



How to Apply: Dietetic Internship

Application Instructions for General Admission

(Non-UNCO students or alumni)

- Review the UNCO [website](#)
- Use the [Application Checklist](#) to help you organize material
- If you have difficulty downloading application material or have additional questions, please email dietetic.internship@unco.edu

Drafting Rotation Summary (For DI only, NOT for MSDI)

- A [rotation summary](#) must be completed using the form provided. On this form, indicate your choice for full-time or part-time completion, your choice of concentration area, and a proposed rotation summary. Use the steps below to help you contact potential preceptors:
 - Review details on securing preceptors found on our [website](#).
 - Gather contact information using the UNCO preceptor list 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](#) draft provided on our website. In this email, include your resume and the list of Core Requirements for the particular rotation you are trying to secure. These are found on the Application Process page of our website.
 - Follow up with a call or email 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 80 hours of RD or Management staff relief.
 - Many assignments 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.
- Once a preceptor has agreed to provide supervised practice experiences, have them complete the [Preceptor/Facility Form](#). You will be uploading these, along with your rotation summary form, to your DICAS application. If preceptors are already approved (found on UNC Preceptor List), have them write a short paragraph acknowledging that they have committed to precepting you. Please combine preceptor forms into one document before uploading.
- The above steps are only required for application to the DI, not for the MSDI application. For MSDI students, these steps are completed during the second year of the program.

DICAS Application

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



- Required components for DICAS:
 - Rotation Summary Form. (For DI only, NOT for MSDI)
 - Preceptor/Facility Forms uploaded together as one document. (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. Forgo answering the questions provided by DICAS, and instead 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 more than one application 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.
 - MANDATORY essay question if your cumulative GPA is at or below a 3.0. (For DI only. MSDI must have 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.
 - Official transcripts from all colleges and universities attended should be sent directly to:
DICAS Transcript Processing Center, PO Box 9118, Watertown, MA 02472. Visit [this link](#) for additional guidance. If you are currently taking courses to complete DPD requirements, wait until fall semester grades are posted before ordering transcripts.

D&D Digital

- Applicants must also register with D&D Digital. There is a \$65 computer-matching fee.
- Applicants must rank dietetic internship priority choices by the deadline.
- Email info@dnddigital.com or call 515-292-0490 with questions.

UNCO Application Fee

- A check for \$50 made out to *University of Northern Colorado* must be RECEIVED by the Application Deadline listed on the [Important Dates](#) page. Mail it well ahead of the deadline and request a delivery receipt. Application fee is non-refundable, and cash will not be accepted.
- Mail your application fee to:

*University of Northern Colorado Dietetic Internship
Attn: Nikki Withrow
501 20TH St.
Campus Box 93
Greeley, CO 80639*