



How to Apply: 2nd round match

- You do not need to sign up through DICAS or D&D Digital. Send your application directly to: Nicole.withrow@unco.edu. If you already have a DICAS application started, let us know and we can review it there.
- Compile material into a single PDF and send it directly to Nicole.withrow@unco.edu with subject line LAST NAME, FIRST NAME, and DI or MSDI by **5/15/2023**
- 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.
- 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.
- MANDATORY essay question if your cumulative GPA is below a 3.0. (Only for DI, not for MSDI. MSDI must have GPA of 3.0 or greater to apply.)
 - If your cumulative GPA is at or below a 3.0, 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.
- Transcripts from each school ever attended



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 nicole.withrow@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 \$50 made out to *University of Northern Colorado*. 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.