



Internship Coordinator Tip Sheet

Created by the Education & Training Committee, Spring 2015

Updated Fall 2018

The Association of Child Life Professionals (ACLP) acknowledges that the internship application review and interview process is extensive and requires a significant investment of time. The ACLP Education & Training Committee has developed a Tip Sheet to support internship coordinators in creating a more efficient process for their program and for prospective internship candidates. This updated tip sheet also highlights the forms recently added to the Common Child Life Internship Application and further explains the purpose and use of the forms to help ensure consistency for internship coordinators, students and academics.

About Child Life Clinical Internship:

Hands-on experience for individuals who plan to pursue a career in child life. Provides the student with an opportunity to build on coursework and put theory into practice while working in a variety of hospital and related settings under the direction of a Certified Child Life Specialist (CCLS). Goals include:

- *Enhance knowledge regarding the psychosocial care of infants, children, youth, and families.*
- *Demonstrate assessment and intervention skills.*
- *Increase independence in providing services.*
- *Develop skills that can be applied to any entry-level position in child life.*

(The Official Documents of the Child Life Council, 2011)

About Internship Accreditation:

Internship programs that have received accreditation status will need to ensure they continue to follow accreditation standards as set forth by the Internship Accreditation Oversight Committee (IAOC).

ACLP Internship Accreditation Oversight Committee assures that a program or consortium meets the minimum standards and requirements established for clinical preparation programs.

Accreditation is a *voluntary* two-step process of self-study and external review intended to evaluate, enhance, and publicly recognize quality child life clinical internship programs, promoting the interests of students and the child life profession.

To learn more about the accreditation process visit <https://www.childlife.org/educators/internship-accreditation>

All questions regarding internship accreditation should be directed to the IAOC at

InternshipAccreditation@childlife.org

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Educating Students on Program Requirements

- As an internship coordinator, one can expect to receive individual inquiries from prospective students as they begin to navigate the internship process.
- A well-designed hospital website can be a valuable resource in offering important information and answering common questions about a program. Referring students to the hospital website can reduce the amount of direct follow-up communication that needs to be provided by the internship coordinator. Taking time to refer to other hospital website design/layout can be a great benchmark.
- Check and update the hospital website information regularly. If your hospital decides that it will not be taking an intern during a semester or period of time, it is helpful to post this information on your website as soon as possible. Update the internship information on the ACLP Community Program Directory. Students report spending a lot of time researching internships only to apply and learn the internship is no longer being offered.
- The Common Internship Application contains the most necessary requirements as defined by the ACLP. However, many hospitals request additional information be included. To assist students in determining what is needed as they begin the research and application process, the following information is helpful to include:
 - Does the student need to be affiliated with a University to apply to the program?
 - What are the number and type of letters of recommendation required (i.e. professor, work supervisor, personal, etc.)
 - Do you use the Common Recommendation Form that is included in the Common Internship Application? If so, do you require an additional recommendation letter along with it? *We encourage you to consider using the Common Recommendation Form for your references to promote consistency for students and academic sites and other clinical internship sites who are completing these forms.*
 - Does the site accept un-official transcripts during the application process? *We encourage you to consider allowing unofficial transcripts until a candidate has been selected, at which time you can request official transcripts.*
 - Are on-site interviews required or can the interview be conducted via phone call or Skype/FaceTime?
 - Is a child life practicum required? Should a child life practicum be completed prior to the interview? Or, do you accept and utilize the Child Life Practicum in Progress Form that is included in the ACLP Common Internship Application? *We encourage you to consider using this form and accepting child life practicums that are in progress but will be completed by the time the applicant started the internship so that good students are not pushed back additional semesters or years due this).*

- Should the practicum be completed under the supervision of a CCLS?
- Is all the necessary child life coursework to be completed at the time of the interview? Or, do you accept the Child Life Course and Additional Courses in Progress forms that are included in the Common Internship Application? *We encourage you to consider using these forms and accepting courses that are in progress but will be completed by the time the applicant started the internship so that good students are not pushed back additional semesters or years due this.*
- Including start and end dates of the internship sessions is always helpful for students to have in advance, especially for those on a quarter system

Common Application Additions for January 2019 internship deadline

- We have the Common Internship Application for programs to utilize to streamline the process and offer consistency for the students applying, academic sites and internship sites. While using the form is not mandated and programs can require additional information outside of this application, we would encourage you to critically think of why you are not using all the Common Application and/or why you are requiring additional forms.
- Could your program consider using the Common Internship Application and all components as is? Will this give you a good picture to screen for and select the best students?
- This year, the Education and Training Committee has added the following components to the form based on benchmarking done in 2017 showing that many programs already require these items:
 1. **An addition to the Essay Section** that asks students to list 3 goals and 3 objectives with each that they expect to accomplish during their internship.
 2. **A cover letter** that students will now include as part of their application that asks them to make specific to each site they are applying and include why they have chosen to apply for that internship site and what qualifies them for the internship.
 3. **Additional Courses in Progress Form**-to be used for students who are in progress with any of the 9 additional courses (other than the Child Life Course). You will notice on these forms that there is a box where the academic person completing the form will answer if the program is an endorsed program and/or if the course is pre-approved. Below are some definitions to clarify what ACLP means by an endorsed program and pre-approved courses:

Undergraduate and graduate programs can apply to become endorsed if they are able to meet ACLP's criteria related to faculty and administration, student support, and curriculum. A program that has achieved endorsement can remain endorsed for a period of five years, and must annually demonstrate that they continue to meet ACLP's requirements for endorsement.

Programs unable to currently meet ACLP's criteria for endorsement may choose to instead apply for course pre-approval. This is a process where the academic program submits course syllabi to be compared with the coursework eligibility requirements effective January 2019. When a course is pre-approved, it means that a student who successfully completes it is guaranteed that the specific course will be approved for exam eligibility.

4. **Common Recommendation Form**-to be used for required recommendations/references the program requires. The goal is for this form to be used universally by all people completing the references (academic sites, child life practicum sites, other clinical sites, etc.). Sites can request an additional recommendation letter as well, but we would encourage sites to consider accepting the Common Recommendations Form in lieu of recommendation letters. This will provide consistency for all parties as this form does allow recommenders to provide additional comments. If the program requires additional letters then there is a place on the form where this can be indicated.

Regarding transcripts

The ACLP encourages internship sites to accept unofficial transcripts during the application phase. Once a candidate is granted an interview or is offered an internship placement, sites can request/require an official transcript be submitted. Please see cost table at the end of this document.

Present your Program in a Professional Manner

- Be aware that there are questions that are legally prohibited during interviews and can be viewed as legally discriminatory. Please check with your Human Resources Department regarding what is mandated by your facility.
 - It is helpful for interns to be given a brief overview of the program after the interview. This could include how the intern will function within the department and in which clinical areas they will gain experience.
 - It is not considered professional to inquire where students accepted if they declined your program offer. However, requesting general feedback regarding your site's application and interview process would be appropriate.
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Common interview tips

- Do not ask applicants how many programs/locations they have applied to.
- Ensure each question you ask has relevance to information you need to select a candidate that possesses the skills you seek.
- Use the same questions during each interview. Consider using a scoring matrix to standardize the scoring process.
- Use the same type of interview format throughout each interview. Different types of interviewing include: traditional panel format, Multiple-Mini Interview (MMI), etc.
- Behavioral interviewing is a valuable process for gaining insight to applicants' abilities. Behavioral interviewing asks about interviewees' past behavior situations. An example would be, "Tell me about a time when you had to approach a peer about a situation of potential conflict. What role did you play" vs. "How do you handle conflict?" "Tell us about a time when you were given constructive feedback, how did you respond to it and what did you learn" vs. "How do you handle feedback?"
- Open ended questions are more likely to provide more information about the candidate vs "yes" or "no" questions. (Consider: "What was the most rewarding aspect of your child life practicum" rather than "Did you feel that your practicum experience was valuable?")

Communicating with Intern Applicants throughout the Application Process

- Consider having a system in place to notify students that their application has been received and when they can expect to hear from you again if you will communicate that they will not be granted an interview
- Let students know in your decline letters/communication whether you are willing/able to provide them with feedback and if so how and when should they contact you to get that feedback

Offer/Acceptance Process

- The ACLP highly encourages all internship sites to follow the recommended offer and acceptance date process. This is helpful to students and other internship programs as all are given an equal chance to secure the highest quality students and fit for their program. If a facility does not follow the ACLP recommended dates, please communicate the information to the student at the beginning of your application process as well as when they should expect to hear from you.
- Please note that programs that have received ACLP Internship Accreditation status are required to follow the ACLP's recommended application deadlines.
- A list of the ACLP's recommendation deadlines can be found at <http://www.childlife.org/resources/for-educators-internship-coordinators/internship-deadlines>

Offering Beyond 2nd Round Offers

- Below is information directly from the Internship Accreditation Oversight Committee (IAOC) on ways to handle this situation, specifically for programs that have received accreditation status, but this information can be applied to all programs making offers.
- **What do you do if you don't find all the interns you were looking for after the ACLP recommended internship offer and acceptance dates?**

Answer: Make another offer!

Accredited Child Life Internship sites are welcome to make offers after the second-round offer date as long as they have initially followed the application, offer, and acceptance deadlines set by the ACLP. This gives programs an opportunity to fill spots that would otherwise go vacant for a semester and provides more students with much sought after placements. **Offers after the 2nd offer date may only be extended to candidates from the original pool and not from a new search.**

Here is an example: Your Accredited Internship program has 2 intern spots. You had 1 of your offers accept, but the other 3 students that you offered the internship turned you down. You can go back to your pool of applicants and see if there are other well qualified applicants you should consider, conduct interviews if necessary, and then make 2nd round offers.

Here is another example: Your Accredited Internship program has 1 intern spot. You made several offers and none of your top applicants selected. There is a child life degree program at a university nearby. You reach out to the program director to see if she has any students that did not get an internship placement and ask for their application to see if they would meet your requirements and standards. They are a well-qualified applicant and you make a 2nd round offer.

Estimated Costs for Internship Candidates

To help internship coordinators get a general idea of potential costs associated with applying for internships, please see the following cost analysis. This is meant to be a general guideline, and not necessarily indicative of actual costs accrued, as expenses can vary per internship program. The following estimate is provided to aid students in planning accordingly, and is based upon an applicant applying to approximately 15 internship sites.

Application Component	Cost	Notes
ACLP Student Membership	\$75.00	
ACLP Eligibility Assessment	\$75.00	
Official Transcripts (ACLP)	\$0 - \$20.00	Dependent upon academic institution
Official Transcripts (Internship Sites) *	\$0 - \$300.00	Dependent on academic institution and clinical internship site requirements
Application Fees **	\$0-\$100.00	Dependent on sites; fee varies
Photocopying, Resume Paper, Envelopes, etc.	\$50.00	Average estimate
Postage	\$60.00	Average estimate
On Site Interviews-if required by institution	\$0-\$400.00 per site	Average estimate
ESTIMATED TOTAL	\$660.00 - \$1080.00+	

***Keeping these costs in mind, we would encourage you to consider accepting unofficial transcripts during the application process and then requiring official ones be submitted once the student is chosen for the internship at your site.**

****Also, consider any additional application fees and see if there is any way to lower or avoid those fees altogether. Could your program move to an electronic or emailed application/recommendation form submission process that would not cost the student postage?**

Final Considerations

While we realize we cannot make the Common Application and other forms to completely satisfy every site, these new forms were created with feedback from students, academics and clinical coordinators. Through intentional benchmarking research, listening to all parties throughout meetings, monitoring forum posts, these forms were created. Recognizing there has been a significant need for more consistency for all parties (students, academics, and clinical coordinators) throughout the internship application process, it is the hope of the Education & Training Committee that these forms will aid in this process.