



Dear Prospective Intern,

Thank you for your interest in our Association of Child Life Professionals Accredited Child Life Internship Program. We offer a comprehensive internship program with hands-on clinical experience. Oklahoma Children's Hospital is a 225-bed pediatric facility with child life currently covering inpatient and outpatient areas.

This packet is designed to help you understand the requirements of our internship and application process. It also provides information regarding the internship program at Oklahoma Children's Hospital. We believe as a student it is very important to find a program that fits your lifestyle and learning style. Our goal as an internship committee is to tailor each experience to meet the needs of the student. We want all of our students to leave feeling competent and prepared to enter the child life field.

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

Internship Session	Application Deadline	Initial Offer Date	Acceptance Date
Winter/Spring	September 5 th	October 12 th	October 13 th
Summer	January 5 th	February 8 th	February 9 th
Fall	March 15 th	May 3 rd	May 4 th

The application should be postmarked by the date listed above. If a deadline falls on a weekend and/or Holiday, the due date will be moved forward to the next business day.

When completing the internship application packet, the following are requirements to submit an application:

- (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 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. Proof of enrollment must accompany the application if the class does not begin until after the application deadline. Please use the form attached to this application if in progress.

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. Interview candidates will be required to meet in-person, if located within a fourhour drive, or via Zoom.

Sincerely,
Jocelyn Giertz, CCLS
Child Life Internship Coordinator, Child Life Department

Intern Application Packet Requirements

- **Common Child Life Internship Application**
 - Internship applications must be typed
 - Additional pages may be attached if necessary
 - Application can be found at: <http://www.childlife.org/docs/default-source/certification/internships/common-child-life-internship-application.pdf>
- **Professional Cover Letter and Resume**
 - Resume must be 1 page
- **Child Life Philosophy**
 - Describe your philosophy on child life in 100 words or less
- **Essay**
 - Answer the questions 'What is the value of play?' in 200 words or less
- **Eligibility Assessment Form**
 - Official eligibility assessment form completed from the Association of Child Life Professionals
- **Official Transcript**
 - Original (not photocopied) transcripts from all institutions attended should be submitted with the application. Unofficial transcripts are permitted, if necessary.
- **Reference Forms**
 - Three reference forms using the ACLP common application reference form should be submitted with the application.
 - Each form should be completed by an instructor/professor, volunteer supervisor, practicum supervisor and/or employer.
 - The forms should be returned to you in a sealed envelope with the recommender's signature over the seal.

Please mail your completed application packet to:

Oklahoma Children's Hospital
Child Life Department—Mailbox #71
Attn: Jocelyn Giertz, Child Life Internship Coordinator
1200 Everett Drive
Oklahoma City, OK 73104

Internship Information

Child Life Mission Statement:

The Child Life Department advocates for and assists in meeting the psychosocial needs of patients and their families. By providing developmental support, preparation for medical events and maintaining a normalized environment; the department strives to minimize hospital induced stress, maximize positive coping and promote a family centered culture throughout OU Medical Center.

Child Life Philosophy:

The child life intern will serve as an integral part of the child life department. Students are responsible for supervised involvement and independent planning and implementation of a developmentally and emotionally supportive psychosocial program for patients and families visiting Oklahoma Children's Hospital. Students will participate in orientation and guidance, direction, and evaluation by child life specialists in order to meet personal and program goals and objectives. Students will be evaluated using evaluation tools based upon the Association of Child Life Professionals competencies after each rotation and at the completion of the internship.

Child Life Intern Goals/Objectives:

- Apply theoretical knowledge of development
- Comfortably navigate the hospital environment and become familiar with the impact of hospitalization on patients and families
- Discuss the psychosocial effects of health care on children and families
- Identify the meaning of specific medical terminology, diagnoses, and procedures; understand their relationship to the child's and family's level of understanding
- Demonstrate entry-level professional skills in the use of play and therapeutic activities; both with in group and individual settings
- Effectively provide medical education/psychological preparation to patients and families for specific procedures, medical events, surgery, unit changes and/or discharges
- Utilize support techniques during procedures or other stressful medical events with patients and families
- Facilitate supportive relationships within the boundaries which define therapeutic relationships
- Demonstrate developmental and psychosocial assessment techniques to plan child life interventions
- Utilize the tenants of family centered care to assist families to cope with the stress of the health care experience
- Demonstrate professional attitudes, growth, maturity, and judgment
- Function as an active member of the interdisciplinary team
- Develop skills in documentation and education regarding child life services
- Identify and utilize appropriate resources within the healthcare setting and within the community

- Understand the role of volunteers and demonstrate entry level volunteer orientation and supervision
- Gain broad knowledge of the field of child life through readings, modules, and interactions with child life staff
- Communicate skills and learning in an interview process

Overview of Internship:

- The child life internship at Oklahoma Children's Hospital is offered during the Spring and Fall semesters
- The internship is a 640 hour (16 week) experience supervised by Certified Child Life Specialists qualified under the guidelines set forth by the Association of Child Life Professionals.
- The internship consists of weekly modules which include readings and assignments. The student must complete weekly journals. There will be a final presentation at the end of the internship for their intern project. The student will receive two evaluations throughout the internship based on the standards set by the ACLP.
- The student will have weekly meetings with the internship coordinator to provide support and mentorship throughout the student experience.
- Internship rotations will be decided based upon the availability of child life specialists as well as the interest areas of the intern.
 - Available units include: general medicine, hematology/oncology inpatient and outpatient, outpatient surgery, surgical unit, pediatric intensive care, emergency department, pediatric epilepsy monitoring and disordered eating unit, neonatal intensive care unit, radiology, dialysis and cardiac service line.
- The student will have an orientation week the first week to observe all of the interdisciplinary teams within the hospital to gain a foundation of understanding of the different teams.
- Students will have the opportunity to plan and implement a Teddy Bear clinic.
- The student will also be involved in attending a Special Event at Oklahoma Children's Hospital to gain more exposure to the role of child life during special events.

Internship Schedule:

- Most rotations fall during normal business hours. Depending on the rotation, there may be need for the student to start earlier or stay later. The student will be expected to follow the hours of their rotation supervisor.
- The student will be required to work one weekend day to gain exposure to hospital wide coverage.
- The internship schedule is as follows:
 - Week 1: General orientation to the hospital and child life department
 - Weeks 2-7: Unit Rotation 1
 - Week 8-9: Choice week: Student gets the opportunity to observe additional units
 - Weeks 10-15: Unit Rotation 2
 - Week 16: Final week, wrap up assignments, continue clinical work



Interview Information:

- Applications that meet the requirements will be reviewed by the internship committee
- Applicants that move forward will be contacted by the internship committee and asked to submit a 5 minute video answering a set of questions.
- The internship committee will select the candidates to participate in the formal interview process.
- Offers will be made using the guidelines above set by the Association of Child Life Professionals.
- Candidates who do not move forward in the interview process are welcome to reach out to receive feedback on their application.

Please visit the Frequently Asked Questions page for additional information and questions.

For additional questions contact:

Jocelyn Giertz, CCLS

Internship Coordinator

jocelyn.giertz@oumedicine.com