



How to Apply to the DI or MSDI: 2nd round

- Do not sign up through DICAS or D&D Digital. Send your application directly to: michelle.mcdermott@unco.edu. If you already have a DICAS application started, let us know and we can review it there.
- Compile material into a single PDF and send it directly to michelle.mcdermott@unco.edu with subject line LAST NAME, FIRST NAME, and either DI or MSDI by **5/15/2024**
- Determine if you plan to pursue the Master's in dietetics with dietetic internship (MSDI) or just the dietetic internship (DI). Note that you must earn a graduate degree prior to receiving a Verification Statement of Completion from DI Director. You have 12 months after the completion of the supervised practice component to submit a completed graduate degree.
- For the MSDI application, you do NOT need to submit a rotation summary schedule or the preceptor/facility forms. A rotation summary schedule and preceptor/facility forms are required for the DI application.
- Additional information can be found on the UNC website for the [MSDI](#) or [DI](#) track.

Required components for your application to the DI or MSDI:

- If you have an application started in DICAS, please let us know and we will review it there.
- If you do not have an application in DICAS, all components must be combined into a single PDF file and sent with subject line: LAST NAME, FIRST NAME and denote if you are applying to MSDI or DI. Example: WITHROW, NIKKI/ MSDI.
- Rotation Summary Form. (For DI only, NOT for MSDI)
- Preceptor/Facility Forms. (For DI only, NOT for MSDI)
- Declaration of Intent to Complete Degree Form submitted by the Program Director of the Didactic Program in Dietetics where applicant is currently enrolled.
or
Verification of Completion of Program Form if applicant has already graduated (submitted by DPD Director).
- Resume.
- Personal statement in 1,000 words or less answering the following questions specific to UNC's program:
 - Describe an influential person or experience that had a positive impact on you and why.
 - What are your strengths and weaknesses or areas needing improvement?
 - If you had more free time in your day, what would you do to fill the hours?
 - Please describe how you envision yourself as a leader within the Nutrition and Dietetics profession.
- Transcripts from each school ever attended.
- Additional material may be requested on a case by case basis.



Letters of Reference

- Three Confidential Letters of Reference must be submitted directly from the reference, not included in your application packet.
- Instruct your references to send letters directly to michelle.mcdermott@unco.edu with the subject line of "LOR for *LAST NAME, FIRST NAME*".
- One reference must be from a current or former employer, one from a dietetics professor, and the third is your choice.

UNC Application Fee

- The application fee is waived for 2nd round.

Additional Requirements for DI Stand-alone only, (NOT for MSDI)

- Essay question if your cumulative GPA is at or below 3.0. (MSDI must have a GPA of 3.0 or greater to apply.)
 - Please write in less than 300 words an explanation of what factors contributed to your GPA and how you changed the way you approached your courses or the resources you utilized.
- Rotation Summary Form
- Preceptor/Facility Forms

Rotation Summary Form and Preceptor/Facility Form

- A [Rotation Summary Form](#) must be completed using the form provided on our website. This is a tentative schedule that will be reviewed as part of your application. It can take time to hear back from potential preceptors, so be sure to start this early in the application process.
- The [Preceptor/Facility Form](#) should be completed by every preceptor that is listed on your rotation summary, unless that preceptor is already on our Master Preceptor List. If this is the case, have the preceptor write a short paragraph acknowledging that they have committed to precepting you. Please combine preceptor forms/acknowledgements into one document before uploading.
- To contact prospective preceptors and build your rotation summary, use the tips below:
 - Review details on securing preceptors found on our website.
 - Email dietetic.internship@unco.edu to receive access to the UNCO preceptor list
 - Gather contact information using the UNCO preceptor list and/or through your own research.
 - Read about the facility and what they have to offer prior to contacting.
 - Email the prospective preceptor to discuss your intent to apply to UNCO's dietetic internship. You may use the *Sample email to send to prospective preceptors*, and include your resume and the *List of Competencies*. These are found on the Application Process page of our website.
 - Follow up if you do not hear back within 1-2 weeks.
 - Be prepared to "sell" yourself and the UNCO Dietetic Internship when you contact a potential preceptor. Approach it as a professional interview.
 - When talking with a potential preceptor, often the question of reimbursement is asked. Here are some important points to keep in mind:
 - You will be able to provide 40 hours of clinical and 40 hours of food service staff relief.
 - Many activities are directed toward cost analysis and improving productivity, and you can complete special project work based on the needs of the facility.
 - Interns can be useful during times of "organizational stress" such as preparing for Joint Commission site visits.
- **Remember, these steps are only required for applications to the DI, not for the MSDI application.** For MSDI students, these steps are completed during the second year of the program.