



How to Apply to the Stand-alone DI and MSDI: Instructions for Preselection

Application Due: December 18th at 5PM MT

This document outlines instructions for the preselection Master's in Dietetics with Dietetic Internship (MSDI) and for the preselection Stand-alone Dietetic Internship (DI) application. Preselection is only available to UNCO DPD students and alumni. If you are not a UNCO student or alumnus, you must apply through DICAS, and use the instructions listed in *How to Apply: Instructions for General Admission* found on our website. After reviewing the website in its entirety, if you have additional questions, please email dietetic.internship@unco.edu

Required components for your DI or MSDI application packet:

- Do NOT upload the application material to DICAS.
- Compile material into a single PDF and send it directly to dietetic.internship@unco.edu with subject line LAST NAME, FIRST NAME, and denote if you are applying to MSDI or DI. Example: WITHROW, NIKKI/ MSDI.
- [Preselection Dietetic Internship Application Checklist](#) should be the first page of your application packet.
- 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.
- Unofficial Transcripts (one from each school ever attended). If selected, official transcripts will be needed.

Letters of Reference

- Three Confidential Letters of Reference
 - One from a current or former employer
 - One from a dietetics professor
 - One is your choice
- Instruct your references to send letters directly to dietetic.internship@unco.edu with the subject line of "LOR for LAST NAME, FIRST NAME".

UNCO Application Fee

- The application fee must be paid by the application deadline. Application fee is non-refundable. Please be sure you 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):
[\(MSDI - Preselection\) -Dietetic Internship Application Fee](#)
- DI application fee (Use this link if you are applying to the DI stand-alone without MS option):
[\(DI - Preselection\) - Dietetic Internship Application Fee](#)

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 your DI or MSDI application packet* section.
- There are no additional application requirements for the MSDI.

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

- On your *Preselection Dietetic Internship Application Checklist* input your program name and graduation date.
- 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.

- On your *Preselection Dietetic Internship Application Checklist* input your program name and expected graduation date.
- An official letter must be sent from your graduate school advisor or program director to 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

- The [Rotation Summary Form](#) must be completed using the form provided. 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. You may include the Rotation Summary Form spreadsheet as a separate attachment when you send your application email. It does not need to be converted to PDF and added to your PDF application packet.
- 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/acknowledgments into your application packet.
- 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.

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 preselect 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 mid-January so they apply and participate in the D&D computer match for other programs.
- Non-accepted applicants are not eligible to reapply to UNCO until the following application period.

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.