



UNIVERSITY OF
**NORTHERN
COLORADO**

DICAS Application Instructions: **Dietetic Internship**

Dietetic Internship
Department of Kinesiology, Nutrition, and Dietetics
Updated 2025

Introduction

These instructions are for applicants to the **University of Northern Colorado (UNC) Dietetic Internship (DI) Stand-alone** through DICAS. Eligibility requires completion or current enrollment in a graduate degree program. If you are not currently pursuing a graduate degree, we encourage you to consider the UNC Master of Science with Dietetic Internship (MSDI) program. UNC DPD students and alumni may email dietetic.internship@unco.edu for Early Admission application instructions.

Instructions

- Review our [website](#) to ensure you meet the admission requirements
- Read this packet in its entirety and review instructions in DICAS prior to submitting
- Leave plenty of time to hear back from preceptors
- View the following videos to guide you in the process
 - [University of Northern Colorado DI and MSDI Overview](#)
 - [UNC Dietetic Internship Rotations Step-by-step Guide](#)
 - [UNC Dietetic Internship Rotation Summary Instructions](#)

Checklist

Use this as a tool to ensure you have included all application components.

1. ☐ DICAS account creation
2. ☐ Resume
3. ☐ Personal statement
4. ☐ Three letters of reference
5. ☐ DPD verification
6. ☐ Transcripts
7. ☐ Essay question if GPA \leq 3.0
8. ☐ *Rotation Summary Form*
9. ☐ Preceptor and facility information

1. DICAS Application

Applications must be completed through the [DICAS website](#). Please note that DICAS charges a non-refundable application fee of \$50 for the first application and \$25 for each additional application. Additional resources and guides are available on the [DICAS Applicant Center website](#). For questions about DICAS, e-mail dicasinfo@dicas.org or call 617-612-2855.

2. Resume

Include a resume outlining relevant education, employment history, volunteer experiences, and skills.

3. Personal Statement

In 1,000 words or fewer, answer the following questions:

- Why are you interested in the UNC DI program?
- What led you to pursue a career in dietetics?
- What personal and academic strengths would you bring to the program, and in what areas will you need support from the program?
- What are your professional goals and how do you envision yourself contributing to the dietetics profession?

4. Letters of Reference

Please choose a minimum of three references and input their information into DICAS. You should have a reference for each of the following criteria:

- I. Nutrition & Dietetics Professor or Advisor
- II. Current or former employer
- III. One of your choice (academic or professional)

5. DPD Verification

Follow the instructions in DICAS pertaining to your DPD completion. Your DPD director must indicate completion or intent to complete DPD. All DPD courses must be complete prior to beginning the program.

6. Transcripts

Unofficial Transcript(s) from each institution of higher learning should be sent with the application. If an offer is extended to be accepted to the UNC DI, official transcripts will be needed. Your acceptance is contingent upon your final transcripts.

7. Additional Essay question

If your cumulative GPA is equal to or below 3.0, please write in fewer 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.

8. Rotation Summary Form

The blank *Rotation Summary Form* is found on our [website](#). This is a tentative schedule that will be reviewed as part of your application. Video instructions can be found [here](#).

9. Preceptor and Facility Information

For all preceptors listed on your *Rotation Summary Form*, you must submit either A) Statement of Commitment to Precepting, or B) *Preceptor and Facility Form* and resume or CV. Please combine preceptor statements, forms, and resumes into one PDF before uploading to DICAS. Video instructions can be found [here](#).

A) Statement of commitment to precepting

- For preceptors listed on the UNC Master Preceptor List.
 - Include in your application a short statement of acknowledgment that they have committed to precepting you. This can be a simple sentence sent via email.

B) *Preceptor and Facility Form*

- For preceptors not listed on the UNC Master Preceptor List.
 - Download the form here: [Preceptor/Facility Form](#)
 - Send to your preceptors and request that they complete it and send it to you, along with their resume or CV.
 - If a preceptor does not complete this before the application deadline, please indicate in your application that you have requested the form and are awaiting its receipt.

To contact prospective preceptors and build your rotation summary, use the tips below:

- It can take time to hear back from potential preceptors, so be sure to start this early in the application process.
- Review details on securing preceptors found on our website: [Dietetic Internship](#)
- Email dietetic.internship@unco.edu to request the Master Preceptor List. Start your preceptor search using this list.
- Gather contact information through your own professional network, LinkedIn, etc.
- Read about the facility and what they have to offer prior to contacting. For example, medical facilities often list their specializations and the types of patient populations they serve.
- Email the prospective preceptor to discuss your intent to apply to UNC's dietetic internship. You may use the *Sample Preceptor Email*, which is included on the last page of this document.
- Follow up if you do not hear back within 1-2 weeks. Don't hesitate to vary outreach methods. For example, if the first outreach was via email, when following up, try emailing and calling.
- Be prepared to "sell" yourself and the UNC DI 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 provide 40 hours of clinical and 40 hours of foodservice staff relief.
 - Activities are directed toward cost analysis and improving productivity, and you can complete special project work based on the needs of the facility.
- Use the [Preceptor Contact Tracking Sheet](#) to track your progress. (This should not be submitted with your application, but the UNC team may ask to see it after acceptance if you need assistance securing a particular rotation.)

Preceptor Email

Sample Preceptor Email:

Copy and paste into the body of your email and fill in the blanks/ adjust the verbiage as appropriate.

Hello *[preceptor name]*,

My name is *[insert your name]* and I am in the process of developing supervised practice rotations for my application to the University of Northern Colorado (UNC) Distance Dietetic Internship. As part of this application, I am required to include a list of preceptors who have indicated their willingness to host me for my rotations which will occur *[insert internship dates; e.g., summer of 2027-spring of 2028]*. I am emailing to request that you consider hosting me for one of my rotations.

[insert name of facility; e.g., Albany Children's Hospital] attracted me because *[insert info you found intriguing from their website or from previous experience with the facility and/or info about this particular preceptor that you're impressed by/drawn to]*. I would greatly appreciate the opportunity to complete some or all of my *[insert rotation type; e.g., clinical rotation]* hours with you. I am required to complete 300-400 *[100-200 if this is concentration]* hours in total for this rotation area, but I am not required to complete all of these at one place. I would be grateful for any number of hours that you could accommodate.

UNC understands the uncertainty of scheduling rotations this far in advance. For this reason, we are not required to include rotation dates on the application, simply an acknowledgement of your willingness to host me and the tentative number of rotation hours that you can provide.

I hope to be a helpful addition to your facility with my previous experience in *[insert any relevant experience that you have had related to this rotation]*. Please see my attached resume for additional details of my experience. Feel free to call or email with any questions regarding how I can contribute to your workload (please see contact info below).

FOR CORE ROTATIONS (CLIN, COMM, FS):

Also attached is the List of Competencies for my internship. It is expected that each preceptor can help me meet some of these competencies, but by no means am I expected to fulfill all of these with you.

FOR YOUR CONCENTRATION, COPY AND PASTE THE 3 CONCENTRATION COMPETENCIES IN THIS EMAIL (forgo attaching the entire list of competencies):

I have included below the three competencies that I am expecting to meet for my *[insert concentration choice]* concentration. Please let me know if you anticipate being able to help me meet these competencies during my 100-200 hours with you, or however many hours you are able to accommodate. *[Note: if a preceptor is unable to meet your concentration competencies, you might consider sending them the list of CRDNs to determine if they could precept one of your core rotations]*.

If you have any hesitancy about precepting or any questions, I'd be glad to answer them to the best of my ability. You are also welcome to visit our website: [For Preceptors \(unco.edu\)](http://For Preceptors (unco.edu)) or contact our Program Coordination Specialist, Brianna Williams Bock, at brianna.williams@unco.edu.

Your time and consideration are greatly appreciated!

[Full name and credentials]

[Phone number, Email address]

[Make sure to attach your resume and the list of competencies]