

Queens College Dietetic Internship

Spring Match Checklist

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- ☐ 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 1: REGISTER WITH DICAS

Create DICAS account starting in December

<https://portal.dicas.org/>

Customer Service available at:
dicasinfo@dicas.org & 617.612.2855

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STEP 2: REGISTER WITH D&D DIGITAL

Create D&D Digital account by
application deadline

<https://www.dndigital.com>

Website contains information on application due dates, computer
matching process, and associated fees

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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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STEP 3: DICAS APPLICATION

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

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STEP 3: DICAS APPLICATION

Program Designation

- Search under the state of New York
- Listed as Queens College Dietetic Internship program

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STEP 4: RANK INTERNSHIP CHOICES

To be considered for the program

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

- Check made payable to The FNES Department Fund
- Applicant's name *must be on the check***
- 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.
Queens, NY 11367-1597

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STEP 6: APPLICATION REVIEW

Screening Criteria

All applications are initially screened for.....



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STEP 6: APPLICATION REVIEW

Rating Criteria



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Step 7: Interview

Interview – General Information

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

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STEP 8: AFTER THE MATCH

Accepting the Match

Applicants will find out their matching result ("one match" or "no match") on www.dnddigital.com.

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STEP 8: AFTER THE MATCH

Accepting the Match

- 1 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.
- 2 Name, acceptance confirmation, and preferred contact information should be included in the email. Program director will reply to email to confirm receipt.
- 3 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

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