



Dear prospective student,

We appreciate your interest in the child life internship at Children's Memorial Hermann Hospital. 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.

Child Life and Expressive Therapies Department Overview:

The Child Life and Expressive Therapies Department has been a valued part of the children's hospital for the past 40+ years. There are 19 child life specialists, 3 music therapists, 3 art therapists, 2 facility dogs, volunteer coordinator, clinical coordinator, and director.

Internship Overview:

The internship program at Children's Memorial Hermann Hospital has met the minimum standards for a clinical internship program set forth by the Association of Child Life Professionals (ACLP). Children's Memorial Hermann Hospital's clinical internship program is currently **accredited** and is recognized by the ACLP on their professional website.

Our internship program is designed to provide students with a variety of opportunities. Under the supervision of a Certified Child Life Specialist (CCLS), interns learn to function as a child life specialist and to provide a variety of services to patients and families. Throughout the internship, students can expect to have exposure to multiple diagnoses, integration within the interdisciplinary team, educational sessions, and ongoing supervision.

The internship is a full time 40-hour work week for 16 weeks for a total of 640 hours at the Children's Memorial Hermann Hospital Texas Medical Center (TMC) campus. The internship semester consists of orientation, an 8-week placement and a 6-week placement in either one of our inpatient or outpatient units. The intern will be required to work the same schedule as their unit supervisor.

Goals & Objective for Internship:

The child life intern will:

1. Understand the workings of the Child Life and Expressive Therapies Department within this facility.
2. Demonstrate understanding of hospitalization and its impact on the emotional, developmental and psychosocial needs of the child and family.
3. Assess and prioritize the needs of the hospitalized patient and family.
4. Develop, plan, implement and evaluate the child life plan-of-care based on their overall assessment.
5. Provide individual and group therapeutic interventions to promote coping and mastery of hospital experience
6. Recognize relevant medical terminology, diagnoses and procedures.
7. Integrate self as part of the interdisciplinary healthcare team.
8. Demonstrate the ability to advocate for the role of child life.
9. Supervise and provide feedback to unit volunteers.
10. Demonstrate the ability to translate developmental theories and incorporate them in play.
11. Apply professional standards of practice.

Intern Requirements during the 16-week internship:

1. Create weekly and overall goals
2. Begin in observation role and work towards providing services independently
3. Keep a daily log of time and attendance
4. Maintain a reflective weekly journal
5. Complete assigned readings/assignments on time
6. Complete daily assessments and plans of care
7. Attend weekly supervisory sessions with clinical rotation supervisor and weekly coordinator meetings
8. Participate in educational sessions, multidisciplinary meetings, and other required meetings
9. Plan and implement play activities for individuals and groups
10. Present one case study for each rotation/placement
11. Complete and present one child life related project
12. Evaluate self, clinical rotation supervisors, clinical internship coordinators and the overall internship experience
13. Complete site visits to area hospital child life programs or other facilities that provide services to children and families

14. Document assessments and interventions in a timely manner
15. Facilitate procedural preparation and support, education, and therapeutic play
16. Plan, facilitate and evaluate family and community outreach events
17. Create an educational flyer for multidisciplinary staff

Application Process:

Individuals applying for the internship must complete the ACLP Internship Readiness Common Application: <https://aclp.smapply.io/> Detailed instructions on how to complete the application can be found [here](#).

Email the downloaded application with the subject line: “*Applicant Name* Internship Application: to: ChildLifeStudents@memorialhermann.org by midnight on the date of the deadline. We follow deadlines set by the ACLP.

The PDF downloaded as part of the ACLP Internship Readiness Common Application is the only component that will be reviewed. No additional documentation will be required or reviewed for a candidate’s initial submission (no letters of recommendation, cover letters, resumes, etc.).

Any other formatting will make the application incomplete and will not be considered for review. Paper applications will not be considered. Late submissions will not be considered. Applications other than the current ACLP Internship Readiness Common Application will not be considered.

We will accept incomplete ACLP Eligibility Assessment forms. Courses not yet completed, should be reflected on the students’ unofficial transcript as either in progress or enrolled. Courses required for the eligibility assessment, should be completed by the start of the internship.

Submitting a completed application does not guarantee an interview or acceptance. Each application will be reviewed to determine if the applicant meets all the requirements stated on the application. We currently accept affiliated and non-affiliated students. The most qualified applicants will be extended the opportunity for an interview.

If selected, applicants will need to provide the following:

- Background check
- CPR Certification
- Personal liability and malpractice insurance
- Proof of health insurance
- Proof of negative TB test (read within one year of internship start date) or current chest x-ray

Proof of flu shot (hospital is able to provide flu shot free of charge for selected interns)

Proof of COVID-19 shot (hospital is able to provide COVID-19 shot free of charge for selected interns)

Up to date vaccine record

Application Review:

1. Applications that meet the requirements are then reviewed by members of the student committee, using a screening and scoring rubric
2. The student committee may reach out to ask for individual references
3. The student committee will select up to 10 applicants to participate in the formal interview process. Applicants selected will be contacted via phone with more information regarding the interview process
4. Following the interviews, offers will be made using the offer dates and process as listed above, which is recommended by the ACLP
5. Applicants who do not receive an offer can contact the student committee to request feedback

Interview Process: Multi-mini Interviews (MMI):

- Children's Memorial Hermann Hospital 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. All interviews will be conducted virtually.
- Candidates will choose an afternoon or morning time slot on the given day.
- Up to 5 candidates will be interviewed during each time slot
- Candidates will move through different virtual rooms and participate in short, timed interview sessions with members of the student committee. The interview session will conclude with a virtual tour and overview of the program by the internship coordinator, followed by a Q&A session.
- 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 candidates prior to the interview date, detailing Zoom instructions 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

Additional Information for Selected Interns:

- **Parking**
 - Parking costs are covered by the Child Life and Expressive Therapies Department
- **Living Arrangements**
 - Living arrangements are the responsibility of the intern
- **Meals**
 - Meals are the responsibility of the intern

Frequently Asked Questions:

- Do I need to complete a child life practicum?
 - No, students are not required to complete a child life specific practicum prior to the start of an internship program.
- How many hours of experience do I need to apply?
 - There is no minimum number of hours needed. Applicants are encouraged to answer application questions based on your variety of work and volunteer experiences.
- I will graduate before the internship starts, so I will not be affiliated with a university. Is this okay?
 - Yes, we accept both affiliated and non-affiliated students.
- How much does it cost to apply to an internship at Children's Memorial Hermann Hospital?
 - There is no application fee.
- I am interested in gaining more experience, what can I do?
 - We recommend volunteering or working at camps, day care centers, children's hospitals, babysitting, etc.

Contact Information:

If you would like any other information regarding our internship program, please contact the internship coordinators at:

ChildLifeStudents@memorialhermann.org

Thank you very much for your interest in our internship program.

Sincerely,

The Student Committee at Children's Memorial Hermann Hospital