



****Updated 2025****

Dear Intern Applicant,

We appreciate your interest in our child life internship program. This application packet will outline details of our hospital, our department, our internship program, and our intern selection process. To learn more about the field of Child Life, please visit the Association of Child Life Professionals website at www.childlife.org.

The application deadlines are as follows:

<u>Semester</u>	<u>Application Deadline</u>
Fall	See ACLP Guideline Dates
Winter/Spring	See ACLP Guideline Dates
We do not offer a summer internship opportunity.	

Please email childlifeinternship@fmolhs.org for current and up to date information regarding student opportunity offerings each semester.

All applications should be electronically sent by the above dates. If the deadline falls on a weekend or holiday, then the date is moved to the next business day. Our Lady of the Lake Children's Hospital follows the Association of Child Life Professionals guidelines for application and offer dates. **Before inquiring about specific internship details, please read this application carefully. We adhere to the expectations outlined in this document.**

Our Lady of the Lake's Child Life Internship program is an advanced training program. In support of that, we do require a Practicum under the direct supervision of a child life specialist with observation of therapeutic interventions (i.e., preparation, support/distraction, medical play, therapeutic play, etc.). This Practicum experience should be a minimum of 100 hours.

Please submit completed applications in a PDF format to:

Childlifeinternship@fmolhs.org

If you have any questions, please email childlifeinternship@fmolhs.org.

Sincerely,

Ashley Bares, BS, CCLS
Rachael Raney, CCLS
Sharon Wesberry, CCLS
Student Team

Internship Program Information

Our Lady of the Lake Children's Hospital (OLOLCH) is a Catholic health care facility within a larger health system, Our Lady of the Lake Health System. OLOLCH is a freestanding Children's Hospital that has 97 pediatric inpatient beds which include medical care, surgical care, hematology/oncology, universal care, pediatric intensive care, and neonatal intensive care. Child Life Specialists also provide coverage to other areas of the hospital: Same Day Surgery, Emergency Room (open 24 hours a day, 7 days a week), the St. Jude Children's Research Hospital affiliate clinic, and Outpatient Radiology.

The Child Life Department is a clinically based program which focuses on meeting the needs of hospitalized children and families through education and preparation for medical procedures, emotional support, therapeutic play and developmentally appropriate activities. The mission of the Child Life Department is to facilitate positive adjustment to hospitalization by providing and advocating for services, which are family-centered, psychosocially sound, and developmentally appropriate.

The department is staffed by nine full time Certified Child Life Specialists who are each assigned a specific patient population. Care plans and pathways for child life services are utilized for patient populations, such as, sickle cell disease, cancer, asthma, and diabetes. Theory-based planning, intervention, and documentation are heavily valued and relied upon. The Child Life staff functions as an integral part of the healthcare team and advocates that healthcare systems and practices are most effective when they are planned, coordinated, delivered, and evaluated through meaningful collaboration among families and professionals across all disciplines.

In addition, the Child Life Department participates in several multi-disciplinary committees such as Children's Miracle Network fundraising, Employee Engagement, Quality Improvement, Pediatric Palliative Care, and Unit Council meetings to name a few. Programs such as: pet therapy, horticulture therapy, pre-surgery hospital tours for patients and their families, multi-disciplinary in-services and many others are planned and facilitated by the department.

A Child Life Internship offers specialized fieldwork experience with children and their families under the supervision of a Certified Child Life Specialist. This internship experience is designed to facilitate the student's growth as a professional through participation as a member of a multidisciplinary health care team. Per ACLP guidelines, this internship consists of a 40-hour work week for 16 weeks, totaling 600 hours. Main internship rotations will be based on staffing availability. Other opportunities include orientation, shadow days, off-site visits, and independent experience. Internships are typically offered in the fall and spring semesters based on staff availability. Our internship program does not require the student to be enrolled in a university during the internship experience. If the student is completing the internship experience for school credit, an affiliation agreement must be made between the student's university and Our Lady of the Lake. Applications must be received per the deadlines set by the Association of Child Life Professionals.

Intern selection process:

Please remember that your professionalism and demeanor throughout the application process is taken into consideration when choosing candidates for our program. Once the application deadline has passed, the Child Life department reviews each candidate's completed application packet. Qualifying applicants are contacted by the internship coordinator to set up a phone interview. Interviews are a means to obtain more in-depth information of the candidate's interpersonal communication skills, knowledge of the Child Life profession, as well as undergraduate experiences dealing with hospitalized children and well children. Once all phone interviews have taken place the candidates are narrowed down, and on-site interviews are scheduled. The most qualified and suitable applicant will then be offered the internship position. We select one student per semester, based on staffing availability.

The Child Life Internship selection process is highly competitive. As recommended by the Association of Child Life Professionals, the following criteria heavily influence the selection of an intern:

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.

Before applying to OLOL's Child Life Internship, please read the following: (E-mails regarding internship requirements will not be answered.)

Minimum Requirements for Applying:

1. Applicants must have **completed** a total of 10 specific college/university level courses as outlined by the ACLP 2020 Eligibility Requirements. These specified courses may be taken either in-person or online. There is no minimum number of credit hours per class.

These courses include:

- a. Child Life Course Taught by a CCLS (must meet 6 topics of study outline by ACLP) (1)
- b. Child Development Courses (2)
- c. Family Systems Course (1)
- d. Play Course (1)
- e. Loss/Bereavement or Death/Dying Course (1)
- f. Research Course (1)
- g. Three Additional Courses (3)

Please see www.childlife.org for more information on these requirements. These courses must be complete and appear as "passed" on the ACLP eligibility assessment at the time of submission.

- **We will accept classes in progress at the time of application if the class will be completed by the start of internship. However, the student will need to also submit a letter of good standing from their academic professor**

teaching the course or from an academic advisor. This letter is IN ADDITION to a Letter of Recommendation from the student's practicum supervisor.

2. Experience with children:
 - a. In both healthcare and non-healthcare settings.
 - b. Our hospital requires the completion of a practicum under the direct supervision of a child life specialist with observation of therapeutic interventions (i.e., preparation, support/distraction, medial play, therapeutic play, etc.).
 - i. **We will accept practicums in-progress if the practicum will be completed prior to start of internship. However, we will need confirmation of good standing in the students' letter of recommendation from their practicum supervisor.**
 - ii. **Our hospital does not accept a virtual practicum as the student's only practicum experience.**
 - iii. **Our hospital prefers that an international practicum not be the only practicum experience as we have found stateside experience better prepares students for OUR hospital's specific internship experience.**

Please Note:

Applications are first reviewed to ensure the applicant meets all qualification requirements. **Incomplete applications will not be considered. A minimum of 100 hours of practicum experience under the supervision of a child life specialist is non-negotiable.** Submission of an internship application does not guarantee the student will be contacted for an interview. Any applicant that does not meet the qualification requirements will receive notification stating he/she will not progress through the application process due to non-qualification.

Application Materials:

The following items must be submitted to the Child Life department at OLOL Children's on or before the internship application deadline:

1. Completed Internship Readiness Application
 - Found at <https://aclp.smapply.io/>
 - Due to the rise in AI assisted technology that students have access to; our department has initiated the use of an AI screener to screen application content. If the screener tool suspects or confirms AI generated content in your application or essays, it will be considered incomplete and will not be advanced to the next round of review.
 - Transcripts from **all** colleges/universities attended should be uploaded as part of the Internship Readiness Application
 - Our hospital requires a GPA of 2.5 or higher.
 - ACLP Eligibility Assessment should be uploaded as part of the Internship Readiness Application. Please note below:
 - All columns should say "Passed" except "Clinical Requirements"
 - If you are an affiliated student and this internship is part of your degree program and required for graduation, "Degree" may say "Not Yet Passed"
 - If you have courses in progress at the time of application, you will need to submit a letter of good standing from your acting professor or academic advisor in addition to your "Letter of Recommendation". Letters of good standing should follow the same submission process as a Letter of Recommendation as outlined below.

***Please note, practicum experience should be documented and referenced throughout your application essay answers.

2. A recommendation letter from your practicum supervisor (must be a CCLS).
 - Your recommendation letter should be emailed directly from the writer to the following email address: childlifeinternship@fmolhs.org
 - The subject line of the email should include the student's first and last name and the internship cycle. (Ex. Ashley Bares, Internship Applicant Fall 2022.)
 - All attachments should be labeled with the student's first and last name.

If the recommendation letter is **not** sent directly from the writer, your application will be considered *incomplete*.

All additional materials sent with your application that were not requested will not be reviewed or considered