# Queens College Dietetic Internship

**Spring Match Checklist** 

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Spring Match Checklist					
☐ 1. Register with DICAS					
2. Register on D&D Digital					
☐ 3. Complete DICAS application					
4. Rank internship choices on D&D					
5. Submit application fee					
6. Internship review of application					
☐ 7. Interview					
8. After the match					

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# **STEP 3: DICAS APPLICATION**

Transcripts

- Submit official copy of each transcript from every university attended
- Transcript should be sent directly from the university to DICAS
- Plan ahead and submit transcript requests early
- Transcripts should be sent to:

DICAS Online, PO Box 9118, Watertown, MA 02471

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# **STEP 3: DICAS APPLICATION**

Work Experience & Volunteer Activities

- Highlight relevant work/volunteer experience within the dietetics profession.
- No recommended minimum amount of work or volunteer hours
- · Resume can list "other" experience

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Personal Statement

- Maximum of 8000 characters or approx. 1000 words
- Answer the standard five questions provided to you in the DICAS system
- Highlight the qualities/characteristics of successful interns that you demonstrate
- Emphasize why you are a good fit for the program

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#### **STEP 3: DICAS APPLICATION**

Qualities & Characteristics of Successful Interns

Plan & Organize \* Self-Motivated \* Flexible & Adaptable \* Decisive\* Integrity \* Ready for Challenges \* Interpersonal Skills \* Professionalism\* Committed to Growth \* Leadership \*Initiative \*Work Independently

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# **STEP 3: DICAS APPLICATION**

References

- 3 letters of recommendation required
  - One or 2 from professor
  - One or 2 from work manager/volunteer supervisor

	STEP 3: DICAS APPLICATION Program Designation		_
	•Search under the state of New York		 _
	Listed as Queens College Dietetic Internship program		
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	OTED 4: DANK INTERNOLID CHOICE		
	STEP 4: RANK INTERNSHIP CHOICES  To be considered for the program		
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	Rank Queens College as an internship choice on the D&D website, with other choices, in order of preference.		 _
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	STEP 5: SUBMIT APPLICATION FEE		
	\$35 Application Fee		
	<ul> <li>Check made payable to The FNES Department Fund</li> <li>Applicant's name must be on the check</li> </ul>		
	Do not send any additional documents with the check    Send application fee to:		 _
	Queens College, CUNY Family, Nutrition & Exercise Sciences Dept.		 _
	c/o Lucille Dimola Remsen Hall, 306		
	65-30 Kissena Blvd.		

STEP 6: APPLICATION REVIEW
Screening Criteria

All applications are initially screened for.....

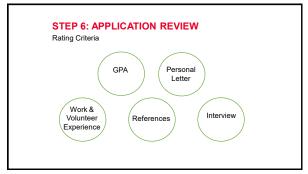
Completion

Follows
Guidelines

GPA

Grammar

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# Step 7: Interview

Interview – General Information

- Based on quality of application
- Behavioral / open-ended questions
- Held in March

STEP 8: AFTER THE MATCH	
Accepting the Match	
Applicants will find out their matching result ("one match" or "no match") on <a href="https://www.dnddigital.com">www.dnddigital.com</a> .	
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STEP 8: AFTER THE MATCH	
Accepting the Match	
If matched to the program, email Allison Charny at allison.charny@qc.cuny.edu by the designated date found on the D&D Digital website.	
Name accontance confirmation and preferred contact	
2 Information should be included in the email. Program director will reply to email to confirm receipt.	
Internship is under no obligation to hold a position if email is not received by designated date.	
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Good Luck!	
Reach out with questions as needed  allison.charny@qc.cuny.edu	
ашкоп.снагну <u>шчессину.ечи</u>	-