

# **2011-2012 CHILD LIFE SPECIALIST**



## **INFORMATION & INTERNSHIP HANDBOOK**

**Department of Family and Consumer Sciences  
Ball State University  
Muncie, IN**

## TABLE OF CONTENTS

WHAT IS A CHILD LIFE SPECIALIST?	3
WHAT SERVICES DO CHILD LIFE SPECIALISTS PROVIDE?	3
OTHER RESPONSIBILITIES OF A CHILD LIFE SPECIALIST:	3
WHAT KIND OF TRAINING IS REQUIRED TO BECOME A CHILD LIFE SPECIALIST?	4
REQUIREMENTS FOR THE CHILD LIFE SPECIALIST OPTION	4
A. VOLUNTEERING	4
B. ACADEMIC COURSE REQUIREMENTS	4
C. INTERNSHIP FCS 369-15P	7
D. PROFESSIONAL MEMBERSHIP	7
UNIVERSITY'S RESPONSIBILITIES	7
COURSE SYLLABUS INTERNSHIP: FCS 369-15P	8
INTERNSHIP FORMS	9
ASSIGNMENTS & ASSIGNMENT PROCEDURES	14
EVALUATION FORMS	18

# **THE CHILD LIFE SPECIALIST OPTION**

## **WHAT IS A CHILD LIFE SPECIALIST?**

A Child Life Specialist is a professional who is specially trained to help children and their families understand and manage challenging life events and stressful healthcare experiences. Child Life Specialists are skilled in providing developmental, educational, and therapeutic interventions for children and their families under stress. Child Life Specialists support growth and development while recognizing family strengths and individuality, and respecting different methods of coping. They are trained to work with children from infancy through adolescence. Most Child Life positions are available in pediatric hospitals across the United States; however some positions are available in large pediatric medical and dental practices. It is important to recognize that students may need to complete an internship out of state, most likely will need to move out of state to find employment, and that it is a very competitive area to find internships and employment. If you are not committed to becoming a Child Life Specialist then the field is not for you.

## **WHAT SERVICES DO CHILD LIFE SPECIALISTS PROVIDE?**

- non-medical preparation for tests, surgeries, and other medical procedures;
- support during medical procedures;
- therapeutic medical play using dolls, stuffed animals and medical equipment;
- activities to continue normal growth and development of infants, children, and adolescents in hospital patient rooms and/or activity areas;
- sibling support;
- support for grief and bereavement issues;
- emergency room interventions;
- hospital pre-admission tours and information;
- outpatient consultation with families.

## **OTHER RESPONSIBILITIES OF A CHILD LIFE SPECIALIST:**

- collaboration with various pediatric therapies;
- support hospital school programs;
- supervision and education of students in Child Life;
- orientation, training, and supervision of volunteers, including pet therapy programs;
- coordination of special events, holiday celebrations, entertainment and donations;
- education for the community on the needs of children and their families.

## **WHAT KIND OF TRAINING IS REQUIRED TO BECOME A CHILD LIFE SPECIALIST?**

Child Life Specialists have earned a Bachelor's or Master's degree that includes coursework in human growth and development, education, psychology, and counseling. In addition, students are required to complete a rigorous internship program under the supervision of Certified Child Life Specialists. CLS are certified by an examination process through the Child Life Council, an organization separate from the university and the health care facilities in which internships are completed. According to a

To become certified after completing their academic coursework and internship, students must take the Certified Child Life Specialist exam. Both a computer based and pencil and paper exam are offered each year. Refer to the Child Life Council website at [www.childlife.org](http://www.childlife.org) for locations, registration and cost. During internship students should discuss their desire to take the certification exam with their hospital supervisor. She or he will have the appropriate information about the examination and may provide additional assistance in preparing for the examination.

This information about a Child Life Specialist was taken from the Child Life Council website: [www.childlife.org](http://www.childlife.org)

## **REQUIREMENTS FOR THE CHILD LIFE SPECIALIST OPTION**

### **A. VOLUNTEERING**

It is necessary for students to have a minimum of 40 hours experience in a hospital setting before they can register for an internship; **but when it comes to attaining an internship, the more volunteer hours a student completes the better.** These volunteer hours may be completed during the students' academic year or during the summer. If students have volunteered at a hospital while in high school, these hours can be counted. All volunteer hours need to be documented on letterhead stationery by the site supervisor or volunteer coordinator of the facility in which the student volunteered.

### **B. ACADEMIC COURSE REQUIREMENTS**

Our undergraduate curriculum reaches across several disciplines in order to provide our graduates with the broad academic background important in becoming Certified Child Life Specialist. In addition to the required hours for the CLS degree, the student must complete the university core curriculum. A total of 126 hours are required for graduation. Consult the BSU catalogue and your DAPR to determine the courses that fulfill the university core requirement. **Becoming a Child Life Specialist is a very competitive field. In order to secure an internship, it is recommended that students in this option maintain a 3.25 grade-point average (GPA).**

<b>PREFIX</b>	<b>TITLE</b>
FCSFC 100 - 1	Intro to Family & Child
FCS 103 - 3	Intro to Family & Consumer Sciences
FCS elect - 3	Approved FCS course outside the major
FCS 403 - 3	F and Consumer Sciences in Practice
FCS 369 3	CLS Internship (hospital)
FCSFC 250 3	Family Relations
FCSFC 265 3	Infant/Toddler Development
FCSFC 275 3	Child Development
FCSFC 380 3	Parenting
FCSFC 393 3	Presentations, Practices & Techniques for FLE
FCSFC 425 3	Grant Writing and Research Methods
FCSFC 484 3	Family Stress
FCSFC 485 3	Family Policy
FCSFC 465 3	Child Development Practicum
FCSFN 240 3	Nutrition for Educators
OR	OR
FCSFN 275 3	Personal Nutrition
BIO 100	
BIO 254 3	Biology in the Social Context
EDPSY 351 3	Adolescent Psychology
HSC 261 3	Health, Sexuality, and Family Life
OR	OR
PSYSC 277	Psych of Sex Behavior
HSC 471 3	Death & Dying
NUR 101 2	Medical Terminology
NUR 103 3	Health Behavior: Cultural Variations
SOCWK 100 3	Introduction to Social Work
SOCWK 230 3	Human Behavior and the Social Environment 1
SOCWK 330 3	Human Behavior and the Social Environment 2
PSYSC 100 3	Introduction to Psychology

**126 hours to graduate.**

**\*Please consult Course Planner on BSU website and discuss with departmental advisor for times courses are offered. Some courses are not be offered each semester.**

Note: Some hospital internship programs require students to complete a child life practicum prior to being admitted to the internship program. Students are encouraged to thoroughly research possible internship site well in advance of scheduling an internship. Students may register for a hospital practicum for university credit, but a hospital practicum is not required to obtain a degree.

## **C. INTERNSHIP FCS 369-15P**

Students must complete a 200 hour hospital internship under the supervision of a Certified Child Life Specialist as part of their degree program; they continue their internship until 480 hours is reached, the amount required by the Child Life Council to sit for the certification exam. Each internship site has specific qualifications for its internship. Some require a specific number of volunteer hours under a Certified Child Life Specialist, while others do not. It is important to carefully scrutinize the application requirements for the hospitals to which you are applying. If there are questions, contact the departmental CLS Advisor.

**It is the student's responsibility to secure an internship; however, this should be done in conjunction with the department internship supervisor. Before students can register for FCS 369- 15P, they must meet with their department supervisor and supply the form (page 8). Registering for an internship or practicum requires permission prior to registering for the courses. Most hospital applications follow the deadlines recommended by the Child Life Council:**

<b>Internship Session</b>	<b>Application Deadlines</b>	<b>Offer Deadlines</b>	<b>Acceptance Deadlines</b>
Fall	May 5	June 22	June 28
Winter/Spring	September 5	October 22	October 28
Summer	January 5	February 22	February 28

Internships begin when the academic semester at the university begins. Any exception must be cleared with the departmental internship supervisor. Internships end when the required 480 certification exam hours have been completed.

Note: The hospital in which you are completing a practicum or internship will require a legal agreement with Ball State University. If any Ball State student previously has completed a practicum or internship at the hospital where you will be completing yours, a new agreement will not be necessary. If you are the first to be accepted for a practicum or internship, the hospital will notify you or your BSU supervisor. The BSU site supervisor is responsible for making the arrangements. This is not your responsibility.

**\*\*\* STUDENTS WHO DOUBLE MAJOR MUST COMPLETE AN INTERNSHIP IN EACH MAJOR.**

## **D. PROFESSIONAL MEMBERSHIP**

While not required, it is strongly recommended that students join the professional organization for Child Life Specialists, the Child Life Council. Membership includes information about the certification exam, yearly conferences, reduced cost for books and other materials, as well as many other advantages. Membership information is available at [www.childlife.org](http://www.childlife.org).

## **UNIVERSITY'S RESPONSIBILITIES**

The student participating in a work/learning experience has all the resources and services of the university available to them. These include library privileges, housing, the use of the campus health care services and admission to athletic events.

The University is aware of potential liability which may arise from the acts or omissions of its interns. This liability may be for property damage, bodily injury, or acts of a professional nature, specifically medical. Non-medical interns are insured under the University's general liability coverage with Wausau Insurance Companies with limits of **\$1,000,000**. **In addition the University has an excess liability policy with Wausau in the amount of \$10,000,000. Interns and internship students are specifically endorsed on the policy.**

All Ball State University students enrolled on campus for one or more credit hours, including internship, co-op and intern students, are eligible for the Ball State University Student Health Insurance.



## **AFFILIATION AGREEMENT**

All hospitals in which practica or internships are completed require an AFFILIATION AGREEMENT between the hospital and the university. You should not become involved with this process other than to suggest that the hospital email their agreement to the university CLS supervisor or The Contracts Manager in the BSU Finance Office. Our department needs to keep a copy of the agreement on file. Generally, the Contracts Manager e-mails the department a final version of the agreement. The agreement is completed before the start of the internship.

## **COURSE SYLLABUS INTERNSHIP: FCS 369-15P**

**Course Description: Provides hospital experience for Child Life Specialist majors under the supervision of a Certified Child Life Specialist.**

**Course Objectives: Following completion of the course students will be able to provide the following for a hospitalized child:**

- non-medical preparation for tests, surgeries, and other medical procedures;
- support during medical procedures;
- therapeutic medical play using dolls, stuffed animals and medical equipment;
- activities that continue normal growth and development of infants, children, and adolescents in hospital patient rooms and/or activity areas;
- family support;
- support for grief and bereavement issues;
- emergency room interventions;
- hospital pre-admission tours and information;
- out-patient consultation with families.

### **Course Requirements:**

- completion of department supervisor's assignments;
- completion of assignments provided by site supervisor;
- site supervisor's evaluation of student on appropriate form (pp. 20-23)

### **Method of Evaluation**

#### GRADING SCALE:

A = 100 - 93%	B+ = 89-87%	C+ = 79-77%	D+ = 69-67	F = 59 and below
A- = 92-90%	B = 86-84%	C = 76-74%	D = 66-64	
	B- = 83-80	C- = 73-70	D- = 63-60	

Weekly reports	10-15 @ 10 points each	= 100 points
Assignments	3 @ 50 points each	= 150
Site Supervisor Eval.		= 200

# INTERNSHIP FORMS

# INTERNSHIP AUTHORIZATION FORM

**NOTE: This form must be completed before students can register for their internships.**

Dear Internship Site Supervisor,

Thank you for agreeing to supervise \_\_\_\_\_ during her/his internship at your hospital. The experiences that our students gain during their internships are life changing, and satisfactorily completing them is an important component in their career development.

Your signature on the form below confirms your willingness to provide an internship to the designated student and allows her/him to register for the course through our university. Please complete and sign the statement below. You may either return it to the student or send it by mail.

Thank you again for providing the opportunity for one of our students to gain professional experience. I hope the internship placement proves beneficial to all concerned.

\*\*\*\*\*

*Please sign and return To CLS Internship Supervisor, Department of Family & Consumer Sciences, Room 150, Ball State University, Muncie, IN 47306-0250.*

I agree to supervise \_\_\_\_\_, during her/his internship at \_\_\_\_\_ Hospital. The internship will take place during the \_\_\_\_\_ semester/year. The anticipated starting date is \_\_\_\_\_.

SIGNED:

\_\_\_\_\_  
Worksite supervisor/representative \_\_\_\_\_ (Title)

\_\_\_\_\_  
Date

# STUDENT INFORMATION FORM

## (Due before the start of internship)

Directions: Complete and return this form to the Child Life Specialist Internship Supervisor before the beginning of the internship. Any exceptions to this due date (e.g., placement start date if different than semester start date) must be approved by the department supervisor.

Name: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Starting Date at hospital \_\_\_\_\_

### Work Information

Placement Hospital: \_\_\_\_\_

Name & Title of Supervisor Name \_\_\_\_\_

Position \_\_\_\_\_

Phone of supervisor \_\_\_\_\_ Your work phone: \_\_\_\_\_  
*and your work phone if different*

Hospital Mailing Address: \_\_\_\_\_  
*(street, city, state, zip)*

MAKE CERTAIN ADDRESS  
IS ACCURATE & COMPLETE \_\_\_\_\_

### *Student*

### Residence Information

Address: \_\_\_\_\_  
street, \_\_\_\_\_  
city, state, zip \_\_\_\_\_  
\_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

# ASSIGNMENT DUE DATES FORM

**FORM DUE:** End of first week of the semester.

**DIRECTIONS:** Students have the opportunity to set their due dates for all of the internship assignments. In setting the dates for this term, please remember that the last assignments must be turned in by the last week of the semester. Space the assignments over the entire term. Assignments will be assessed a late penalty if not received by your due date and if not spread across the semester (see assignment evaluation forms).

## ASSIGNMENTS

## DUE DATE

<b>Student Information Form</b>	<b>End of first week of the semester</b>
<b>Internship Objective/Goals</b>	<b>End of first week of the semester</b>
<b>Due Dates of Future Assignments</b>	<b>End of first week of the semester</b>
<b>Weekly Reports*</b>	<b>Postmarked EACH Monday beginning at the end of the first week of internship and throughout the semester.</b>

**Assignment I -** \_\_\_\_\_

**Assignment II -** \_\_\_\_\_

**Assignment III -** \_\_\_\_\_

**PLEASE RETURN THIS FORM TO:**

***CLS Internship Supervisor  
Department of Family and Consumer Sciences  
Ball State University  
Muncie, IN 47306***

***Department Office Phone: 765-285-5931  
Fax#: 765-285-2314***

# PERSONAL GOALS AND OBJECTIVES FORM

**DUE DATE:** End of first week of semester

**DIRECTIONS:** Both the student and the site supervisor should work together to write the specific goals and objectives that are to be achieved by the student during the internship experience. For each goal the student is to come up with three objectives as to how he or she will reach that goal. The development of these goals and objectives should be a cooperative experience. During the first few days of the internship the student and supervisor should discuss what is to be accomplished during the internship. After this discussion, the student should complete this page by responding to the sentence, "At the conclusion of this experience I want to be able to..."

**NOTE TO STUDENTS:** Make certain to have discussed the goals and objectives with your site supervisor and that you have mutually agreed on these goals, because the supervisor will be evaluating you on these at the conclusion on your experience. Make a copy for you and for your supervisor.

## AT THE CONCLUSION OF THIS EXPERIENCE, I WANT TO BE ABLE TO . . .

Goal 1

Objective A

Objective B

Objective C

Goal 2

Objective A

Objective B

Objective C

---

(Supervisor's Signature)

---

(Date)

# ASSIGNMENTS & ASSIGNMENT PROCEDURES

## ASSIGNMENT PROCEDURES

**FORMATTING:** Each assignment is to be word processed, single spaced, using the headings identified on each assignment sheet. Make sure you read through the assignment and respond to the requested information thoroughly and accurately.

**DIRECTIONS:** Information needed to complete the assignments may be obtained from your experience on the job and/or from your supervisor. However, some assignments will require that you seek out information on your own. Review all of the assignments at the beginning of the internship and be sure you know where to get the information needed to complete the assignments. In addition, allow yourself ample time to complete the assignments in order to submit them by the due dates. Information can be compiled through the use of hospital handbooks, reports, original charts, and interviews of hospital employees. Other resources can be books available through the Child Life Council. Be certain to indicate the source of information used in completing each assignment.

Descriptions of the assignments are contained on the following pages. Complete and return each assignment to the CL supervisor by the pre-established dates.

**SUBMISSION:**

- Post assignments on Blackboard

*Make certain to keep a disk file or hard-copy of your submissions for yourself since problems can arise in transmission of the documents*

Weekly Reports

Your university supervisor will require weekly contact of some nature. This may be through Blackboard and involve other CLS interns or through e-mails. The supervisor will inform you of the procedure for this information.

# INTERNSHIP ASSIGNMENTS

## ASSIGNMENT ONE

Write a 3-4 page paper about the history of the Child Life Specialist profession and include the following:

- reasons for the start of the profession;
- leading persons in the development of the profession and reasons for their involvement;
- time period and factors during the time period which led to CLS creation;
- importance of Child Life Council involvement;
- expansion of the career;
- other information student views as critical to the profession.

Be careful not to PLAGIARIZE; use appropriate references and reference list.

## ASSIGNMENT TWO

During site placement, students will be required by their supervisor to complete age-appropriate projects for use with children and adolescents or to create materials that will benefit the CLS program. Projects may be *major* – those that take several weeks to complete or *minor* – those for use by the hospitalized child or adolescent. If no major projects are completed, students need to complete three minor projects for this assignment.

In narrative form, describe each of the projects you developed. Include a description of the project, its age appropriateness and why, its purpose and value. Each minor paper should be a minimum of 1 ½ pages; while a major project should be a minimum of 2 ½ pages.

## ASSIGNMENT THREE

The Internship Paper is designed to (a) apply and enrich understanding of the theories and principles learned in formal course work in the Child Life Specialist Option, and (b) encourage reflection on the practices in the delivery of human services. All information written in this paper shall be treated as confidential material unless, in the unlikely event, the instructor is legally required to report certain experiences. No confidential information regarding clients should be included. **Please keep in mind that if pictures of patients are included, written permission from a parent may be required.** Check with the site supervisor. The directions for Assignment Three are on the following page.

**PAPER**  
(3-5 pages)

It is expected that the student will engage in-depth communicating in this paper and stay away from superficial comments. Use APA style when referencing.

**PART I. (1 page)**

A. Select one theory from Child Development (e.g. Piaget)

- Briefly explain the theory
- Use the theory describe a child or children with whom you had extended contact while at your placement

**PART II. (2-4 pages)**

B. Write an overview of

- your activities and experiences as an internship student
- the contribution you made to maintain or improve some aspects of the CLS program at your placement site.
- what you learned about other people, including patients and other staff (e.g. human behavior, needs, coping styles; differences in SES)

C. Assess yourself

- discuss what you learned about yourself (e.g., strengths, weaknesses, areas in need of improvement or growth, how you cope with stress)
- how your internship has influenced your desire to become a Certified Child Life Specialist
- identify the next learning steps in your career (for example, research the use of pet therapy in the hospital setting)

D. Documentation

- provide pamphlets/brochures from internship site
- copy of Code of Ethics from your internship site
- additional training received during internship, including conferences and workshops

# EVALUATION FORMS

# EVALUATION OF STUDENT INTERNSHIP EXPERIENCE

(To be completed by site supervisor)

Name of Student \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

Internship Placement \_\_\_\_\_

Dates of Internship From \_\_\_\_\_ To \_\_\_\_\_

The purpose of this three part evaluation is to assist the student in determining the progress he or she has made while completing this internship. This evaluation also is used by the university supervisor to help determine the student's final grade. The departmental supervisor would like to suggest that you discuss this evaluation with the student.

The three parts of this evaluation consist of:

- progress toward objectives developed at beginning of internship;
- a Student Performance Rating (SPR);
- a series of open-ended responses regarding student's potential success in the profession.

## PART I

At the beginning of the internship experience you and the student set objectives for this experience. What progress has the student made toward these objectives? Please provide an open-ended response for each objective.

## PART II. Student Performance Ratings

As you rate the student, please consider how she or he grew professionally over the course of the internship. Check in the appropriate box to indicate your rating on each stated criteria.

CRITERIA	RATING				
	EXCELLENT	ABOVE AVG.	AVG.	BELOW AVG.	POOR
1. Ability to work with others					
2. Attitude toward work					
3. Communication skills—oral and written					
4. Dependability in completing assigned tasks					
5. Ability to learn new tasks					
6. Quality of work					
7. Ability to “think on feet”					
8. Ability to take the initiative					
9. Ability to make decisions					
10. Ability to interact with patients					
11. Ability to maintain professional standards of practice in interacting with children and professional staff					
12. Appropriate personal appearance					
13. Arrives and leaves at appropriate times					

CONTINUED ON NEXT PAGE

**PART III.**

A. In your opinion could this student find a successful career in this area of practice, or should he/she consider other career alternatives? Briefly explain.

B. What strengths does this student have that would enhance his/her chances for a successful career in the family and child field?

C. What areas of growth might the student need to anticipate in order to have a successful career in the family and child field (please address by giving specific examples of any criteria that had a rating at below average or poor).

**CONTINUED ON NEXT PAGE**

D. If a position were open in your hospital, do you think the intern would be a good fit?  
 Yes  No (An affirmative response does not commit you to employ the student.)

E. Have you shared and discussed this evaluation with the student?  
 Yes  No

**ADDITIONAL COMMENTS:**

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

Please return to:

CLS Internship Supervisor  
Department of Family and Consumer Sciences  
Ball State University  
Muncie, Indiana 47306-0250  
Fax# 765-285-2314