

# Dietetic Internship Application Process for February Internship Application Date

Completing a supervised practice experience will qualify you to take the examination for Registered Dietitians. Remember – dietetic internships are located across the United States. It is recommended that you apply to three or more internships.

See <https://www.eatrightpro.org/acend/students-and-advancing-education/application-process-for-students#:~:text=If%20you%20need%20assistance%20with%20computer%20matching%2C%20please%20contact%20%26D,contact%20ACEND%40eatright.org> for information on the computer matching process, suggestions on how to improve your chances of getting a dietetic internship, and the video on the centralized electronic application system (DICAS).

## May – September

- Think about your goals, areas of interest, and educational plans. Review your strengths. What do you want to do after your internship? Do you want to obtain a Master's degree immediately or later on?
- Take the Graduate Record Exam (GRE). Many internships require a GRE score, even if they don't require a graduate degree as part of the internship. For more information about the GRE visit: <https://www.ets.org/gre>.
- Look through the Academy Directory of Dietetics Programs: <http://www.eatright.org/students/education/accreditedprograms.aspx> and *Applicant's Guide to Supervised Practice Experiences* Find out where internships are located, what their focus is, what they cost and their admission criteria.
- Begin to draft your personal statement. It takes a long time to condense your background, goals and strengths to one to two pages. For the DICAS application the following questions are used:

Why do you want to enter the dietetics profession?

Discuss experiences that have helped to prepare you for your career.

What are your short-term and long-term goals?

What are your strengths and weaknesses or areas needing improvement?

What other information do you consider important for the selection decision?

- Begin to compile information on your volunteer activities and work experiences.

## September – October

Check the websites of dietetic internship programs. In October, watch for information about open houses and webinars. If the internship does not have an open house, find out if they allow you to make an appointment to tour the facility and meet with the program director. The **best way** to communicate with an internship program director is **via e-mail**, not phone.

## October – December

- Attend open houses and webinars and tour internship programs if allowed (and if feasible). Select the DI programs that best meet your interests and goals and review their specific application requirements and deadline dates. **Some combined DI/graduate school deadlines are much earlier than traditional DI deadlines! You must adjust your timeline to meet these earlier deadlines! (i.e. December 1)**
- **The DICAS portal will open early in October to submit applications for the Spring match internships.** You will be able to set up an account, access the system and begin to complete the application form at any time. The

web address for this system is: <https://portal.dicas.org/>. The fee for DICAS has been \$65 for the first application and \$20 for each additional application. DICAS has extensive instructions on their site.

- Transcripts: For internships using the DICAS system send all transcripts for every university you have attended to DICAS. Do not send your Winthrop transcript until you have your Fall grades on it. See DICAS instructions for this after the DICAS system has opened for submissions. You will need to print a transcript request form to provide to Winthrop and other universities that should be attached to the sent transcripts.

**Note: For internships combined with graduate work** you will be required to send transcripts directly to the university. In this case, depending on deadlines, you may need to send transcripts to the university before the end of the semester and these will not have Fall grades on them. Check their deadlines!

- Work on the personal statement! You will be able to tailor cover letters to communicate why you are interested in each internship. You will save these as different files, one for each internship.
- Prepare a resume to give to those who will be writing your references and for DICAS.
- Request references at least 4 weeks before you need them. You will need them by the end of January for a February 15<sup>h</sup> deadline, so request no later than January 1st. **Note: If applying to graduate school**, watch for application deadlines. Some will be December 1 – January – 1, thus you need to request references in late October – early November for a December 1 deadline.

## January

- **Statement of Intent.** When requested, provide information to Dr. Koszewski concerning final course requirements (by mid-January). Enter your DPD Program Director information which is: Wanda M. Koszewski, PhD, RDN, LD. Use [koszewski@winthrop.edu](mailto:koszewski@winthrop.edu) as her contact e-mail.
- Use your transcripts to complete the section on the DICAS application concerning DPD coursework and grades. A list of these courses are available to you by requesting the list from Dr. Koszewski. Please indicate in your email to her the year you entered Winthrop University. Select the course list for the year you entered the dietetics program at Winthrop University.
- Finalize personal statement and the rest of your application. Send application as soon as prepared perfectly, but no later than application deadline (For many the deadline will be February 15<sup>th</sup>).
- Review computer matching instructions for D&D Digital at <https://www.dnddigital.com>, the computer matching service. Register for the system.
- Enter and prioritize your internship choices on the D&D Digital website. These will be the internships you have submitted applications to. You need to specify 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc. choices. Cost has been: \$65.00.

**February 15, 2023. Absolute deadline to mail any remaining applications and submit Computer Matching choices to D&D Digital online.**

E-mail Dr Koszewski ([koszewski@winthrop.edu](mailto:koszewski@winthrop.edu)) if you have questions about the process.