



**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](http://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*)
- \_\_\_ Completion of child life coursework inclusive of the 6 applied areas of studies, as required by the ACLP or verification of current course enrollment/standing status and via the Confirmation of Child Life Course In-Progress form ([www.childlife.org](http://www.childlife.org))
- \_\_\_ Completion of the academic course work portion of the ACLP eligibility assessment ([www.childlife.org](http://www.childlife.org)) or are active enrollment in an ACLP endorsed academic program.
- \_\_\_ 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](http://www.childlife.org))*)
- \_\_\_ Documentation of at least 50 additional hours of experience working with infants, children, youth, and/or families in stressful situations, healthcare settings, and/or programs designed for children with special needs as documented on the Verification of Related Experience Hours form. (*These hours may come from additional child life practicum hours above the 100 minimum hours required or other appropriate experiences as outlined above and 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 (*Forms may be included in the packet, sent separately by mail, or submitted electronically to [ChildLifeInternship@texaschildrens.org](mailto:ChildLifeInternship@texaschildrens.org). Separate letters of recommendation are not required*)

\_\_\_\_\_  
 Print name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

**RETURN COMPLETE APPLICATION PACKET via MAIL or by EMAIL:**

**Texas Children's Hospital**  
**Child Life Services WT 16-274**  
**6621 Fannin Street**  
**Houston, Texas 77030**  
**Attention: Internship Coordinators**  
[childlifeinternship@texaschildrens.org](mailto:childlifeinternship@texaschildrens.org)



## 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 around 1,000 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, 40+ child life specialists, 8 activity coordinators, 4 music therapists, 3 art therapists, 4 animal assisted therapy coordinators, 2 media producers, 1 gaming activity coordinator, 2 school coordinators, 2 children's library coordinators, and an administrative secretary.

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

### PROGRAM DESCRIPTION:

The Texas Children's Hospital Child Life Clinical Internship is a 640 hour, 16 week 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. Interns who successfully complete this educational program will have been provided the necessary experiences that establish and/or enhance 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. For information about scholarship opportunities through the Association of Child Life Professionals, please visit <https://www.childlife.org/certification/certification-resources/internship-deadlines/diversity-scholarships>

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

Texas Children's Hospital Child Life Department has signed and fully supports the ACLP pledge for internship equity and access.



## 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. Completed or currently obtaining a Bachelor's or Master's Degree. We accept university-affiliated and non-affiliated students.
- B. Successfully completed child life coursework inclusive of the 6 applied areas of study, as required by the ACLP
- D. 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 health care setting or in stressful situations.
    - \*Additionally, a minimum of 50 hours of supervised experience applying introductory developmental theory to interactions with infants, children, youth and/or families in stressful situations, health care settings, and/or programs designed for children with special needs (*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 outlined above and on the Common Child Life Internship Application.**
- E. Ability to commit to child life internship. Texas Children's Hospital offers a 640-hour, 16-week, full-time internship. Work hours vary depending upon the needs of the patients in each unit. This schedule may vary due to child life staffing and other considerations. Alternative scheduling options can be discussed on a case by case basis.
- G. Ability to pass a mandatory health screening and background check according to Texas Children's Hospital policy.



## 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:
  - What does diversity, equity and inclusion mean to you in relation to the child life field? Please elaborate on how you will incorporate your unique perspectives into your internship experience. (500 word maximum)  
*\*Please indicate the essay with a title and use written paragraph format.*
- E. College Transcript(s) (*Official or unofficial transcripts are accepted*)
- F. Copy of your Association of Child Life Professionals Eligibility Assessment with proof of completion of the academic course work section or proof of active enrollment in an ACLP endorsed academic program. 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.
- G. Documentation of supervised hours working with children (*see face sheet and entrance requirements*)  
Must include a **copy of your final practicum evaluation OR confirmation of Child Life Practicum In-Progress Form**
- H. 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. Forms may be included in the packet, sent separately by mail, or submitted electronically to [ChildLifeInternship@texaschildrens.org](mailto:ChildLifeInternship@texaschildrens.org). 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.

***\*If mailed, applications post marked by the date of the deadline will be accepted.***

	<b>FALL</b>	<b>WINTER/SPRING</b>	<b>SUMMER</b>
<b>Application</b>	March 15	Sept. 5	Jan. 5
<b>Offers</b>	1 <sup>nd</sup> Tuesday in May	2 <sup>nd</sup> Tuesday in Oct	2 <sup>nd</sup> Tuesday in February
<b>Acceptance</b>	1 <sup>nd</sup> Wednesday in May	2 <sup>nd</sup> Wednesday in Oct	2 <sup>nd</sup> 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. Strong personal qualities appropriate for interrelationships with children, families, peers, supervisors and members of the health profession, as per references and interview process
  2. Competence in knowledge of child development, child life theory, and the hospitalized child
  3. Performance during supervised clinical field experience
  4. Excellent written and verbal communication skills
  5. Professionalism in communication and correspondence
- B. After the application deadline passes, all complete applications will be reviewed and by the Child Life Internship Programming Team. Applicants meeting and/or exceeding minimum entrance requirements may be contacted to schedule an interview. Our interview process is as follows: one phone screen interview and one or two rounds of video interviews conducted by the Internship Programming Team.
- 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 (if 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](http://www.childlife.org).
- C. The internship is composed of 2 main rotations in complimentary units/areas and a specialty rotation (all under the direct supervision of Certified Child Life Specialists). The structure and duration of these rotations will be discussed prior to the beginning of the internship.

**If you have any questions, please email:**

Internship Co-Coordinators:

Caley Kohlhofer, CCLS, CIMI [cejohns@texaschildrens.org](mailto:cejohns@texaschildrens.org)

Katy O'Dell, MS, CCLS [kjodell@texaschildrens.org](mailto:kjodell@texaschildrens.org)

