



## How to Apply: Instructions for General Admission

This document outlines application instructions for the Master's in Dietetics with Dietetic Internship (MSDI) and for the Dietetic Internship (DI) stand-alone through **DICAS**. If you are a UNCO DPD student or alumnus, you are eligible to apply through preselection and should follow the instructions listed in *How to Apply: Instructions for Preselection* found on our website.

- Use the *Dietetic Internship Application Checklist* to help you organize your material
- If you have questions after reviewing all 4 pages of this document and the website in its entirety, please email [dietetic.internship@unco.edu](mailto:dietetic.internship@unco.edu)

### D&D Digital

- Applicants must register and pay the \$65 computer-matching fee.
- Applicants must rank dietetic internship priority choices by the deadline.
- Email [info@dnddigital.com](mailto:info@dnddigital.com) or call 515-292-0490 with questions.

### DICAS Application

Our program uses the on-line centralized internship application, DICAS, which can be found here: <http://dicas.liaisoncas.com>. For questions, please e-mail DICAS at [dicasinfo@dicas.org](mailto:dicasinfo@dicas.org). The fee is \$50 for the first application submitted and \$25 for each additional application. Additional information on using DICAS is available here: [Application Process for Students \(eatrightpro.org\)](http://eatrightpro.org). If you have further questions or concerns about your DICAS submission, please email DICAS Customer Support or call 617-612-2855.

### UNCO Application Fee

UNCO has an additional application fee that must be paid by the Application Deadline listed on the Important Dates page. Application fee is non-refundable. Please use the link below to pay your fee, and be sure to use only the link associated with the program to which you are applying.

- MSDI application fee (Use this link if you are applying to the MSDI): [\(MSDI - General Admission\) - Dietetic Internship Application Fee](#).
- DI application fee (Use this link if you are applying to the DI stand-alone without MS): [\(DI - General Admission\) - Dietetic Internship Application Fee](#)

## Required Components for MSDI and DI Applications:

- Declaration of Intent to Complete Degree Form submitted by the Program Director of the Didactic Program in Dietetics where you are currently enrolled OR Verification of Completion of Program Form if you have already graduated (submitted by DPD Director).
- Resume
- Personal statement: In 1,000 words or less, answer the following questions specific to UNCO'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.
- Three letters of Recommendation. Students submitting applications to more than one program will need to use the same individuals as references for each application. One reference must be from a current or former employer, one from a dietetics professor, and the third is your choice.
- Official transcripts from all colleges and universities attended should be sent directly to: DICAS Transcript Processing Center, PO Box 9118, Watertown, MA 02472. Visit the DICAS website or reach out to DICAS customer support for additional guidance. If you are currently taking courses to complete DPD requirements, wait until fall semester grades are posted before ordering transcripts.

## Choose a Pathway to Determine Next Steps

Choose which of the following pathways is applicable to you and complete the components that correspond to that pathway.

Note that pathways 2 and 3 are for the DI stand-alone offering the internship without awarding a master's degree. Both pathways offer the same internship program, the only difference between them is the application process. If you have already completed a graduate degree, you fall under pathway 2. If you are in the process of completing a graduate degree, you fall under pathway 3. If by June 1 you will have more than 2 semesters remaining in your graduate degree, you are not eligible to apply. You must have 2 or fewer semesters remaining in your degree by the time you start your internship in June.

### **Pathway 1: MSDI**

- Complete the steps listed in the *Required Components for MSDI and DI Applications* section. There are no additional application requirements for the MSDI.

### **Pathway 2: DI stand-alone for applicants who have completed a graduate degree**

- Answer the question in DICAS that asks you to input your graduation date.
- Please be sure to include transcripts confirming your completed master's degree or higher.
- Include the components in the *Additional Requirements for DI Stand-alone Applicants* section.

### **Pathway 3: DI stand-alone for applicants who are in the process of completing a graduate degree.**

- Answer the question in DICAS that asks you to input your expected graduation date.
- An official letter must be sent from your graduate school advisor or program director to [dietetic.internship@unco.edu](mailto:dietetic.internship@unco.edu) stating that you will have 2 or fewer semesters remaining in your graduate program by June 1.
- Include the components in the *Additional Requirements for DI Stand-alone Applicants* section.

## Additional Requirements for DI Stand-alone Applicants

- Essay question if your cumulative GPA is at or below 3.0. (Only for DI, not for MSDI. 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](mailto: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.