



## **How to Apply**

### **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](mailto:dietetic.internship@unco.edu)

### **Drafting Rotation Summary**

- 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.
  - 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. Please combine preceptor forms into one document before uploading.

### **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](mailto: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.
  - Preceptor/Facility Forms uploaded together as one document.
  - 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.
  - 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?
  - 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](mailto: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 20<sup>TH</sup> St.  
Campus Box 93  
Greeley, CO 80639*