

**TEXAS CHILDREN'S HOSPITAL**  
Child Life Department  
Internship Application Face Sheet

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Applying for:

Spring term

Summer term

Fall term

Enclosed is a complete internship application packet:

Written essay

Professional resume

Original/official transcript to date

Copy of Child Life Council Course Work Review (this can be found on the Child Life Council website)

Three (3) letters of recommendation

Verification of hours working with well children on institution letterhead

Verification of hours working with hospitalized children on institution letterhead

**\*50% of hours must be completed and verified when application is due**

**\*A letter must be included stating that you are in the process of completing the rest of the hours and when they will be completed**

I understand it is the sole responsibility of the applicant to confirm receipt of application packet.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**RETURN WITH COMPLETE APPLICATION PACKET TO:**

**Texas Children's Hospital**

**Child Life Services WT 16-277**

**6621 Fannin**

**Houston, Texas 77030**

**Attention: Internship Coordinator**

**(832) 826-1650**

## **Texas Children's Hospital Child Life Internship Program**

### **OVERVIEW:**

Texas Children's Hospital is one of the nation's largest, not-for-profit pediatric hospital with licensure for over 460 beds. This state-of-the-art facility provides primary, secondary and tertiary care for a diverse population of chronically and acutely ill children. 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. The Child Life Department falls under Nursing Administration and includes a child life manager, 30 child life specialists, 6 child life assistants, 1 full-time children's library coordinator, a part time library assistant, 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, Outpatient Clinical Care, Emergency Center, Adolescent Unit, Orthopedics, General Medicine/Transplant, Surgery, Cardiology, Clinical Research Center, Pulmonary, Neurology, Hematology/Oncology, Pediatric Dialysis, and Progressive Care. 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:**

Child life interns have trained at Texas Children's Hospital for more than 20 years. 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 Child Life Council'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 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. Proof of professional liability insurance must be provided prior to official acceptance as an intern at Texas Children's Hospital.

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 Child Life Council.

- A. Bachelor's Degree or last semester senior enrolled in one of the following degree plans:
  - 1. Child Life
  - 2. Child Development
  - 3. Early Childhood EducationCopy of Child Life Council Course Work Review is required to ensure that applicants have the appropriate courses before starting the child life internship in preparation for the Child Life Exam.
- B. High academic achievement
  - 1. GPA of 3.0+ (B average)
- C. Supervised Clinical Experience
  - 1. Verifiable supervised experience with physically well children. (150 hours)
  - 2. Verifiable supervised experience applying introductory theory to interactions with hospitalized children. (150-200 hours)
- 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 hours will be mandatory.
- E. Ability to participate in a mandatory personal interview.
- F. Ability to pass a mandatory health screening.

## II. The Application Process

Individuals meeting the minimum entrance requirements may submit an application to the Child Life Education Committee. 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. Internship Application Face Sheet
- B. A written essay (500 word maximum) to specifically address the following:
  - 1. Personal reasons for seeking child life internship.

2. Professional goals and objectives to be met as an intern.
  3. Professional short and long term goals upon completion of internship.
- C. Professional resume outlining academic and clinical experiences and other qualifications.
- D. An original, current college transcript indicating cumulative GPA.
- E. Three letters of recommendation from faculty supervisors, employers or advisors **who have directly observed and can assess your work with children, parents and professionals**. Recommendations must be paragraph style narration addressing specific knowledge and skills relative to your work with children, parents and professionals. Check-list style recommendations will not be accepted without supportive narration.

### III. Application Deadlines

- A. Texas Children's Hospital offers child life internships three times per year. Applicants are responsible for meeting the following application deadlines.

	<b>FALL</b>	<b>WINTER/SPRING</b>	<b>SUMMER</b>
<b>Application</b>	May 5	Sept. 5	Jan. 5
<b>Offers</b>	June 22	October 22	Feb. 22
<b>Acceptance</b>	June 28	October 28	Feb. 28

- B. **IT IS THE SOLE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION PACKET.**

### IV. Intern Selection Process

- A. Selection of Child Life Interns is highly competitive. As recommended by the Child Life Council, 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.

- B. Diversity is highly encouraged in child life, so doing a practicum and internship at different hospitals would be beneficial to your practice. Therefore, Texas Children's Hospital Child Life Department highly recommends that former practicum students of this program seek internships at other institutions and may consider this in part of the selection process.
- C. After the application deadline passes, all complete applications will be reviewed and screened by the Child Life Education Committee. Applicants meeting and/or exceeding minimum entrance requirements may be contacted to schedule an interview. Our interview process is as follows: phone interview, onsite interview (for applicants that proceed to the second round) and observation of candidate in playroom environment.
- D. All applicants submitting complete applications will be notified, in writing, 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 mail, 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 2 of the following:
  - "Child Life In Hospitals: Theory and Practice"--Richard H. Thompson and Gene Stanford, C.C. Thomas, Publisher
  - "Psychosocial Care of Children in Hospitals: A Clinical Practice Manual" -- Laura Gaynard, et al.
  - "Meeting Children's Psychosocial Needs Across the Healthcare Continuum" -- Rollins, Bolig and Mahan (2005)

These books can be ordered directly from:  
 The Child Life Council  
 11820 Parklawn Drive, Suite 202  
 Rockville, MD 20852-2529  
[www.childlife.org](http://www.childlife.org)

- C. The internship is composed of 3 major components (all under the direct supervision of Certified Child Life Specialists):
1. Orientation
  2. Rotation 1: Inpatient (patient floors)
  3. Rotation 2: Outpatient/Specialty Unit (Emergency Center, Outpatient Clinics, PICU/PCU, NICU, Day Surgery, or Dialysis)
- 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.



**Texas Children's Hospital**

**CHILD LIFE DEPARTMENT  
INTERNSHIP APPLICATION**

**Supervised Hours Working with Children Verification Form**

*(Applicant: This form is to be completed by all places from which you are submitting hours. A letter on institutional letterhead may be substituted in place of this form only if all identical information is disclosed.)*

I confirm that (applicant)\_\_\_\_\_ has  
completed\_\_\_\_\_ hours at (Institution):\_\_\_\_\_ in  
(location): \_\_\_\_\_ working with

(Type of experience –check one)

- Well Children
- Hospitalized Children

The applicants experience consisted of the following experiences (list typical types of interactions with children:

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Signature/Credentials:

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Printed Name: \_\_\_\_\_

Title \_\_\_\_\_

Date: \_\_\_\_\_