



Texas Children's Hospital®
Child Life Department
Internship Application Face Sheet



Enclosed is a complete internship application packet:

- ___ Cover Letter
- ___ Professional Resume
- ___ Association of Child Life Professionals Common Child Life Internship Application (www.childlife.org)
- ___ Texas Children's Hospital Additional Required Essay (*in addition to the Common Child Life Internship Application essay questions*)
- ___ College Transcript(s) (*Unofficial transcripts are accepted if both the major GPA and cumulative GPA are stated in the document*)
- ___ Association of Child Life Professionals Eligibility Assessment (www.childlife.org)
- ___ Completion of a Child Life Course taught by a Certified Child Life Specialist (CCLS) or verification of current course enrollment status via the Confirmation of Child Life Course In-Progress form (www.childlife.org)
- ___ Documentation of a 100 hour minimum Child Life Practicum (*If practicum is complete, provide a copy of the Practicum Evaluation or if practicum is in progress, provide verification of current Practicum status via the Confirmation of Child Life Practicum In-Progress form (www.childlife.org)*)
- ___ Documentation of 50 additional hours of experience working with infants, children, youth, and/or families in the healthcare setting or in stressful situations as documented on the Verification of Related Experience Hours form. (*The remaining 50 hours may come from additional Child Life Practicum hours above the 100 minimum hours required or other appropriate experiences with infants, children, youth and/or families in a healthcare setting or stressful situation as outlined on the Common Child Life Internship Application - examples being volunteer hours, etc.*)
- ___ 150 hours minimum experience with well infants, children, youth, and/or families as documented on the Verification of Related Experience Hours form.
- ___ Three (3) Child Life Internship Candidate Common Recommendation Forms included in the Common Child Life Internship Application (*Forms must be signed, sealed, and submitted with the application. Separate letters of recommendation are not required*)

 Print name

 Date

 Signature

Submission instructions:

- For communication of application receipt, please write your email address on the outside of the mailing envelope directly under your return address
- Please place your application materials inside a 2 pocket folder (no fasteners or prongs)

RETURN COMPLETE APPLICATION PACKET IN A MAILING ENVELOPE TO:

Texas Children's Hospital
 Child Life Services WT 16-274
 6621 Fannin Street
 Houston, Texas 77030
 Attention: Internship Coordinators

Texas Children's Hospital Child Life Internship Program

OVERVIEW:

Texas Children's Hospital is the nation's largest, not-for-profit pediatric hospital with licensure for 737 beds. This state-of-the-art facility provides primary, secondary and tertiary care for a diverse population of chronically and acutely ill children and women. Texas Children's Hospital collaborates with the Baylor College of Medicine to support a comprehensive pediatric medical education and research program.

The Child Life Program was established in 1975 to meet the unique developmental, social, emotional, and recreational needs of hospitalized children. Reporting directly to Patient and Family Services, program team members include: 2 managers, approximately 40 child life specialists, 7 activity coordinators, 2 children's library coordinators, 3 music therapists, 1 art therapist, 1 school coordinator, 3 animal assisted therapy coordinators, 1 media producer, 1 therapeutic gaming specialist and an administrative secretary.

Child Life Specialists serve as members of interdisciplinary teams in the following patient care areas at Texas Children's Hospital: Infant Care areas, Premature Nursery, Neonatal ICU, Pediatric ICU, Technology ICU, Outpatient Clinical Care, Emergency Center, Adolescent Unit, Orthopedics, General Medicine/Transplant, Surgery, Cardiology, Clinical Research Center, Pulmonary, Neurology, Hematology/Oncology, Pediatric Dialysis, and Women's services. Child Life Specialists in all areas of the hospital utilize therapeutic play to promote growth and development, communication opportunities, and coping skills of pediatric patients.

PROGRAM DESCRIPTION:

The Texas Children's Hospital Child Life Clinical Internship is an accredited program through the Association of Child Life Professionals. It is the philosophy of the Child Life Program to seek the most highly motivated and highly qualified intern candidates. One of the goals of the program is to assist candidates in their preparation for entry into an extremely competitive job market. Entrance requirements and internship content are strictly based on the Association of Child Life Professional's **Standards of Academic and Clinical Preparation Programs in Child Life, Child Life Competencies** and on current **Child Life Certification Committee** recommendations. Our concentrated internship program offers last-semester seniors, graduates, or graduate students the opportunity to develop and refine advanced clinical skills. The intern who successfully completes this educational program will have been provided the necessary experiences that establishes and/or enhances their competence in providing child life interventions in inpatient, outpatient, and special care units.

Internship placements offer no stipend and do not guarantee future employment at Texas Children's Hospital. Housing, transportation, parking expenses, meals, and medical insurance are the responsibility of the intern.

In order to encourage a diverse learning experience, students who have completed a practicum at Texas Children's Hospital will not be considered for an internship.

It is highly recommended for individuals to apply for internships at several different hospitals in order to assess differences in facilities, child life programming, internship content and structure. Additionally, sharpening interviewing skills *now* will be an asset when entering the competitive job market.

I. Entrance Requirements

The following minimum entrance requirements are consistent with national standards endorsed by the professional organization for child life specialists - The Association of Child Life Professionals.

- A. Bachelor's Degree or last semester senior – Recommended academic programs include:
 - 1. Child Life
 - 2. Child Development
 - 3. Early Childhood Education
 - 4. Psychology
- B. Successfully completed child life coursework inclusive of the 6 applied areas of study, as required by the CLC
- C. High academic achievement
 - 1. Cumulative GPA of 3.0+ (B average)
- C. Supervised hours working with children
 - 1. Verifiable supervised experience with physically well children (*minimum of 150 hours, must be documented on Verification of Related Experience Hours form*)
 - 2. Verifiable 100-hour minimum Child Life Practicum experience under the supervision of a Certified Child Life Specialist working with infants, children, youth and/or families in healthcare setting or in stressful situations.
 - *Additionally, a minimum of 50 hours of supervised experience applying introductory developmental theory to interactions with children in a healthcare or stress-related environment (*must be documented on Verification of Related Experience Hours form*)
 - *The remaining 50 hours may come from additional Child Life Practicum hours over the 100 hour minimum requirement or other appropriate experiences with infants, children, youth and/or families in the healthcare setting or in stressful situations as outlined on the Common Child Life Internship Application.**
- D. Ability to commit to child life internship. Texas Children's Hospital offers a 600-hour, 15-week, full-time internship. Work hours vary depending upon the needs of the patients in each unit. For example, if an Emergency Center rotation is selected, evening/weekend hours may be mandatory.
- E. Ability to participate in a mandatory on-site interview.
- F. Ability to pass a mandatory health screening and background check.



II. The Application Process

Individuals meeting the minimum entrance requirements may submit an application to the Child Life Internship Coordinators. Applications not containing all of the following components will be considered incomplete. **INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.**

A complete application must include the following:

- A. Cover Letter
- B. Professional Resume
- C. Association of Child Life Professionals Common Child Life Internship Application
- D. Texas Children's Hospital Additional Required Essay:
 - Communication is given and received in a variety of ways. Children, when under stress, may not verbalize their fears. Using any of your experiences with children, please provide an example of a child you specifically worked with that was under stress. How did you arrive at your assessment and what did you do to support this child? (500 word maximum)
**Please indicate the essay with a title and use written paragraph format.*
- D. College Transcript(s) (*unofficial transcripts are accepted if both the major GPA and cumulative GPA are stated in the document*)
- E. Copy of your Association of Child Life Professionals Eligibility Assessment with proof of completion of the academic course work section. We accept the Confirmation of Child Life Course In-Progress form and the Confirmation of Child Life In-Progress Additional Required Courses form to fulfill this requirement.
- F. Documentation of supervised hours working with children (*see face sheet and entrance requirements*)
 - ** Must include a copy of your final practicum evaluation or your Confirmation of Child Life Practicum In-Progress Form**
- G. Three (3) recommendation forms from faculty supervisors, employers, or advisors **who have directly observed and assessed your work with children, parents, and professionals.** We accept the Child Life Internship Candidate Common Recommendation Form included in the Common Child Life Internship Application. No other recommendation form will be accepted. The forms must be signed, sealed, and submitted with the remainder of your application materials. A separate letter of recommendation is not required.



III. Application Deadlines

- A. Texas Children's Hospital offers child life internships three times per year. We follow the internship offer and acceptance deadlines recommended by the Association of Child Life Professionals. Applicants are responsible for meeting the following application deadlines. Please refer to the ACLP website for specific dates.

****Applications post marked by the date of the deadline will be accepted.***

	FALL	WINTER/SPRING	SUMMER
Application	March 15	Sept. 5	Jan. 5
Offers	1 nd Tuesday in May	2 nd Tuesday in Oct	2 nd Tuesday in February
Acceptance	1 nd Wednesday in May	2 nd Wednesday in Oct	2 nd Wednesday in February

IV. Intern Selection Process

- A. Selection of Child Life interns is highly competitive. As recommended by the Association of Child Life Professionals, the following criteria heavily influence intern selection:
1. High level of academic achievement
 2. College major, depth of basic/core courses
 3. Performance during supervised clinical field experience
 4. Excellent written and verbal communication skills
 5. Strong personal qualities appropriate for interrelationships with children, families, peers, supervisors and members of the health profession, as per references and interview process
 6. Competence in knowledge of child development, child life theory, and the hospitalized child
 7. Professionalism in communication and correspondence
- B. After the application deadline passes, all complete applications will be reviewed and screened by the Child Life Internship Coordinators. Applicants meeting and/or exceeding minimum entrance requirements may be contacted to schedule an interview. Our interview process is as follows: phone screen, phone/Skype interview, onsite interview (for applicants that proceed to the final round) and observation of candidate in playroom environment.
- C. All applicants submitting complete applications will be notified, in writing via email, of their status in the intern selection process.

V. The Internship Experience

- A. Upon official acceptance to the Internship Program, a written contract will be mutually agreed upon and signed by the intern, the child life internship coordinator and the student's advisor (when applicable). Hours of attendance, duration of placement, and



- work responsibilities will be defined in this agreement. Prior to starting the internship, interns will receive, by email, general information regarding dress code, necessary items, parking, and orientation schedule. Interns will be held to the same high standards as Texas Children's Hospital staff with regard to respect of patient rights, confidentiality, and adherence to Child Life/Hospital policies and procedures. Failure to meet the basic requirements of this agreement may result in immediate termination of the internship.
- B. Upon official acceptance as a child life intern and PRIOR to beginning the internship, the individual must obtain and read the following:
- R.H. Thompson & G. Stanford (1981), *Child Life in Hospitals: Theory and Practice*
 - Laidley (Eds., 1998), *Psychosocial Care of Children in Hospitals: A Clinical Practice Manual from the ACCH Child Life Research Project*
 - Child Life Certifying Committee's *Code of Professional Practice* (online) - <http://www.childlife.org/files/Code%20of%20Professional%20Practice.pdf>
Books can be ordered directly from www.childlife.org.
- D. The internship is composed of 3 major components (all under the direct supervision of Certified Child Life Specialists):
1. Orientation (1 week - 40 hours)
 2. Rotation 1: Inpatient Unit (7 weeks – 280 hours)
 3. Rotation 2: Outpatient/Specialty Unit (7 weeks – 280 hours)
- D. General internship experiences and responsibilities include but are not limited to the following:
1. Planning and implementing developmentally appropriate play interactions for children of all ages, both on an individual and group basis.
 2. Refining developmental observation/assessment skills and techniques.
 3. Increasing knowledge of coping and stress reduction techniques.
 4. Collaborating as a member of the multidisciplinary health care team.
 5. Sharpening charting skills.
 6. Increasing knowledge of medical terminology and treatment plans.
 7. Observing and performing developmentally appropriate preparation/support interventions.
 8. Educating parents, siblings and family members.
 9. Guiding and working with volunteers.
 10. Completing assignments including readings, medical case studies, journals and special projects

If you have any questions, please email:

Kari Lown, MS, CCLS, Internship Co-Coordinator kllown@texaschildrens.org

Natalie Juneau, CCLS, Internship Co-Coordinator nmjuneau@texaschildrens.org

