Dear Prospective Intern,

Thank you for your interest in the Child Life Internship Program. The Children’s Hospital at OU Medical Center is a 225-bed pediatric facility with child life currently covering the following areas: Emergency Department, Outpatient Surgery, General Medicine, Pediatric Intensive Care, Surgical, Dialysis, Radiology, Adolescent Medicine/Pediatric Epilepsy Monitoring Unit and Hematology/Oncology.

The Child Life Department offers internship opportunities for the spring and fall semesters. The deadlines recommended by the Association of Child Life Professionals are utilized in the application process. They are as follows:

<table>
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<tr>
<th>Internship Session</th>
<th>Application Deadline</th>
<th>Initial Offer Date</th>
<th>Acceptance Date</th>
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<tbody>
<tr>
<td>Winter/Spring</td>
<td>September 5</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Tuesday of October</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Wednesday of October</td>
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<tr>
<td>Fall</td>
<td>March 15</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday of May</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Wednesday of May</td>
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The application should be postmarked by the above date. Should a deadline fall on a weekend and/or holiday, the date will be moved forward to the next business day.

When completing the internship application packet, the following are important things to remember:

1. You must have a GPA of 3.0 or above in major courses
2. You must have at least 100 hours of experience with well infants, children, youth and/or families.
3. You must have at least 100 hours of experience with infants, children, youth and/or families in stressful situations, health care settings and/or programs designed for children with special needs.
4. You must have successfully completed a 100 hour child life practicum under the direct supervision of a Certified Child Life Specialist within a hospital setting before the start date of your internship. If you are applying while currently in a practicum, please use the attached Practicum In-Progress form.
5. You must have successfully completed the academic coursework of the Association of Child Life Professionals’ eligibility assessment by the internship start date. This includes a course taught by a Certified Child Life Specialist, inclusive of the six applied areas of study. A medical terminology course is also a requirement of our program. Proof of enrollment must accompany the application if the class doesn’t begin until after the application deadline. Please use the form attached to this application if in progress.
6. Acceptance into the internship program is contingent upon the school/student meeting all of the components listed a hospital/school contract. More information will be given upon acceptance.

Please note that submitting a completed application does not guarantee a student an interview or internship placement. If selected as an interview candidate, the scheduled interview date for the Fall 2017 internship is Friday, April 14. Interview candidates will be required to meet in-person, if located within a three-hour drive, or via Skype.

Please contact me at 405-271-4870 ext. 2 with any questions.

Sincerely,
Alyssa Geis, CCLS
Certified Child Life Specialist/Student Coordinator, Child Life Department
Intern Application Packet Requirements

- **Common Child Life Internship Application:**
  - Internship applications must be typed or neatly hand-written. Additional pages may be attached if needed.
  - Application can be found at [http://childlife.org/files/CommonInternshipApplication.pdf](http://childlife.org/files/CommonInternshipApplication.pdf)
  - This link should take you to the website for the Association of Child Life Professionals and direct you towards the Common Child Life Internship Application.

- **Professional Cover Letter and Resume:** Resumes should be one page.

- **Child Life Philosophy:** Describe your philosophy on Child Life in 100 words or less.

- **Eligibility Assessment form:** Official eligibility assessment form completed from the Association of Child Life Professionals.

- **Goals:** List 4 personal/professional goals for the internship experience in 250 words or less.

- **Official Transcript:** Original (not photocopied) transcripts from all institutions attended should be submitted with the application, unofficial are allowed if necessary.

- **Reference Forms:** Three reference forms should be submitted with the internship application. The form is attached below. Please make as many copies as you need. Each form should be completed by an instructor/professor, volunteer supervisor, and/or employer. The forms should be returned to you in a sealed envelope with the instructor, supervisor, or employer’s signature over the seal. We do not need recommendation letters.

Please mail your completed application packet to:

*The Children’s Hospital at OU Medical Center*
*Child Life Department- Mailbox #62*
*Attn: Alyssa Geis*
*1200 Everett Drive*
*Oklahoma City, OK 73104*
Child Life Student Reference Form

Name: __________________________________________ Title: ___________________
Organization: _________________________________ City and State: ______________
Email: ______________________________________  Phone number:_______________

My acquaintance with ___________________________________ (applicant) was as:

☐ Child Life Practicum Supervisor
☐ Employer/Supervisor/Manager/Director
☐ Instructor/Professor
☐ School Advisor
☐ Other (please specify): _______________________

How long have you known this applicant? _____________________________________

Have you directly supervised this applicant’s interactions with children?
☐ Yes    ☐ No

*If you cannot speak to the knowledge and skill of this candidate, please do not complete a letter of reference.

Applicant rating: Check the column of the rating that is most applicable.

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<th>Top 5%</th>
<th>Top 10%</th>
<th>Top 25%</th>
<th>Top 50%</th>
<th>Bottom 50%</th>
<th>Cannot Evaluate</th>
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<tbody>
<tr>
<td>Child Development Knowledge</td>
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<td>Judgment and Common Sense</td>
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<td>Compassion and Concern for others</td>
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<td>Rapport Building Skill</td>
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<td>Critical Thinking</td>
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<td>Professional Accountability</td>
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<td>Leadership Ability</td>
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<td>Communication Skills</td>
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<td>Safety</td>
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<td>Initiative</td>
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Give an example of how the applicant demonstrated the scores above during an interaction with a child, parent, co-worker or professor.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
What qualities or characteristics does the applicant have that would contribute to his/her success as a Child Life student?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Do you recommend this applicant to our child life internship at The Children’s Hospital at OU Medical Center?
☐ Highly recommend
☐ Recommend
☐ Recommend with reservation
☐ Do not recommend
If you “recommend with reservation” or “do not recommend,” please state concerns.
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Please let us know if there is anything else you would like us to know about this applicant.
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Signature: _________________________________      Date: ______________________

Please return this reference form to the applicant in a signed and sealed envelope. Thank you.

Please contact us if you have any questions regarding our student programs and/or this reference form.

Child Life Department
The Children’s Hospital at OU Medical Center
405.271.4870 x2
Confirmation of Child Life Course In-Progress

IMPORTANT NOTES for STUDENTS:

- This form is for internship application purposes only.
- Please check with each clinical internship site to verify whether this form is accepted.
- This form may NOT be used to establish eligibility for the certification exam. When applying for an ACLP Eligibility Assessment, you must submit the Child Life Course Verification Form.

Course Name __________________________________________________________

Academic Institution ________________

The following required topics of study are covered in this class.
☐ Child Life Documents
☐ Scope of practice
☐ Impact of illness, injury and health care on patients and families
☐ Patient and Family-Centered Care
☐ Therapeutic play
☐ Preparation

Student is currently enrolled, course start date: ______________

Student is currently in good academic standing in this course and anticipated to pass this course.
☐ Yes ☐ No

Comments: ____________________________________________________________

Date course to be completed: ______________

________________________________________________________

Student Name ______________________________________________________

CCLS Instructor Name _________________________________________________

Certification # ______________

CCLS Instructor Signature _______________ Date _________________________
Confirmation of Child Life Practicum In-progress

IMPORTANT NOTES for STUDENTS:
· This form is for internship application purposes only.
· Please check with each clinical internship site to verify whether this form is accepted.
· This form may NOT be used to establish eligibility for the certification exam.

Clinical Institution(s) ________________________________

Clinical Institution(s) ________________________________

Child Life Council Standards (please see https://childlife.org/StudentsInternsEducators/PracticumStudents.cfm for more detailed description)

- Standard #1: The child life practicum is largely an observational experience
- Standard #2: The child life practicum student will be supervised by a Certified Child Life Specialist (CCLS) who has achieved a minimum of 2,000 hours of paid work experience.
- Standard #3: The child life practicum encompasses a minimum of 100 supervised hours. The child life practicum may include a combination of practicum hours being completed in no more than two practicum experience.
- Standard #4: Child life practicum hours should be completed in an appropriate setting: hospitals/medical centers; therapeutic, medical or health related camp settings; hospice, grief, or support centers; and/or rehabilitation settings.
- Standard #5: The child life practicum includes observation opportunities for students to explore: child life assessments, developmental theory integration, therapeutic play interventions, and rapport building.
- Standard #6: The child life practicum learning experiences includes activities and assignments such as; journaling; educational in-services and discussions; and specific and structured readings.

Student is currently in good standing in this practicum and anticipated to complete their hours.
☐ Yes  ☐ No

Total practicum hours earned (current) : ____________________________

Total practicum hours anticipated (final) : ____________________________

Date practicum is to be completed __________________

________________________________________________________________________

Student Name ________________________________________________

CCLS Instructor Name __________________________________________

Certification # ____________

CCLS Instructor Signature ___________________ Date ____________________