Department of Health and Human Physiology
Leisure Studies Program
Child Life Emphasis

Undergraduate Internship Manual

169: 192  Child Life Internship  Summer
Introduction

This manual is the course handbook for the undergraduate student interns in the Leisure Studies Program at The University of Iowa. This publication is a resource for undergraduate students, potential supervising agencies, and review bodies who have interest in the undergraduate internship program.

This manual describes the purpose of the undergraduate internship program as well as its mission. Additional policies and procedures related to the internship program are listed including responsibilities of the Intern, the Agency, and the Program, guidelines for approval of internships, deadlines, and official forms.

This manual is in effect for undergraduate students who expect to complete internships for academic credit during the summer academic sessions or other sessions by special arrangement.

Purpose of Undergraduate Internship Program

The undergraduate internship program and its academic courses are designed to provide a learning environment outside the classroom for the transfer of concepts, principles, theories and models learned by the student to the professional practice setting. While meeting the academic needs of the student, the internship program also establishes a closer relationship with agencies and practitioners, provides a conduit for the exchange of contemporary thinking and insights among the faculty, students, and practitioners, and provides service to the community. In doing so, the internship program compliments the mission of the Leisure Studies Program, the College of Liberal Arts and Sciences, and The University of Iowa.
Leisure Studies Program

Mission

The Leisure Studies Program has the closely related missions of:

- Providing effective undergraduate teaching for both majors and non-majors.
- Providing premier graduate programs.
- Providing national and international leadership in research and knowledge dissemination.
- Making a strong contribution to the overall liberal arts mission of the College of Liberal Arts and Sciences.

In pursuing the interdisciplinary study of personal and cultural behaviors related to health, leisure, and sport that enhance quality of life, we advocate individual responsibility, effective organizational policy, and transformative social action that promote healthy environments and patterns of living.

All students who complete their major earn a Bachelor of Science in Leisure Studies from the College of Liberal Arts and Sciences.

Child Life Emphasis Area

The primary aim of the Child Life track is to prepare undergraduate students for entry-level positions in Child Life to assist patients and families in coping with traumatic life events, especially in hospital settings. Completion of the degree program satisfies eligibility requirements necessary to take the Child Life Council Certification. Students are selectively admitted to the Child Life emphasis area. Child Life students are required to complete a 12-semester hour internship.
169:167 Child Life: Practicum

This course is offered fall and spring semesters. Since many agencies have highly competitive internships and application deadlines at least six months before the internship starting date, students should plan accordingly.

Prerequisite Courses and Other Credentials

To qualify for an internship, the student must meet all requirements stated in the Undergraduate Internship Manual edition that applies to the academic session in which the student will take the internship. Failure to meet all requirements will result in postponement of the internship for at least one academic session until all requirements are met.

Requirements

- Overall GPA of at least 2.00
- Major GPA of at least 2.00
- Completion of all Child Life Foundation Courses
- Completion of all Child Life Elective Courses
- Student submits all required forms by stated deadline dates
- Adherence to the procedures and policies stated in this Manual
- Approval of internship by Internship Coordinator and appropriate faculty
- While not a mandatory requirement, infectious disease immunizations including completion of the Hepatitis B Immunization Series is strongly encouraged. For further information about immunizations see the section, Infectious Disease Immunizations, in this Manual.

Pre-Internship Work and Volunteer Experiences

Each voluntary experience must be verified and approved by the student's Academic Advisor and by the individual that supervised the student during the volunteer experience. A Pre-Internship Experience Verification Form should be completed for each experience.

Students should have the form completed at the end of each experience and promptly submit it to the Internship Coordinator. The Pre-Internship Experience Verification Forms will be part of each student's internship file. Students should also retain a copy for themselves.

Internship Searches

The student is responsible for identifying and securing an appropriate internship. The prerequisite course 169:167 Child Life: Practicum, addresses strategies for internship searches. Since internships are awarded on a competitive basis and are available to students throughout the country, plans must be made carefully and applications submitted early. Students should make alternative plans in case they do not qualify for or do not secure their first choice. The Leisure Studies Program does not guarantee placement of an internship position.
Students are strongly encouraged to pursue internships with agencies that have an existing affiliation agreement with The University of Iowa.

**Eligibility of Agency for Internship**

For each individual student, the faculty determines the eligibility of an internship. In addition, previous approval of an internship agency for a former intern does not insure approval of the internship for the student applicant. The following factors are considered when determining internship approval:

- Intern responsibilities provide sufficient opportunity to apply foundation and emphasis area coursework to the practice setting
- The Agency Supervisor holds current certification with the Child Life Council (CLC) as a Certified Child Life Specialist (CCLS) and has completed at least 4000 hours of clinical experience, as stated by the Child Life Council to supervise interns.
- Agency presents the student with an opportunity to experience all aspects of the Child Life process as described by CLC

The Internship Coordinator will notify the student of the approval or denial of the internship.

**Deadlines for Internship Approval and Graduation Application**

Program and University deadlines are set so that institutional resources can facilitate the student’s success as an intern and graduate. The deadlines related to applying for the internship and for graduation follow. In addition, students should refer to the steps outlined in this Manual in the section, “Checklist for Internship”.

Failure to meet the deadlines will result in postponement of the internship by at least one semester. Students who experience extended personal or family illness or other extenuating circumstances that prohibit meeting the deadlines may write a letter of appeal to the Undergraduate Curriculum Committee in the Leisure Studies Program and ask the Committee to approve a deadline extension. No other deadline exceptions will be considered.

All paperwork should be turned in at the end of the semester before the internship.

**June Deadline for Graduation**

Submit Application for Graduation to Graduation Analysis, Registrar’s Office, 1 Jessup Hall (see UI academic calendar for exact date)
169:192 Child Life: Internship

Course Description

Internship is an active service learning course designed to apply theory, concepts, models and technical/clinical skills in the professional practice setting. The internship course is usually taken during the final semester of undergraduate study in the major. The setting for the course is an agency under the close supervision of professionals who are both credentialed and practice in the student’s emphasis area of study. The Agency Supervisor evaluates the Intern from the practice perspective and the University Supervisor evaluates the Intern from the academic perspective.

Successful completion of this course can help prepare a candidate for professional certification exams such as Certified Child Life Specialist (CCLS).

Semester Hours Credit

169:192 Child Life: Internship is offered to eligible students for a minimum of 12 semester hours, requiring at least 480 contact hours. (For each semester hour of credit, the student must complete 40 contact hours in the internship experience.)

Tuition fees for 169:192 Child Life: Internship are based on the College of Liberal Arts and Sciences undergraduate tuition fee schedule as established by the Iowa Board of Regents.

CLC Criteria

In order to satisfy CLC criteria, Child Life internships must be at least 480 hours, about 12 weeks in length.

Internship Coordinator and University Supervisors

Internship Supervisor
Emily Mozena  (319) 335-3822
Internship Coordinator  Fax: (319) 335-2439
320 Field House  E-Mail: emily-mozena@uiowa.edu
Iowa City, Iowa 52242

University Supervisors
University Supervisors are appointed on a semester by semester basis. Students and agency supervisors are informed of university supervisors shortly before the internships are scheduled to begin. University supervisors will also be credentialed, CCLS.
**Sequencing of Internship**

Since the internship is designed to enable the student to apply coursework to the practice setting, the internship is usually taken during the final semester of undergraduate study in the Program.

Internships are available for students in summer semester. Students should plan their academic schedules accordingly. Other special arrangements will be made on an individual basis.

**Internship Objectives**

The internship is an academic course that meets partial requirements for the Bachelor of Science Degree in the Leisure Studies Program.

In order to complete the internship successfully, the student must satisfy the following course objectives.

By the end of the academic session of the internship, the student should be able to:
- Demonstrate that he or she has integrated theory with practice in his or her academic area of study.
- Broaden his or her philosophy and understanding of child life.
- Gain an understanding and appreciation of the roles, duties, legal and ethical responsibilities of a full-time professional in child life.
- Become proficient in specific technical or clinical skills.
- Observe and gain experience in leadership, supervisory, or administrative functions and in human relations.
- Complete an internship project that compliments the mission of the agency.
- Evaluate his or her strengths and weaknesses and develop strategies for improvement.
- Refine his or her professional writing abilities.
- Meet minimal competencies stated in evaluation forms.
- Complete all written reports and assignments as described below.

**Required Resource**


**Written Reports and Assignments**

Each student will prepare progress reports, submit a midterm and final evaluation, prepare a final intern report, and complete an internship project. The Agency Supervisor will review each report before it is submitted for evaluation to the University Supervisor.

Each written assignment must be typed, double-spaced.

Prior to the beginning of the internship a Schedule of Assignments and Evaluations will be scheduled by the University Supervisor and the Agency Supervisor, and communicated to Intern.
Progress Reports
Progress Reports are prepared by the student. Forms for each Progress Report are in this Internship Manual in the section, “Forms for Reports and Evaluations During Internship”. The University Supervisor may schedule a minimum of four Progress Reports during the internship. The deadline for the First Progress Report is preferred at the end of the second week of the internship.

Internship Project
The student must satisfactorily complete a major project during the internship. The Agency Supervisor and the University Supervisor must approve the project.

In each Progress Report, the student should describe the status of the project as requested in the written assignment section. The student reports on the completion of the project in the Final Intern Report. The student provides printed materials related to the project to the University Supervisor.

Final Intern Report
The student will complete a Final Intern Report and turn it into the Internship Coordinator by the scheduled date.

Intern Journal or Daily Log
Keeping a journal or daily log during the internship is a highly recommended method of documentation. Many agencies require that the intern keep a journal or daily log during the internship. Recording of activities, clients served, professional contacts made, successes, challenges, reflections, application of coursework to practice, and areas for improvement facilitates the preparation of Progress Reports. It also serves as a means to document specific experiences for the student as he or she prepares for employment interviews and updates his/her resume.

Evaluations

University Supervisor’s Oral Consultations and Written Comment
The University Supervisor provides feedback and written comments periodically during the internship. If the agency is within a two hours commuting distance, the University Supervisor should visit the Intern and Agency Supervisor during the internship.

Agency Supervisor’s Evaluations
The Agency Supervisor completes the following evaluations and meets with the student regarding the evaluations prior to the student sending them to the University Supervisor.

- Agency Supervisor’s Mid-Semester Evaluation of Intern’s Performance
- Agency Supervisor’s Final Evaluation of Intern’s Performance
- Agency Supervisor’s Evaluation of Intern’s Project

Forms for each evaluation are in this Internship Manual in the section, “Forms for Reports and Evaluations During Internship”.

**Grading**

The grading system for this course is the Satisfactory/Fail (S/F) system of the College of Liberal Arts and Sciences. The final course grade will be awarded as follows:

- **Satisfactory = S.** Met course objectives as stated in this syllabus and minimal competencies as stated in formal evaluations.
- **Fail = F.** Did not meet course objectives as stated in this syllabus and/or minimal competencies as stated in formal evaluations.

**Policy on Academic, Professional, and Ethical Misconduct**

Plagiarism, cheating, forgery, and violations of professional standards and ethical standards are not tolerated. Any such misconduct may result in termination of the internship, failure of the internship, and/or other serious penalties. If cheating, plagiarism, forgery, or violations of professional standards is suspected then the Internship Coordinator shall follow College of Liberal Arts and Sciences policies and procedures. Please refer to the College’s Student Academic Handbook for specific information on Academic Misconduct. This policy can be accessed at Student Rights and Responsibilities; Academic Fraud, Dishonesty and Cheating: [http://www.clas.uiowa.edu/students/academic_handbook/ix.shtml](http://www.clas.uiowa.edu/students/academic_handbook/ix.shtml).

**Student Complaints Concerning Faculty Actions**

A student who has a complaint against the Internship Coordinator or the University Supervisor is responsible for following the policy and procedures of the College of Liberal Arts and Sciences which is described in the College’s Student Academic Handbook. This policy can be accessed at Student Rights and Responsibilities; Student Complaints Concerning Faculty Actions at: [http://www.clas.uiowa.edu/students/academic_handbook/ix.shtml#4](http://www.clas.uiowa.edu/students/academic_handbook/ix.shtml#4).

**Infectious Diseases Immunizations**

Because each undergraduate emphasis area in the Program focuses on human services, nearly all students during their internships and careers will be exposed to blood and other body fluids and to communicable diseases such as tuberculosis, hepatitis, and rubella. It is to the personal and professional advantage of each undergraduate student preparing for an internship to be current in his or her immunizations for infectious diseases. Immunizations can be obtained through the student’s personal physician or through Student Health Services (335-8370).

Internship agencies increasingly are requiring immunizations against selected diseases such as hepatitis B, rubella, diphtheria, tetanus, and polio. Some immunizations, such as hepatitis B require a series of three injections that span a period of six months. It is the student’s responsibility to meet these professional standards.

**OSHA Standards (Occupation Safety & Health Administration)**

Some internship agencies require that interns meet selected OSHA before the internship begins. Other sites take interns through an orientation and provide the needed training and procedures, sometimes at a small cost to the intern.
Summer Internships

Child Life internship are to be completed in the summer semester. Students should plan their academic schedules accordingly.

Variances in dates are usually necessary for summer internships when the internships are for 12 semester hours credit. Students who start summer internships at the beginning of the University’s traditional summer session and who are progressing satisfactorily and on schedule but who will not complete their internship before the College of Liberal Arts and Sciences graduation date for summer session will receive a grade of Incomplete (I) until all internship responsibilities are fulfilled. Upon satisfactory completion of the summer internship a permanent grade will be given prior to conferring the degree for summer graduation.

Withdrawal of Internship Supervision

Typically, there is a period of time in which a student may begin an approved internship before grade reports of the academic session immediately preceding the internship are available for review by academic advisors. If the grades earned do not meet the established standards and the student has begun the internship, then university supervision will be withdrawn and no academic credit will be earned for the experience.

Examples of other situations that could warrant withdrawal of internship supervision relate to violations of the law, violations of ethical conduct, and failure to comply with the rules, regulations and procedures set forth by the agency where the student is interning. Please refer to the section, Policy on Academic, Professional and Ethical Misconduct in this Manual.

Should internship supervision be withdrawn, then the student should contact his or her Academic Advisor to coordinate a revised academic plan of study. The student must withdraw their university registration for the internship course. Failure to withdraw registration of 169:192 will convert to course grade(s) of F.

Responsibilities of the Intern, University and Agency

The following lists responsibilities and expectations of each party during the internship:

University to the Intern and the Agency

- Assign a University Supervisor for the internship
- Make contact with the Agency Supervisor at the beginning of the internship and ongoing.
- Make oral and/or written contact with the Intern regularly throughout the internship
- Evaluate and provide feedback on written progress reports completed by the Intern
- Maintain open communication with the Agency Supervisor pertaining to the internship, especially in the event that problems arise
- Make a site visit during the internship to observe the Intern at agencies within two hours commuting distance from Iowa City
- Comply with conditions set forth in the institutional affiliation agreement between the Agency and University
- Provide a Student Malpractice Professional Liability Insurance Program for the Intern with $1,000,000 per occurrence/$3,000,000 in the aggregate
- Provide guidance to the Agency with respect to complying with the Family Educational Rights and Privacy Act (FERPA)
• Provide a current copy of the Internship Manual via an University of Iowa ICON website.

**Intern to the University**

• Inform the Internship Coordinator of address, phone, e-mail and name changes. This responsibility begins at the time the student submits the Request for Academic Eligibility form and continues through the end of the internship
• Pay University bills promptly. The student must comply with financial agreements with the University, including payment of tuition, in order to be eligible to earn semester hours credit. Failure to pay a University bill will jeopardize the student’s status as an intern
• Satisfy internship course objectives
• Complete all progress reports and the internship project according to the guidelines and in a timely manner
• Make revisions in written reports as suggested by the University Supervisor
• Consult with University Supervisor on issues relating to course objectives, requirements, and deadlines
• Conduct self in professional manner, both legally and ethically. The actions of the intern reflect on the Program, The University of Iowa, and the Agency.
• Comply with conditions set forth in the Internship Manual and the procedures and policies of the Program’s internship program

**Intern to the Agency**

• Provide appropriate forms to the Agency Supervisor that are required by the Program
• Comply with conditions set forth in the Internship Manual and the procedures and policies of the Agency’s internship program
• Conform with regulations pertaining to interns of the agency and carry out all assignments
• Maintain client confidentiality
• Evaluate each day’s activities, interactions, and events
• Prepare for a weekly meeting with the Agency Supervisor. Ask questions and present constructive ideas
• Plan thoroughly and in advance for all assignments
• Present a copy of each Progress Report to Agency Supervisor well in advance of due dates
• Notify the Agency Supervisor well in advance in cases of absence from the internship
• Be respectful, courteous, and tactful to co-workers and clients
• Consult with the Agency Supervisor when confronted with problems that cannot be solved alone
• Consider self as a member of the Agency work team

**Agency to the Intern and to the University**

• Complete an agreement that delineates general responsibilities, dates and hours of work, and the student’s role and responsibilities in the Agency
• Present to the Intern an overview of the Agency’s purposes, policies, administration, program, and facilities
• Confer with the Intern prior to and during the internship to determine his/her responsibilities
• Inform the Intern of all regulations he or she must follow
• Present the Intern to the Agency staff as a colleague to insure his or her status
• Orient the Intern to the community including its political, religious, economic, social and ethnic background
Gradually induct the Intern into the internship experience, beginning with observations and
minor duties, adding more responsibilities as the semester continues
Meet with the Intern on a weekly basis for the purpose of discussing the Intern’s progress
and the appropriateness of the Intern’s responsibilities
Maintain open communication with the University Supervisor pertaining to the internship,
especially in the event of problems
Complete the evaluations provided in the Internship Manual and review them with the Intern.
The evaluations are then faxed to the University Supervisor:
- Mid-Semester Evaluation by Agency Supervisor
- Final Evaluation of Intern by Agency Supervisor
- Final Evaluation of Intern’s Project by Agency Supervisor
Comply with conditions set forth in the institutional affiliation agreement between the Agency
and University
Acknowledge that many student educational records are protected by the Family
Educational Rights and Privacy Act (FERPA) and that student permission must be obtained
before releasing specific student data to anyone other than the University

Risk Management

University Liability Insurance Program
The University of Iowa provides a Student Malpractice Blanket Liability Insurance Program for
students in internships that are required as part of their academic program. A description below
of the insurance program is provided and may be copied for reference at the agency in the
student intern’s file. Agencies that require a certificate of insurance of the University’s liability
insurance program for interns should contact the Program’s Internship Coordinator.

Supplementary Liability Information
Some agencies require the intern to hold professional liability coverage beyond that provided by
the University. Professional liability coverage is available through many sources with varying
coverage and costs. Examples of some sources include special policies through professional
organizations and special plans through insurance companies. The Program Internship
Coordinator has information on professional liability plans through professional organizations.

University of Iowa Student Malpractice Professional Liability Insurance Program for
Students in Internships, Practicums, Externships, Training Programs
Professional liability insurance will be provided for insured students while participating in
practicums, internships, and training programs required as a part of their academic program.
Upon student's enrollment in the insurance program, the policy will provide up to: $1,000,000
per occurrence/$3,000,000 in the aggregate for claims arising from any real or alleged act of
negligence by the student while participating in required training, practicum, internship programs
of The University of Iowa.

Professional Liability. The insurance company will pay on behalf of the insured all sums
which the insured shall become legally obligated to pay as damages because of bodily injury,
property damage, personal injury to which this insurance applies in the conduct of the
profession of the named insured, caused by an incident which occurs during the policy period.
The policy includes the cost of defense, court costs, settlements and judgments. There is no
deductible. Company provides expert legal counsel and claims adjusters.
**Insureds.** Students enrolled in the insurance, while participating in activities which are a part of or a requirement of the student’s curriculum.

**Exclusions.** NO coverage is provided for personal liability, (i.e., automobile, health) unrelated business or a profession not specifically listed on student’s enrollment.

Professional liability protection is provided during the term of the student’s internship as required for their academic program.

The above is only a brief summary of the coverage. For further details, please contact The University of Iowa’s Department of Risk Management, Insurance and Loss Prevention, 305 Plaza Centre One, 319-335-0010.

In the event of any incident that is likely to result in a claim, the student and/or the Program should notify the University of Iowa’s Department of Risk Management, Insurance and Loss Prevention, 319-335-0010 immediately. The insurance company requires immediate notification regarding claims, demands, summons, notice of suit, or incidents.

**Compensation and Benefits**

The student earns a significant number of semester hours credit for the internship and the student derives significant career growth opportunities during the internship. Therefore, the University does not endorse paid salary compensation from the agency to the student intern. The student is expected to bear all expenses incidental to living in the area of the internship and to make satisfactory housing and commuting arrangements to carry out the assignments.

**Institutional Affiliation Agreements**

An Institutional Affiliation Agreement will be initiated by the University after the receipt of the Agency Acceptance of Intern form. This should take place at least two months before the internship is scheduled to start. This allows the document to be reviewed, amended, and approved by the Agency’s and University’s legal counsel before the start date of the internship.

**Student Preparation for Approved Internship**

Students with the most rewarding internships are those students that have prepared well for their internships. Communication is the single most important element in a successful internship experience. The following are guidelines for the student as he or she prepares for an internship that has been approved:

- Write letter of acceptance to approved internship and letters of decline to other agencies that offered internship
- Review overall responsibilities of Intern, Agency, and University stated in the Internship Manual and provided by the Agency
- Update Agency Supervisor, Internship Coordinator, and University Supervisor with phone numbers, addresses, and e-mail addresses
- Review textbooks, course notes, handouts and other course materials prior to internship. Use these resources during internship
• Review Internship Manual in its entirety including forms for progress reports, agency supervisor reports, and internship project
• Review mission statement, annual report, procedures manual, and other materials provided by Agency. Use these resources during internship.
• Draft internship goals prior to start date and seek input from Agency Supervisor and University Supervisor
• Meet with Agency Supervisor before start date to clarify responsibilities
• Meet with University Supervisor before start date to clarify responsibilities
• Plan appropriate attire for the internship. Dress professionally according to the culture of the agency
• Arrange for housing, commuting, and finances during internship

Deadlines During Internship

The Internship Coordinator and University Supervisor will provide the student and agency with a schedule of deadlines for progress reports, agency supervisor evaluations, and the final intern report. See section titled Written Reports and Assignments in this Manual.

The student must consult with the Agency Supervisor regarding deadlines established by the Agency.

Deadlines for Certification Examinations:

Students interested in professional certifications in their area of study should be very familiar with all requirements for certification prior to the internship experience so that the internship is in accordance with specified requirements. Before the internship begins students should contact faculty to obtain information on the certification processes in their profession and should request application materials from the national certifying agencies before the internship begins. For the CCLS credential, go to www.childlife.org page 22 of the Child Life Candidate Manual.
Student Checklist for Internship

Although the sequencing of events in the internship process varies among individual students, there are steps that must be accomplished in each of four phases. It is the student's responsibility to achieve each step in a timely manner and to retain a copy of all documents for their personal files.

The following list outlines the steps that include, but are not limited to, each phase of the internship process. For further information on each step the student should see the corresponding section of this Manual.

Pre-Internship
____ Complete emphasis area foundation and emphasis area elective courses satisfying the requirements and achieve the minimum grade point averages.
____ Complete and secure verification of volunteer experiences
____ Complete 169:167 Child Life: Practicum
____ Actively search for internship possibilities that meet career aspirations
____ Complete certification in First Aid and CPR – must be current through the entire internship experience depending on clinical site.
____ Update resume and references
____ Submit Academic Eligibility for Internship form and necessary attachments for academic advisor approval
____ Complete search and interviews for internship position and select site
____ Complete Student Request for Approval of Internship Position form
____ Submit to agency the Agency Acceptance of Intern form and request form be returned to you
____ Register for 169:192 Child Life: Internship for the semester of internship

Internship Preparation/Experience
____ Comply with guidelines for Student Preparation for Approved Internship
____ Follow Internship Manual through internship
____ Comply with policies and procedures of internship program during internship

Graduation Preparation
____ Complete outstanding degree requirements, if applicable
____ Make application for graduation to Registrar’s Office
____ Graduate!
PRE-INTERNSHIP EXPERIENCE VERIFICATION FORM
Leisure Studies Program-Child Life Emphasis
The University of Iowa

Please consult the Program’s Undergraduate Internship Manual for more information regarding the
criteria for preinternship experiences.

A separate verification form is required for each type of volunteer experience. Students should make a
photocopy of each form after the academic advisor has signed the form.

Part I (Completed by Student)
Student name___________________________________ Current date_____________
Type of setting (e.g., hospital, daycare, rec center, rehab setting)__________________
Agency name__________________________________________
Agency director name __________________________Agency phone_______________
Agency street address____________________________________________________
City __________________________State__________ Zip_________________
Description of responsibilities (use other side, if needed)____________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
How did the experience relate to Child Life?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Experience was: (check one) ______ volunteer _______ practicum _______ paid
Start date __________________________End date __________________________ (month/day/yr)
Total number of hours completed __________________

Part II (Completed by Agency)
According to our records the above information:
________ is accurate and the student’s service with our agency is verified.
________ is not accurate and service with our agency cannot be verified.

Signature ____________________________ Date___________________
Title________________________________________

Part III (Completed by Academic Advisor)
________ Experience satisfies partial fulfillment of volunteer and practicum experience.
________ Experience does not satisfy partial fulfillment.

Signature ____________________________ Date___________________
Academic Eligibility for Internship Form  
Child Life Emphasis

**Instructions:** Attach the following documents to this form and submit to your Academic Advisor:

- **Current** degree evaluation form. Grade report is not acceptable. Print off of ISIS.
- Completed Pre-Internship Experience Verification Forms
- Updated resume and list of references
- Copy of certification in First Aid, if needed.

After your Advisor completes the form he or she will return it to you. It is your responsibility to submit this form to the Internship Coordinator. See Deadlines for Internship Approval in this Manual. There are no exceptions to these deadlines. Failure to meet the deadline may result in postponement of the internship.

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**Part I (Completed by student)**

Part I (Completed by student)

- **Intended Semester of the Internship**
- **Name** ________________________________ **Student ID**________________________
- **Address**__________________________________________________________
- **City** _____________________________________ **State** ___________ **Zip**___________
- **Phone** (       ) ______________________ **Cell Phone** (       )______________________
- **E-mail** ________________________________________________

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**Part II (Completed by Academic Advisor)**

Child Life Foundation Courses

1. Will all CL required coursework (33 s.h. for current majors) be completed by the end of the current semester?
   - yes _______ no

2. Has a passing grade been earned in each course? ______ yes ______ no

3. If no to either question, what is the plan to correct this deficiency?
   __________________________________________________________________________

CL Elective Courses

1. Will the CL Elective Courses (12 s.h.) be completed by the end of the current semester?
   - yes _______ no

2. Has a passing grade been earned in each course? ______ yes ______ no

3. Will the following courses be completed by the end of the current semester:
   Human Anatomy (32:53), Human Development and Behavior (96:30), Elementary Psychology (31:01) 
   Intro to Sociology (34:01), Perspectives on Leisure and Play (169:070)
   - yes _______ no
Academic Eligibility for Internship Form

Grades and Semester Hours

1. Overall GPA (2.0 minimum) __________

2. Major GPA (2.0 minimum) __________

3. By the end of the current semester, how many semester hours will this student have earned toward a degree? __________ hours

4. With the internship semester hours, will the student meet at least one of the three UI residence requirements for his or her degree? ______ yes ______ no

5. Will the student qualify as a degree candidate during the semester that he or she intends to take the internship? ______ yes ______ no

6. Will the student meet the College of Liberal Arts and Sciences' rules for number of "S" courses? ______ yes ______ no

7. Will the student meet the College of Liberal Arts and Sciences' rules for no more than 50 s.h. from a single department? ______ yes ______ no

8. CPR/First Aid certification is completed? ______ yes ______ no

Academic Approval of Internship

______ Granted, contingent on successful completion of current semester coursework

______ Postponed, based on deficiencies above.

______ Denied, based on deficiencies above.

Comments:

Signature______________________________________ Date ___________________
Student Request for Approval of Internship Position
Child Life Emphasis
To be completed by the student

Instructions: Complete this two-page form, attaching additional information as needed. Submit this request to the Internship Coordinator. Deadlines for this form are as follows:
For Summer Internships Friday after Spring Break
Failure to meet the deadline may result in postponement of the internship.
Intended Semester of Internship: Summer 20____

Student Name __________________________________________________________
Student Address ______________________________________________________________________
City _________________________State ______________ Zip___________

Until when will you be living at the above address?
________________________________________________________________________

Home Phone ______________ Cell Phone _____________ Work Phone ___________
E-mail ____________________________________________________

Permanent Address

City _____________________State ________________________ Zip______________
Permanent Phone _____________________________________________________

Agency Name ____________________________________________________________________

Agency Address __________________________________________________________________

City __________________________ State _______________ Zip _______________

Agency Mission
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(Attach additional narrative if needed)

Has the Agency had experience with undergraduate interns in your area of study?
_____ yes _____ no
Student Request for Internship Position Approval

Does the agency currently have an Institutional Affiliation Agreement between the agency and the University of Iowa? _____ yes _____ no _____ unknown

Agency Supervisor

Agency Supervisor Title _____________________________ Phone ____________________________
Fax ____________________________ E-mail _________________________________

Qualifications of Supervisor (e.g., bachelors degree or higher, professional degree, professional credentials, previous experience supervising undergraduate interns). Attach additional narrative if needed. Agency supervisor has 4000 clinical contact hours, as approved by CLC for supervision of student interns. (pg. 22 of CLC Candidate Manual)

How long has this supervisor been employed at this agency?

Describe the responsibilities you would have as an intern at this agency. Attach additional narrative if needed.

How would these responsibilities apply to your academic background? Attach additional narrative if needed.

Student Signature _____________________________________ Date ________________
Agency Acceptance of Intern  
Leisure Studies Program- Child Life Emphasis  
University of Iowa

To be completed by the Agency and Student

Agency Name ____________________________________________________________
Agency Address __________________________________________________________
City __________________________ State ____________ Zip_____________________
Phone Number ___________________________ Fax Number __________________________
E-Mail Address __________________________________________________________
An interview has been completed with _____________________________ on ___________
(student’s name) (date)

We will accept this student for an internship placement during the following time period:
_______ Summer Session 20___
_______ Other Session 20___

The starting date of the internship will be __________________
The ending date of the internship will be ___________________

The student will intern _______ weeks at a minimum of _________ hours per week. To satisfy
the 12 semester hours of course credit, the Intern will commit at least 480 contact hours over 12
consecutive weeks to the Agency during the internship.

The intern’s responsibilities are described below or are attached to this document.
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What skills/certifications/licenses/vaccinations/physical exams are required for the internship
position?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Agency Acceptance of Intern
Agency Supervisor
The student intern’s Agency Supervisor will be:
Name of Supervisor
_____________________________________________________________________
Title _____________________________
E-Mail Address _______________________
Phone Number ____________________
Fax Number ___________________________

Note: The supervisor must be a Certified Child Life Specialist. Please attach a copy of current CLC Certification Certificate.

Institutional Affiliation Agreement
An Institutional Affiliation Agreement is required between the Agency and the University of Iowa when internships earn academic credit.

Does the Agency have a current agreement? _____ yes _____ no _____ unknown
If no or unknown, who should the University contact to initiate such an agreement?
Name _______________________________Title ____________________________
Phone ___________________________Fax _______________________________
E-Mail _______________________________________________________________

Professional Liability Insurance
The University of Iowa provides professional liability insurance for students participating in internships as a part of their academic program. Coverage includes $1,000,000 per occurrence/$3,000,000 in the aggregate for claims arising from any real or alleged act of negligence by the student while participating in required internship programs.

Does the Agency require the student to carry additional professional liability insurance?  
_____ yes _____ no
Does the Agency’s liability insurance cover interns? _____ yes _____ no

Other Benefits
Does the agency provide interns with a stipend, meals, housing, parking, and/or other benefits?  
_____ yes _____ no. If yes, what specific benefits are provided?
____________________________________________________________________________
____________________________________________________________________________

Note: Because the internship is for academic credit, students may not be paid wages as an employee.
The Intern is responsible for submitting the assignments and Agency Supervisor evaluations to the University Supervisor no later than the dates listed below. This schedule is to be completed by the Intern and Agency Supervisor with approval from the University Supervisor.

Start Date: ___________________________ End Date: ___________________________

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<tr>
<th>Assignment and/or Evaluation</th>
<th>Deadline to University Supervisor</th>
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<td>Progress Report #1 (two weeks after start date)</td>
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<td>Progress Report #2</td>
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<td>Agency Supervisor’s Mid-Semester Evaluation of Intern’s Performance</td>
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<td>Progress Report #3</td>
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<td>Final Intern Report/ Progress Report #4 (last day of Internship)</td>
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<td>Agency Supervisor’s Evaluation of Intern’s Project</td>
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<td>Agency Supervisor’s Final Evaluation of Intern’s</td>
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<tr>
<td>Performance</td>
<td></td>
</tr>
<tr>
<td>Agency Visit by University Supervisor (if feasible and within 2 hour drive)</td>
<td></td>
</tr>
</tbody>
</table>

Intern: ___________________________________________
Phone/E-mail: ______________________________________
Agency: ___________________________________________
Agency Supervisor: __________________________________
Agency Address: ____________________________________
Phone/E-mail: ______________________________________
UI Supervisor: _______________________________________
Phone/E-mail: _______________________________________
Internship Progress Report # 1

Assignment

Written Assignment:
Write a three- to five-page report, typed double-spaced, and include the following:

1. List at least five goals that you want to achieve by the end of your internship.
   - Write the goals so that they are specific and measurable.
   - Each goal must state clearly what you want to achieve, how you will achieve the goal, and how you will measure your success.
   - The goals should relate to your development of competency as a Child Life Specialist.

2. Compare and contrast the nature and scope of the agency with the standards of your profession and with your internship goals. This part of the assignment is to include:
   - A description of the purpose and goals of the agency where you are interning.
   - The population that is served by the agency and the services provided to the population.
   - A description of the organizational structure of the agency, the funding sources, and the agency’s role in the community.
   - A description of how the scope and nature of the agency compliments and/or contrasts with: 1) the standards of your profession and 2) your own internship goals.
Internship Progress Report # 2

Assignment

Written Assignment:
Write a three- to five-page report, typed double-spaced, and include the following:

1. What activities and experiences did you have during this report period that relates to your internship goals?

2. What other important activities and experiences did you have during this report period that did not relate to your internship goals?

3. What principles, concepts, models and theories that you learned during your coursework in Leisure Studies were applied during this report period? Give examples.

4. What challenges or problems did you encounter and how did you handle them? If these challenges or problems happen again then how will you handle them?

5. What additional information did you learn about the agency’s policies and programs?

6. Attach copies of any flyers, reports, news releases, newsletters, analyses, research or other items you have prepared during this report period.

This report must include:

A description of the major project you will complete during your internship:

- Describe the purpose of the project.
- Relate how you and your agency supervisor determined the project.
- Outline how you intend to:
  1) assess the needs related to the project;
  2) plan (design) the project,
  3) implement the project, and
  4) how you will evaluate the effectiveness of the project.

- Provide a timetable or time line for each of the four phases of the project (assessment, planning, implementation, and evaluation).

- Describe how the completion of the major project will enhance your career preparation.
Internship Progress Report # 3

Assignment

Written Assignment:
Write a three- to five-page report, typed double-spaced, and include the following:

1. What activities and experiences did you have during this report period that relates to your internship goals?

2. What progress did you make with your major project during this report period? Are there changes that were made in the project plan? If so, then what are those changes and why were the changes necessary?

3. What challenges or problems did you encounter and how did you handle them? If these challenges or problems happen again then how will you handle them?

4. Attach copies of any flyers, reports, news releases, newsletters, analyses, research or other items you have prepared during this report period.

This report must include:

- A case study
  This assignment will show your understanding of the Child Life process. It should be between 2-3 pages typed and needs to include all of the dynamics of the APIE model:

  **Assessment:** Conduct an individualized assessment of the patient. Assess the following: Psychosocial needs of patient, Culture and Language, Social History, Age, Development, Coping Style, History of Medical Care, Illness, Length of Stay and Family Availability.

  **Plan:** Plan and develop an individualized treatment plan that identifies goals, and treatment intervention strategies. Establish obtainable goals (4-6) for the patient and family.

  **Intervention:** Implement Child Life interventions to meet established goals. Be specific when documenting interventions. Refer to Child Life Initial Note as a resource.

  **Evaluation:** Evaluate the overall interventions. Include what interventions were successful and what interventions may need improvement. Include the child and families response to intervention.
Internship Progress Report # 4

Final Intern Report
Leisure Studies Program-Child Life Emphasis
The University of Iowa

Intern name ____________________________________________________________

Work phone ________________________________  Home phone ________________________________

Forwarding address __________________________________________________________

___________________________________________________________

Forwarding e-mail address ______________________________________________________

Written Assignment:
Write a report, typed double spaced, and include all of the following:

Overall Evaluation of Internship Experience
• On a scale of 1 to 10 with 1 being the worst and 10 being the best, how do you rate the internship experience at this agency? Why?
• Would you recommend this internship position to other interns? Why or why not? Please be specific.
• What changes would you suggest to make the internship experience more meaningful?

Address
• What is your forwarding address?

Congratulations!!

Intern’s written assignment should be attached with this page.
This Evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to the university supervisor.

Intern Name ____________________________________________________________

Agency _________________________   Agency Supervisor ______________________

Based on the intern’s performance during the first one-half of the semester, rate the student on the competencies listed below. Please use the following scale and place the appropriate number in the space provided before each statement. Then, please provide written comments and/or observations about the intern’s performance. Thank you.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Not applicable</td>
</tr>
<tr>
<td>2</td>
<td>Improvement needed</td>
</tr>
<tr>
<td>4</td>
<td>Good</td>
</tr>
<tr>
<td>1</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>3</td>
<td>Average</td>
</tr>
<tr>
<td>5</td>
<td>Superior</td>
</tr>
</tbody>
</table>

**Knowledge Competencies**

- **Objectives**: Based on the job description of the intern position, the intern is meeting specified criteria and is fulfilling the Agency’s goals as outlined.
- **Intern's Goals and Project**: Intern’s progress toward goal attainment and project completion is appropriate.
- **Application of Knowledge**: Applies previously learned academic content to the work setting.
- **Processing**: Actively applies assessment, planning, implementation, and evaluation steps to work assignments.
- **Organization Skills**: Displays ability to analyze complex situations and problems to systematic knowledge and takes appropriate courses of action.
- **Technical/Clinical Skills**: Demonstrates appropriate development of technical and/or clinical skills.
- **Leadership Skills**: Demonstrates appropriate development of the ability to supervise, to lead and direct people, programs, and/or resources.
- **Evaluation Skills**: Assesses self realistically in relation to education, experience and internship experiences.

**Interpersonal Competencies**

- **Oral Communication**: Communicates ideas and feelings to others in easily understandable fashion. Oral communication is clear and effective.
- **Written Communication**: Presents clear, concise, and thorough written work. Grammar and spelling are appropriate.
- **Empathy**: Displays empathy toward clients, supervisors, coworkers.
- **Respect**: Demonstrates respect and tact with clients, supervisors, and coworkers.
Agency Supervisor’s Mid-Semester Evaluation of Intern’s Performance

Professional Attitudes and Behaviors

_____ Professional Attitude and Behavior: Intern displays positive, optimistic and constructive attitude. Remains calm and composed, especially in times of strain and anxiety.

_____ Adaptability: Adjusts to new situations, new clients, new staff, changes in assignments.

_____ Creativity: Displays imagination, ingenuity, creativity with common sense.

_____ Motivation, Enthusiasm, Initiative: Demonstrates motivation and enthusiasm for work responsibilities, and initiative when appropriate.

_____ Time Management: Demonstrates desirable work habits (e.g., consistently on time, reliable, completes assignments in efficient manner).

Professional Judgment

_____ Professional Judgment: Analyzes situations and makes appropriate comments, advice and decisions in relation to the goals of the Agency.

_____ Constructive Criticism: Accepts constructive criticism.

_____ Supervision: Seeks/accepts direct and indirect supervision when appropriate.

_____ Ethics: Follows ethical standards of the profession and the Agency.

General Comments and/or Observations:

Agency Supervisor Signature        Date              Intern Signature                             Date

(not needed if emailed to Academic University Supervisor)
Agency Supervisor’s Evaluation
of Intern’s Project
The University of Iowa
Leisure Studies Program- Child Life Emphasis

Intern Name____________________________________________________________
Agency ______________________  Agency Supervisor _________________________

This Evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to the university supervisor.

Please evaluate the intern’s performance as related to the Intern Project using the guidelines listed below. Did the intern:

• Assess the need for the project? ______ yes ______no
• Plan or design the project? ______ yes ______no
• Implement the project? ______ yes ______no
• Evaluate the strengths and weaknesses of the project? ______ yes ______no
• Conduct research on the project? ______ yes ______no
• Present written work related to the project? ______ yes ______no
• Plan his or her work in advance so that work on the project could be spaced appropriately throughout the internship? ______ yes ______no
• Was the project a learning experience for the intern? ______ yes ______no
• Was the project of value to the agency or program? ______ yes ______no

Circle the following rating:

Excellent          Project is exemplary
Above Average      Project exceeds expectations
Satisfactory       Project meets minimum standards
Below Average      Project failed to meet expectations
Poor              Project is unacceptable

Comments and/or observations: (attach on back side of this page)

________________________________________________________________________
Agency Supervisor                   Date               Intern                                                Date
(not needed if emailed to Academic University Supervisor)
Agency Supervisor’s Final Evaluation of Intern’s Performance
Leisure Studies Program- Child Life Emphasis
The University of Iowa

This Evaluation is to be completed by the Agency Supervisor and discussed with the Intern prior to submission to the University Supervisor.

Intern Name ____________________________________________________________

Agency ____________________________   Agency Supervisor ____________________________

Based on the intern’s performance during the entire internship, rate the student on the competencies listed below. Please use the following scale and place the appropriate number in the space provided before each statement. Then, please provide written comments and/or observations about the intern’s performance. Thank you.

NA = Not Applicable   2 = Improvement Needed   4 = Good
1  = Unacceptable   3 = Average   5 = Superior

Knowledge Competencies

_____ Objectives: Based on the job description of the intern position, the intern met specified criteria and fulfilled the Agency’s goals as outlined.

_____ Intern’s Goals and Project: Intern’s progress toward goal attainment and project completion was appropriate.

_____ Application of Knowledge: Applied previously learned academic content to the work setting.

_____ Processing: Actively applied assessment, planning, implementation, and evaluation steps to work assignments.

_____ Organization Skills: Displayed ability to analyze complex situations and problems to systematic knowledge and took appropriate courses of action.

_____ Technical/Clinical Skills: Demonstrated appropriate development of technical and/or clinical skills.

_____ Leadership Skills: Demonstrated appropriate development of the ability to supervise, to lead and direct people, programs, and/or resources.


Interpersonal Competencies

_____ Oral Communication: Communicated ideas and feelings to others in easily understandable fashion. Oral communication was clear and effective.

_____ Written Communication: Presented clear, concise, and thorough written work. Grammar and spelling were appropriate.

_____ Empathy: Displayed empathy toward clients, supervisors, coworkers.

_____ Respect: Demonstrated respect and tact with clients, supervisors, and coworkers.
Professional Attitudes and Behaviors

_____ Professional Attitude and Behavior: Intern displayed positive, optimistic and constructive attitude. Remained calm and composed, especially in times of strain and anxiety.

_____ Adaptability: Adjusted to new situations, new clients, new staff, changes in assignments.

_____ Creativity: Displayed imagination, ingenuity, creativity with common sense.

_____ Motivation, Enthusiasm, Initiative: Demonstrated motivation and enthusiasm for work responsibilities, and initiative when appropriate.

_____ Time Management: Demonstrated desirable work habits (e.g., consistently on time, reliable, completes assignments in efficient manner).

Professional Judgment

_____ Professional Judgment: Analyzed situations and made appropriate comments, advice and decisions in relation to the goals of the Agency.

_____ Constructive Criticism: Accepted constructive criticism.

_____ Supervision: Sought/accepted direct and indirect supervision when appropriate.

_____ Ethics: Followed ethical standards of the profession and the Agency.

General Comments and/or Observations:

My attitude toward retention of this student for my staff, if a position were available, is as follows:

_____ Particularly wish to retain
_____ Pleased to retain
_____ Satisfied to retain
_____ Prefer not to retain

Please supplement the above rating with a brief narrative statement noting characteristics or abilities that will particularly qualify, or problems that will affect the student for the profession. Thank you.

Agency Supervisor Signature          Date          Intern Signature          Date
(not needed if emailed to Academic University Supervisor)