

Dear Applicant,

We appreciate your interest in the child life internship here at Children's Health. This packet is designed to provide you with an overview of the child life department, internship requirements and answer your questions. We hope that this packet not only answers your questions but 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 as well. To find the actual application and access required documents, you must visit the Children's website at [www.childrens.com](http://www.childrens.com) and search "child life internship."

### About the Child Life Department

- Oldest Child Life program in Texas and celebrated 50 years in 2024
- Among the largest Child Life programs in the country (66 full time CLS at Dallas)
- The child life department includes child life specialists, child life assistants, music therapists, a technology specialist, a special events/arts program coordinator, adaptive care program, and facility dogs
- There are 6 playrooms hospital wide and a therapeutic arts room at Dallas
- There is pet therapy weekly in addition to the in-house facility dogs
- The child life department helps support programming and special visitors through the Red Balloon Network, which is an in-house radio/broadcasting station

### Overview of the Internship

- Children's Health's clinical internship program has met the minimum standards for a clinical internship program set forth by the Association of Child Life Professionals (ACLP)
- We offer fall, spring, and summer internships
- All rotations are at the Children's Medical Center Dallas campus
- The internship is 600+ hours, 15 weeks long, 5 days a week, with 2 main rotation placements that are each six weeks long, and then with an additional 1-week rotation placement of choice.
- The internship consists of active learning student group sessions as well as other readings, assignments, and journals throughout which include the ACLP Internship Modules.
- Large assignments include: two small case presentations, a diagnosis presentation and a project.
- There is a designated site visit week for interns to explore other child life programs in the Dallas/Fort Worth area as well as other areas within the health system.
- The interns will work a designated holiday each semester (Easter, July 4<sup>th</sup>, or Halloween)

## Application Requirements

**Note-there is no application fee to apply to our program. There is also no fee charged to interns who are accepted to complete our internship program.**

- The application and detailed requirements are on [www.childrens.com](http://www.childrens.com) and then search “Child life internship”
- Application deadlines are January 3, March 24 and September 5; applications are due via email by midnight on these deadlines.
- Applicants must be affiliated with a university both at the time of applying and throughout the internship. **Note-** at this time, we cannot enter any new affiliations. See the link on our website of schools we currently have affiliation.
- Applicants must have at least two experiences with children, with one being with children in a healthcare setting and one being with children outside of a healthcare setting. There is no minimum hour requirement for these experiences.
- Applicants must have completed an ACLP Eligibility Assessment showing all 10 required courses by ACLP accepted. **Note-** required courses can be in progress at the time of the internship application but must be completed by the start of the internship.
- Unofficial Transcripts from all Universities attended must be included

## Application Deadlines:

**Children’s Health follows the recommend application deadlines and offer dates as set by the Association of Child Life Professionals and listed below:**

Internship Session	Application Deadlines	Initial Offer Dates	Acceptance Dates
Summer 2025	January 3, 2025	February 11, 2025	February 12, 2025
Fall 2025	March 24, 2025	May 6, 2025	May 7, 2025
Winter/Spring 2026	September 5, 2025	October 7, 2025	October 8, 2025

## Your application will not be reviewed if:

- It is incomplete
- It is received later than 12 midnight on the deadlines above
- You fail to meet one of the requirements as listed above
- The applicant is not and will not be affiliated with a university on the list on our website that we currently have an affiliation
- Additional items are included other than what is required above

### **Application Review:**

- Applications that meet the requirements are then reviewed by members of the internship committee, using a screening and scoring rubric
- Applicants that move forward in the process will be contacted by a member of the internship committee via email to schedule a short phone screen, and then evaluated using a screening and scoring rubric
- The internship committee and Education Coordinator will then select up to 12 applicants to participate in the formal interview process.
- Following the interviews, offers will be made using the offer dates and process as listed in the chart above, which is recommended by Association of Child Life Professionals
- Applicants who do not receive an offer can contact the Education Coordinator to request feedback

### **Interview Process: multi-mini interviews (MMI)**

- Children's Health uses a MMI interviewing format
- Interviews will be held one to two weeks prior to the offer date. The dates are placed on the website each January for the entire year, so candidates have ample time to ensure they are free on the date, if selected.
- Candidates will be contacted with one date in which all interviews will take place.
- All interviews will be conducted virtually
- Candidates will choose an afternoon or morning time slot on the given day
- Up to 6 candidates will come and be interviewed during each time slot
- Candidates will move through different virtual rooms and participate in short, timed interview sessions with members of the intern committee. The interview session will conclude with a virtual tour and overview of the program by the Education Coordinator, followed by a Q&A session.
- The interview is a behavioral interview format where questions will be asked around child development/theory, the candidates experience with children in various settings in addition to the candidates experience with working with a team, problem solving, and collaboration.
- A more detailed email will be sent to the candidates prior to the interview date, detailing instructions of where to go and with more details on the flow of the interview session
- Candidates will be scored based on a scoring rubric and the top candidates will be given an offer

### Frequently Asked Questions:

- **Can I still apply for a practicum or internship if I already have a degree?** Yes, but you must be affiliated (enrolled) with a university
- **I will graduate before the practicum/internship starts, so I will not be affiliated with a university. Is this okay?** No, all candidates must be affiliated
- **I want to do my practicum or pre-internship experience at Children's; will I still be eligible for an internship at Children's?** No. At this time, students can complete either a practicum/pre-internship experience or an internship at Children's, not both.
- **I am interested in gaining more volunteer experience, what can I do?** We recommend volunteering at camps, day care centers, children's hospitals, babysitting, etc.

### Application check list:

- ☐ Completed online application which includes:
  - Completing all 3 parts of the ACLP internship readiness common application (the application, uploading unofficial transcripts, uploading the eligibility assessment)
- ☐ Download the application into a PDF
- ☐ Submit PDF application via email to [internshipapplications@childrens.com](mailto:internshipapplications@childrens.com)

Again, we thank you for the interest in our internship, and wish you nothing but the best of luck on this journey to becoming a Certified Child Life Specialist (CCLS)!

Sincerely,  
Lizzy Peterson, MA, CCLS  
Education Coordinator

### For more information or additional questions, contact:

Lizzy Peterson, MA, CCLS, Education Coordinator  
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Visit websites for current and updated information  
[www.childlife.org](http://www.childlife.org) and [www.childrens.com](http://www.childrens.com)