



DI and MSDI Preselection for UNC Students

HOW TO APPLY- Please read directions carefully on website.

Step One:

- Please read the website closely and follow the directions. Go to www.unco.edu/nhs/dietetic-internship. If you are applying to the MSDI program go to the website and click on “Programs” and then click on “MS in Dietetics with Dietetic Internship” since the requirements are slightly different than the DI only program. If you are applying to the DI program, click on “Dietetic Internship” and follow the directions.
- The primary difference between the two programs (DI and MSDI) is that you do NOT need to submit a rotation summary schedule or the preceptor/facility forms for the MSDI application.
- The application process is still the same for pre-selection, but applicants will NOT upload their application packet to DICAS rather they will send it directly to dietetic.internship@unco.edu by **5PM MST on December 18th**.
- All required documents must be uploaded as a single PDF file and in subject line (LAST NAME, FIRST and if you are applying for MSDI or DI). Example: WITHROW, NIKKI/MSDI.

Step Two:

- Assemble your application packet using the **Application Checklist**
- The Required Documents are:
 - A. Preselection Checklist (1st page in application packet)
 - B. Applicants must complete a **personal statement** in 1,000 words or less. Questions to be addressed in the personal statement include:
 1. Describe an influential person or experience that had a positive impact on you and why.
 2. What are your strengths and weaknesses or areas needing improvement?
 3. If you had more free time in your day, what would you do to fill the hours?
 4. Please describe how you envision yourself as a leader within the Nutrition and Dietetics profession.

- C. **MANDATORY ESSAY QUESTION IF YOUR CUMULATIVE GPA is EQUAL to or BELOW a 3.0** - if your Cumulative GPA is below a 3.00, please write in less than 300 words what factors contributed to it and how did you change the way you approached your courses or the resources you utilized?" You do not need to complete if your GPA is above a 3.01.
- D. 3 Letters of Recommendation. (One reference must be from a current or former employer, one from a dietetics professor, the third is your choice).
- E. Letter of Intent/Verification of Completion
- F. Unofficial Transcripts (one from each school ever attended) - If selected official transcripts will be needed.
- G. Completed Rotation Summary Form (not for MSDI program).
- H. Preceptor/Facility Forms (if they are current preceptors for UNCO they do NOT need to complete a Preceptor/Facility Form. Please have them email you a statement of commitment and include this statement in your application packet. This is NOT for MSDI).
- I. Resume

Step Three:

- The application fee of \$60 ***must be received*** by the Application Deadline. Plan to mail it well ahead of the deadline and request a delivery receipt. This is a non-refundable fee.

Send your application fee to:

*Nikki Withrow
University of Northern Colorado
Dietetic Internship
Campus Box 93
Greeley, CO 80639*

Step Four:

- Please check your work. Have another person read your application packet, personal statement and resume for errors.
- Make sure you have indicated full or part-time option and your concentration area for completing the internship on the Rotation Summary Form.
- If you have difficulty downloading application material from website or have additional questions, please email dietetic.internship@unco.edu.

Notification Date via Email: Mid- January

All accepted applicants are required to confirm 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.

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 (infor@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 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.