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:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Deadline</th>
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<tr>
<td>Fall</td>
<td>March 15</td>
</tr>
<tr>
<td>Spring</td>
<td>September 5</td>
</tr>
<tr>
<td>Summer</td>
<td>January 5</td>
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We will not offer an internship during the Spring 2020 and Summer 2020 Semesters due to our move to our new Children’s Hospital.

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

Please send completed applications to:

Our Lady of the Lake Children’s Hospital  
Child Life Department  
8300 Constantin Blvd  
Baton Rouge, LA 70809  
Attn.: Internship Coordinator

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

Sincerely,

Sharon Wesberry, CCLS  
Internship Coordinator
Our Lady of the Lake Regional Medical Center is a Catholic health care facility which cares for the health needs of God’s people. OLOL is an 800 bed community hospital. The hospital was established in 1923 and is located in Baton Rouge, Louisiana.

The Children’s Hospital has 80 pediatric patient beds which include general pediatrics, hematology/oncology, progressive care and pediatric intensive care. Child Life Specialists also provide coverage to other areas of the hospital: same day surgery, the pediatric emergency room (open 24 hours a day, 7 days a week) and the St. Jude Children’s Research Hospital affiliate clinic.

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 seven 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 a number of multi-disciplinary committees such as Children’s Miracle Network fundraising, Quality Improvement, Pediatric Palliative Care, and unit council meetings to name a few. Programs such as: pet therapy, “Teen Night Out” (an adolescent support group), hospital tours for children in the community, 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. Our program was accredited by the Association of Child Life Professionals in the spring of 2017. This 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 15 weeks, totaling 600 hours. There will be two 6-week rotations based on staffing availability. The remaining weeks will include orientation, shadow days, off-site visits, and independent experience. Internships are offered each fall, spring, and summer. 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 Regional Medical Center. Applications must be received per the deadlines set by the Association of Child Life Professionals.
**Intern selection process:**
Please remember: 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.

**Minimum requirements for applying:**
1. Applicants must have completed a total of 10 specific college or university level courses as outlined by the ACLP 2019 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:
   - Child Life Course Taught by a CCLS
   - Child Development Courses
   - Family Systems Course
   - Play Course
   - Loss/Bereavement or Death/Dying Course
   - Research Course
   - Three Additional Courses

   Please see childlife.org for more information on these requirements. These courses must be completed at the time of submission. **We will not accept courses in progress.**
2. Experience with children
   a. 100 hours of experience with well infants, children, youth and/or families, AND
   b. 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 (Must be a **completed child life practicum** under the supervision of a Certified Child Life Specialist)

3. Completion of required readings:
   • Thompson, R.H. & Stanford, G. *Child Life In Hospitals: Theory and Practice*.
   • Child Life Position Statement available through the Association of Child Life Professionals

* We strongly recommend joining ACLP as a student member to utilize various tools and resources such as the Child Life Forum, and learn about volunteer opportunities.

4. Applicants must have a minimum GPA of 3.0 overall and a 3.0 in their major on the most current transcript.

**Please note:**
Applications are first reviewed to ensure the applicant meets all qualification requirements.  
**Incomplete applications will NOT be considered.**
Hospital experience through volunteering and practicum 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 Procedure:**
The following items must be collected and returned to the Child Life Department on or before the internship application deadline:

- **Cover Letter**
- Completed Association of Child Life Professionals Common Internship Application. This can be found on the Association of Child Life Professionals website, [www.childlife.org](http://www.childlife.org), under “Certification”, followed by the “Pursue Certification” tabs.
- **Résumé**
  A current transcript (**may be unofficial**) Please include only the most recent transcript.
- Completed Association of Child Life Professionals Eligibility Assessment (all columns should say “Passed” except “2019 Clinical Requirements”)
  *Signed verification of a minimum of 100 completed hours of practicum experience completed under the supervision of a Certified Child Life Specialist in a hospital setting. You may use our template or one specific to your institution.*
  *Signed verification of 100 hours of supervised experience working with physically well children (see details above).*
- Three ACLP Recommendation Forms (see Common Application for form) submitted in official, **sealed and signed envelopes** from each of the following:
- Academic reference
- Child Life Specialist supervisor for volunteer or practicum experience
- Other

*If your envelope is not signed by the author on the seal of the letter, your application will be disqualified.*

List of Goals: Please include 3 goals, each with 3 objectives for your internship experience.

**Note:** If selected as an intern, you will be expected to complete a drug screen and background check (criminal and sexual offense), provide verification of vaccinations (MMR, TDAP, and flu), and complete a TB skin test. You will be required to provide proof of liability insurance either through your college or independently, if unaffiliated. More information will be provided once an offer has been made.

*See Verification Form at end of application. This is just to assist you. Your institution may use its own form. Feel free to make copies of this form to document additional hours.*
Verification of Hours Worked with Children

Applicant Name: ________________________________
Location: ______________________________________
Number of Hours: ________________________________
Well or Sick Children (Circle one)
Supervisor’s Name: ______________________________
Supervisor’s Signature: __________________________
Additional Comments: ____________________________
________________________________________________________________________