



## *“You’ve Got This!”*

*The 2018 DDA DICAS Workshop & Resource Social*

### **3 Steps – no particular order**

#### **1. Choose your internship**

- Choose from accredited programs on ACEND (Accreditation Counsel for Education in Nutrition and Dietetics) website:  
<https://www.eatrightpro.org/acend/accredited-programs/dietetic-internships>
  - 260 internships nationwide, 218 participate in Spring Match and 31 participate in Fall Match with 25 in both Spring and Fall
  - Always go directly to the dietetic internship’s website for the most updated information
- Help for filtering by using:
  - The Applicant’s Guide to Supervised Practice 2018-2019
  - Google to find free version and export to Excel to filter
- Check out The Open House listing for 2019
  - <https://www.eatrightpro.org/acend/program-directors/dietetic-internship-match-program-directors>

#### **2. Create a DICAS Account and complete application**

- Almost all dietetic internships will be using the online Dietetic Internship Centralized Application Services (DICAS). DICAS Online applicant portal is a service of the Academy of Nutrition and Dietetics. Create account here: <https://portal.dicas.org/>
- DICAS allows applicants to apply to any number of participating dietetic internship programs by completing a single online application.
- It takes about 100 hours average for input, depending on your experiences – get started early!
- Creating an “experiences” document in Word and then copy/paste information into DICAS is helpful and alleviates formatting problems. It is recommended to download and save a copy of your input
- DICAS saves all data entry and is closed for a brief time to get ready for the next cycle. Upcoming closure will be from November 22 through December 5<sup>th</sup>, 2018
- \*\*Please refer to the dietetic internship's website for any additional instructions regarding the application.
- If you have questions about the centralized application, please contact DICAS customer support at 617/612-2855 or [dicasinfo@dicas.org](mailto:dicasinfo@dicas.org)
- DICAS Application opens to allow applicants to begin their application for each cycle:  
Spring - December 6<sup>th</sup>, 2018      Fall - July 1<sup>st</sup>, 2019
- DICAS application fee for the first designation is \$45 and \$20 for each additional designation

#### **3. Create your D&D Digital Account**

- D & D Digital is the Online Dietetics Internship Matching Service for the Academy of Nutrition and Dietetics. You must create a D&D Digital account so that you can rank your internships and get matched. Create account here: <https://www.dnndigital.com/>
- D&D Digital opens to allow applicants to register on their website December 1<sup>st</sup>, 2018
- Be sure to rank your dietetic internship preferences
- Be sure to check the box giving permission to include your name on list if you are not matched, if you want to participate in 2<sup>nd</sup> match
- A new registration is required for each Spring or Fall matching period
- \$55 Registration Fee



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### **Important Information**

#### **Know the Deadlines**

- Deadline for registering for D&D Digital and entering internship preferences and deadline for Completing DICAS application:
  - 2019 Spring – February 15, 2019 by 11:59 pm Central Time
  - 2019 Fall – September 25, 2019 by 11:59 pm Central Time
- \*\* Your specific internship may also have another deadline for additional requirements, check their website so you do not miss any other important deadlines
- You can find the calendars on the D&D Digital website at: <https://www.dnndigital.com/>

#### **Resources**

- If you are still in school, your Didactic Program Director and/or faculty advisor should be your resource person for information and guidance with the appointment process
- The accreditation staff at the Academy is also available to answer questions. Call 1-800-877-1600 ext. 5400 or e-mail [education@eatright.org](mailto:education@eatright.org)
- How to apply for a dietetic internship instructions and Q&A: <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/how-to-apply-for-a-dietetic-internship>
- For DICAS – specific questions, such as data entry, contact DICAS. They have instructions built-in on each section and you can also reach them at 617-612-2855 or [dicasinfo@dicas.org](mailto:dicasinfo@dicas.org)
- Your writing center and your career services on campus are extremely valuable!
- For MSU students, utilize the Applied Learning Center. They have a great booklet on how to write resumes, prepare for interviews, elevator speeches, etc. You can also ask them to look at your resume. <https://msudenver.edu/appliedlearningcenter/contactus/>

#### **Overview of some of the DICAS Components**

##### Educational Information

- Transcripts – get these done early as they take time to get to DICAS and must meet the application deadline. If you are still in school, hold off on your current transcript until it is available but get started on previous transcripts.

##### Awards, Experience & Volunteer Activities

- Create experiences worth writing about
- Consider using paragraph format to expand on experiences and summarize events attended

##### Personal Statement

- Integrate the five questions into an engaging and interesting story built around a theme. Make it where you are true to yourself and you draw in the reader. Keep in mind that reviewers are reading many personal statements and just following a format alone will create a mundane statement.
- Maximum length of 1,000 words
- Answer the five questions within your statements: <http://www.allaccessinternships.com/blog/the-aai-personal-statement-checklist-2/>
- Customize your personal statement for each program to which you are applying

##### Resume

- Your resume is for an internship, so it will be organized differently from a job resume
- Organize it by sections in a way that makes it easier for the reviewer to identify your dietetics related experience
- <http://www.allaccessinternships.com/blog/the-aai-resume-checklist-4/>

##### Letters of Recommendation

- Do not underestimate their importance and have your professors get to know you
- Make your appointment early, some professors like to write during their break
- Be aware of your behavior in the classroom, it makes a difference on how your professors see you showing up. If you are engaged with the class, it shows, if you are preoccupied with the computer, they notice.
- Completed letters will carry over each application cycle, however, it is RECOMMENDED TO ALWAYS refresh

##### Supplemental Information

- Additional materials that may be requested by a specific internship
- Must be combined into one pdf and uploaded on DICAS