be included in your rotation.
- ❑ Be aware you may need to “sell” the program and yourself as a worthy endeavor in the Dietetics field. Many RDs answer to administrators who do not always see the potential value of having an intern. Often the question of reimbursement comes up. Here are a few important points you can keep in mind:
 - One of your obligations in the internship is to complete two weeks of staff relief, one each in clinical and foodservice.
 - Many of the assignments are directed toward cost analysis and control and lend well to being coordinated with the needs of the facility.
 - Many of the assignments and required experiences are directed toward improving productivity in program operations for clinical, foodservice and community programs.
 - Interns help preceptors to maintain a current link to the field.
 - Interns can complete special project work that preceptors simply don’t have the time to complete.
 - Interns have proved useful to have available during times of “organizational stress” such as during preparation for a Joint Commission site visit...
- ❑ Many potential preceptors do not know of this program and are not familiar with the unique structure of the application procedure. A prospective preceptor may find it helpful to call the Program Director for further clarification. We encourage this contact.
- ❑ Obtain completed preceptor and facility description forms. Complete other required documentation.
- ❑ Contact D&D Digital to obtain computer-matching application for the internship. Information can be obtained at www.dnddigital.com or by telephone at 515/292-0490. Be aware that your application CANNOT be considered unless you have submitted the computer matching application.
- ❑ Assemble your application packet following the checklist included with the application instructions.

Completed applications (including checklist) must be postmarked no later than the Application deadline on the “Important Dates” table and sent to:

Dietetic Internship Director
School of Human Sciences
Campus Box 93
University of Northern Colorado
Greeley, CO 80639

Application materials will not be returned.

Internship details and all forms required for application are available on our website: www.unco.edu/dietetic under Application.

If you have difficulty downloading application materials or have additional questions, please contact our program administrative assistant at amy.baird@unco.edu, or call 970/351-1769. Requests can also be mailed to University of Northern Colorado, Dietetic Internship Program, School of Human Sciences, Campus Box 93, Greeley, CO 80639.

Forms

Listed here are the forms you must complete and include with your application packet. They are available in either Word or PDF format to enable you to type information onto the form. All are required to be typed EXCEPT for the Preceptor and Facility Description forms.

[Application Checklist](#)

[Summary](#)

[Rotation Schedule](#)

[Recommendation Form](#)

[Preceptor and Facility Description Forms](#)

[Dietetic Internship Program Application](#)

During the application evaluation process, all pieces of the application packet are reviewed and numerically scored by members of the review committee. An objective spreadsheet program is used to calculate the percentage of points each applicant has earned during the review process and rank applicants accordingly

Acceptance Procedure

D&D Digital (not the internship program) will notify each applicant of their program matching status 1 day prior to the appointment date. Applicants must call the internship program to accept or reject the computer match for this program no later than 5 p.m. on the appointment date

You are encouraged to call the program director/administrative assistant (970/351-1769) between 9 a.m. and 4 p.m. Mountain Time prior to the appointment date to accept or decline the appointment once you have been notified by D&D Digital.

Applicants are encouraged to accept or decline early on appointment day if they wait until the specific appointment date. If a response is not received within the designated time, the applicant forfeits his/her position.