

Dear Applicant,

We appreciate your interest in the child life internship here at Children's Health. This packet is designed to provide you with an overview of the child life department, internship requirements and answer your questions. We hope that this packet not only answers your questions, but provides you with enough information to decide whether our program would be a good fit for your learning style as a student. Please note that we are also looking to find the best fit and student for our program size and structure as well. To find the actual application and access required documents, you must visit the Children's website at [www.childrens.com](http://www.childrens.com) and search "child life internship."

### **About the Child Life Department**

- Oldest Child Life program in Texas, celebrating 40 years in 2014
- Among the largest Child Life programs in the country (30 full time CLS)
- The child life department provides services at the Children's Medical Center Dallas, Children's Medical Center Plano and Our Children's House campuses
- The child life department includes: child life specialists, child life assistants, music therapists, a special events/arts program coordinator, and the facility dog program
- There are 6 playrooms hospital wide and a therapeutic arts room
- There is pet therapy weekly, in addition to seven in house facility dogs
- The child life department helps support programming and special visitors through the Red Balloon Network, which is an in house radio/broadcasting station

### **Overview of the Internship**

- Children's Health's clinical internship program has met the minimum standards for a clinical internship program set forth by the Association of Child Life Professionals (ACLP). Children's Health's clinical internship program is currently **Accredited** and is recognized by the ACLP on their professional website.
- We offer fall, spring, and summer internships
- All rotations are at the Children's Medical Center Dallas campus
- The internship is 600+ hours, 15 weeks long, 5 days a week, with 2 main rotation placements that are each six weeks long, and then with an additional 1 week rotation placement of choice
- The internship consists of daily student group sessions as well as other readings, assignments, and journals throughout
- Large assignments include: two small case presentations, a diagnosis presentation and a project presentation
- There is a designated site visit week for interns to explore other child life programs in the Dallas/Fort Worth area.
- The interns will work a designated holiday each semester (Easter, July 4 or Thanksgiving)

## Application Requirements

- The application and detailed requirements are on [www.childrens.com](http://www.childrens.com) and then search “Child life internship”
- Application deadlines are: January 5, March 15 and September 5; Applications are due in the online portal by midnight on these dates. All recommendation forms must be emailed by midnight on these dates.
- Applicants must be affiliated with a University both at the time of applying and throughout the internship. The hospital takes out an affiliation agreement with the school during the student’s internship. There can be no exceptions to this requirement
- Applicants must have completed a minimum of a 100-hour child life practicum under a certified child life specialist prior to applying, and must submit the Child Life Practicum Verification Form that can be found on the website
  - If the child life practicum is not completed at the time of applying to the internship then the candidate must submit a “Practicum in Progress” form which can be found within the application material on the website. The child life practicum must be completed by the time the candidate would start the internship experience.
- Applicants must have completed at least 100 hours of experience with well children and families
- Applicants must submit a completed ACLP Eligibility Assessment Form
  - If the required courses are not completed at the time of applying to the internship then the candidate must submit a “Child Life Course in Progress” and/or “Additional Courses in Progress” form which can be found within the application material on the website. All 10 required courses must be completed by the time the candidate would start the internship experience.
- A minimum of an overall 3.0 GPA is required
- Two recommendation forms, using the forms on the website must be submitted: one academic and one from the child life practicum supervisor
- Un-official transcripts from all Universities attended must be included. Official transcripts will be required to be submitted if the student is accepted into our internship program

### **Application Deadlines:**

Children's Health follows the recommend application deadlines and offer dates as set by the Association of Child Life Professionals and listed below:

<b>Internship Session</b>	<b>Application Deadlines</b>	<b>Initial Offer Dates</b>	<b>Acceptance Dates</b>	<b>2<sup>nd</sup> Offer Date</b>
Winter/Spring	September 5	2 <sup>nd</sup> Tuesday of October	Following Wednesday	Following Thursday
Summer	January 5	2 <sup>nd</sup> Tuesday of February	Following Wednesday	Following Thursday
Fall	March 15	1 <sup>st</sup> Tuesday of May	Following Wednesday	Following Thursday

### **Your Application will not be reviewed if:**

- It is incomplete
- It is received later than 12 midnight on the deadlines above
- You fail to meet one of the requirements as listed above (affiliation, GPA minimum, child life practicum and/or incomplete eligibility assessment)
- The applicant is not and will not be affiliated with a University
- Additional items are included other than what is required above

### **Application Review:**

- Applications that meet the requirements are then reviewed by members of the internship committee, using a screening and scoring rubric
- Applicants that move forward in the process will be contacted by a member of the internship committee for a short phone screen, and then evaluated using a screening and scoring rubric
- The internship committee and Education Coordinator will then select up to 10 applicants to participate in a formal interview. We do encourage all participations to come in person, but also offer Skype for those who live far distances
- Following the interviews, offers will be made using the offer dates and process as listed in the chart above, which is recommended by Association of Child Life Professionals
- Applicants who do not receive an offer can contact the Education Coordinator to request feedback

### **Interview Process: Multi-mini Interviews (MMI)**

- Children's Health uses a MMI interviewing format
- Interviews will be held one to two weeks prior to the offer date
- Candidates will be contacted with one date in which all interviews will take place
- Candidates may choose to come in person or via Face Time
- Candidates will choose an afternoon or morning time slot on the given day
- Up to 5 candidates will come and be interviewed during each time slot
- Each interview group will start with a tour and overview of the program by the Education Coordinator, followed by a Q&A session. Then, candidates will move through different rooms and participate in short, timed interview sessions with members of the intern committee
- The interview is a behavioral interview format where questions will be asked around child development/theory, the candidates experience with children in various settings as well as the candidates experience with working with a team, problem solving, etc.
- A more detailed email will be sent to the candidates prior to the interview date, detailing instructions of where to go and with more details on the flow of the interview session
- Candidates will be scored based on a scoring rubric and the top candidates will be given an offer

### **Frequently Asked Questions:**

- Can I still apply for a practicum or internship if I already have a degree? Yes, but you must be affiliated (enrolled) with a University
- I will graduate before the practicum/internship starts, so I will not be affiliated with a university. Is this okay? No, all candidates must be affiliated
- I really want to do my practicum at Children's; will I still be eligible for an internship at Children's? No, students can complete a practicum or internship at Children's, not both.
- I am interested in gaining more volunteer experience, what can I do? We recommend volunteering at camps, day care centers, children's hospitals, babysitting, etc.
- I completed a practicum at my university child development center; will this suffice for the child life practicum? No, a practicum must be conducted under the supervision of a Certified Child Life Specialist

### **Application check list:**

- Completed online application which includes:
  - Completed ACLP Eligibility Assessment Form Report-showing 10 classes “passed” including the child life course with all sections “passed”
    - In addition to this form-you must also submit the “Course in Progress” form if all 10 classes do not show as “passed” on the Eligibility Assessment
  - One page resume (DO NOT submit more than one page)
  - Cover Letter-explaining why you are applying for the internship at our program and what qualifies you for it
  - Practicum Verification Form
    - If the child life practicum is in progress when applying, then submit the “Child Life Practicum in Progress Form”
  - Unofficial Academic Transcripts
- 2 Completed Reference Forms –should be emailed to [internshipapplications@childrens.com](mailto:internshipapplications@childrens.com)

\*\*\*Please note that you will need to complete and submit the application at once, and will not be able to save it and come back to it. Make sure you have all required documents and are ready to submit it once you open the online application. \*\*\*

Again, we thank you for the interest in our internship, and wish you nothing but the best of luck on this journey to becoming a Certified Child Life Specialist (CCLS).

Sincerely,

Krista Stringer, MS, CCLS  
Education Coordinator

### **For more information or additional questions, contact:**

Krista Stringer, MS, CCLS, Education Coordinator  
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Visit websites for current and updated information  
[www.childlife.org](http://www.childlife.org) and [www.childrens.com](http://www.childrens.com)