



How to Apply: Preselection for Dietetic Internship

Application Instructions for Preselection (UNCO DPD students and alumni)

- Do NOT upload the application material to DICAS but rather compile material into a single PDF and send it directly to dietetic.internship@unco.edu with subject line LAST NAME, FIRST NAME, and DI or MSDI by **5PM MST on December 18th**.
- 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.
- The primary difference between the application for DI and MSDI is that you do NOT need to submit a rotation summary schedule or the preceptor/facility forms for the MSDI application.
- Additional information can be found on the UNCO [website](#).

Required components for your application packet:

- 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.
- [Preselection Application Checklist](#) should be the first page of your application packet.
- 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 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.
- Supplemental GPA Essay Question (MANDATORY for those with a cumulative GPA <3.0).
 - If your cumulative GPA is below a 3.0, please write in less than 300 words what factors contributed to it and how you changed the way you approached your courses or the resources you utilized?
- Unofficial Transcripts (one from each school ever attended). If selected official transcripts will be needed.



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 dietetic.internship@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.

UNCO Application Fee

- A check for \$60 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

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](#). If preceptors are already approved (found on UNC Preceptor List), have them write a short paragraph acknowledging that they have committed to precepting you.



Notification Date via Email: Mid- January

Accepted Preselect Applicants:

- All accepted applicants will be notified through email by mid-January and required to accept their admission to the UNCO DI or MSDI within five days of notification. All accepted applicants will be notified that it is contingent upon final transcripts with DPD grades, DPD Verification Statement and confirmed degree. Program will email D&D Digital (info@dnddigital.com) the preselected individual names with their email addresses by the first week of February. With this information, D&D Digital will match the students to UNCO DI program or MSDI program.
- *Please note that if you are accepted into the UNCO DI or UNCO MSDI during the pre-select application process, you are **NOT** eligible to participate in the computer matching process for the spring match. The UNCO DI and UNCO MSDI will provide the names of all pre-selected interns to D&D Digital Systems, Inc. to ensure that accepted interns do not participate in the computer match.*

Non-accepted Preselect Applicants:

- All non-accepted applicants will be notified by the mid-January so they can participate in the D&D computer match.

The UNCO DI pre-select applicants' program is as follows:

- All pre-selected applicants will provide a completed rotation schedule with preceptors/facility documents no later than May 1st. The dietetic internship consists of completing 1000 hours. Your rotations should be primarily on-site. On-site is defined as intern/student and preceptor are in **the same physical location**. For example, telehealth can be considered on-site if the preceptor and student/intern are in person at the same location; however, if the student/intern and the preceptor are all virtual, this would not be considered onsite. The accepted pre-select applicants will take the required FND 510 (Management) and FND 512 (MNT) review courses that are offered only to our DI program interns prior to the 3-day online orientation, usually these classes are offered during the first two weeks in June. Then every pre-selected intern will participate in the mandatory 3-day online orientation, always scheduled during the last week in June. No supervised practice rotations will begin prior to the 3-day mandatory orientation.

The UNCO MSDI pre-select applicants' program is as follows:

- All pre-selected applicants for the MSDI program will matriculate into the graduate course work during the fall semester and complete four semesters of the MS coursework with a capstone and then matriculate into the DI program after they participate in the mandatory 3-day online orientation. The MSDI preselects will attend the mandatory 3-day online orientation with the non-degree DI interns after they have successfully completed the academic coursework and capstone requirements. After completion of the orientation the MSDI interns will begin their supervised practice.