

Dear prospective student,

We appreciate your interest in the child life internship at Children's Memorial Hermann Hospital. This packet is designed to describe the child life department, provide you with an overview of the internship requirements, and answer your questions. We hope that this packet not only answers your questions, but also 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.

At Memorial Hermann, we promote equity, celebrate diversity, and foster inclusion. Within our internship program, we apply these principles by incorporating DEI themes into our internship readings, student education sessions, and overall program curriculum. There is no application fee or cost for our internship program. Selected interns are eligible for employee mental health perks, and the \$15/day parking expense is waived for our students.

Child Life and Expressive Therapies Department Overview:

Our department has been a valued part of the children's hospital for the past 40+ years. There are 20+ child life specialists, 4 music therapists, 3 art therapists, 3 facility dogs, a volunteer coordinator, an academic coordinator, a manager, and a director.

Internship Overview:

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 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. Successful completion of a child life internship at Children's Memorial Hermann Hospital meets the clinical requirement for individuals pursuing their CCLS credential.

The internship requires a 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 an orientation, shadow opportunities, and two rotations in our inpatient or outpatient units. The intern will be required to work the same schedule as their unit supervisor, which may include weekend or evening coverage.

Goals & Objective for Internship:

1. Understand the workings of the Child Life and Expressive Therapies Department within Children's Memorial Hermann Hospital.
2. Demonstrate an 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 the 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.
12. Develop an initial understanding of how to integrate diversity, equity, and inclusion into child life clinical and professional practice.

Intern Requirements during the 16-week internship:

1. Create weekly and overall goals.
2. Begin in an 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 and 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 Association of Child Life Professionals (ACLP) Internship Readiness Common Application. The application and tutorials on how to complete the application can be found [here](#).

We require one combined PDF document containing all application materials. If we receive your application in multiple attachments, your application will be considered incomplete. **Every application should include the application, university transcripts, and ACLP Eligibility Assessment Form.**

Note for candidates who have a course(s) in progress for their eligibility assessment: All courses required for the eligibility assessment should be completed by the start of the internship. If a required academic course on the eligibility assessment is in progress, please include the additional Children's Memorial Hermann Hospital Course In-Progress form found [here](#). Each course in progress should have a corresponding Course In-Progress form included in the application. If all coursework is indicated as complete on the Eligibility Assessment Form, no additional documents should be included.

Note to ACLP endorsed academic program candidates:

Please include the additional Children's Memorial Hermann Hospital Endorsed Program Degree Plan indicating dates of completed and in progress courses found [here](#). An endorsed program letter, pages 1 and 2, can be included in lieu of the CMHH form.

Email required document with the subject line: "Applicant Name Internship Application:" to ChildLifeStudents@memorialhermann.org by 12 midnight CST on the date of the deadline. We follow deadlines set by the ACLP.

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. We will offer an interview to the most qualified applicants.

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 provides flu shots free of charge for selected students) Up-to-date vaccine record

Your application will not be reviewed if:

1. It is incomplete.
2. It is received later than 12 midnight CST on the date of the deadline.
3. You fail to meet one of the requirements as listed above.
4. More than one document is attached.
5. Additional items are included other than what is required above.
6. Pre-Internship Experiences have been classified incorrectly between "within healthcare" and "outside of healthcare" and this impacts the minimum requirement of one experience in each category.

Application Review:

1. Applications that meet the requirements will be reviewed by members of the child life 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. We will contact selected applicants 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.

Interview Process: Multi-mini Interviews (MMI):

- We use a MMI interviewing format. Interviews will be held one to two weeks prior to the offer date, and candidates will be contacted with one date in which all virtual interviews will take place.
- Candidates will preference an afternoon or morning time slot on the given day.
*The child life student committee will do their best to accommodate.
- 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 with questions about child development/theory, the candidate's experience with children in various settings, the candidate's experience with working with a team, problem solving, etc.
- A more detailed email will be sent to candidates prior to the interview date, with Zoom instructions and the flow of the interview session.
- Candidates will be scored based on a scoring rubric and the top candidates will be given an offer.

Things to Consider Prior to Applying at Children's Memorial Hermann:

We often receive over 200 applications for a maximum of two intern positions each application cycle. Please consider the following factors prior to applying at our internship program:

- **Cost**
 - Living arrangements are the responsibility of the intern.
 - Meals are the responsibility of the intern.
 - CPR Certification and Professional Liability and Malpractice Insurance are the responsibility of the intern.
 - Students are required to purchase scrub pants and have the opportunity to purchase hospital branded t-shirts.
 - Students are required to attend an in-person occupational health appointment at least one week prior to start date.
 - Students are responsible for any travel expenses, including off-site shadowing opportunities.
 - Parking or public transit costs to and from regularly scheduled shifts are covered by the Child Life and Expressive Therapies Department.
 - Required textbooks are available to be borrowed from the Child Life and Expressive Therapies department.
- **Mental Health**
 - A child life internship can be an emotionally taxing experience. Children's Memorial Hermann Hospital is a Level One Trauma center with many high acuity patients. Some interns have difficulties when separated from normal support systems. We do our best to support the holistic needs of our students but ask that students thoughtfully consider their own readiness to participate in an internship at this location prior to applying.
- **Assignments**
 - In addition to interns' full-time clinical schedule, students are expected to complete assignments outside of working hours. Failure to turn in high quality assignments on time could result in intensive individualized interventions or termination of the internship experience.

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, and we do not consider this in our scoring rubric. Applicants are encouraged to answer application questions based on a variety of work and volunteer

experiences.

- How many experiences are required?
 - Applicants are required to have a minimum of one experience with children and families “within healthcare” and a minimum of one experience “outside of healthcare.”
- What is considered experience within a healthcare setting?
 - Per the ACLP Internship Readiness Common Application FAQs, “Experiences within healthcare settings include any environment involving children and families due to medical encounters. Examples include but are not limited to volunteering in a hospital, programs [e.g. camps, support groups] for children with medical diagnoses, child life pre-internship experiences, volunteering at hospice sites, paid work experience in a hospital setting.”
 - Using that definition, babysitting a child with special needs, volunteering or teaching in a classroom with children with special needs, or interacting with children with medical diagnoses in an environment unrelated to that diagnosis would be an “outside of healthcare” experience.
- 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 not listed in this document or on our website, 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