



Dear Prospective Practicum Student,

Thank you for your interest in the Child Life practicum at Mercy Kids Springfield. Our program is designed to help students from the fields of Child Life, Child Development, Early Childhood Education, Psychology, or related fields of study who are pursuing Child Life certification. The Child Life Practicum at Mercy Kids Springfield is offered during the summer session and works to familiarize students with the hospital setting and prepare students to excel in a Child Life Internship.

Each practicum student shall complete a minimum of 150 hours. The practicum may consist of more hours depending on the university’s requirements. The practicum program involves a variety of clinical experiences, including observing a Certified Child Life Specialist providing pre-operational teaching, distraction during medical procedures, parental education, and developmentally appropriate stimulation for patients.

Mercy Kids Springfield consists of a twenty-eight-bed pediatric floor, eight bed Pediatric Intensive Care Unit (PICU), Pediatric Outpatient Services (POPS), Emergency Department and the St. Jude Affiliate Clinic. Child Life also responds to consults on other units throughout the hospital when referrals are received.

The graph below indicates application, offer, and acceptance deadlines. *

| Internship Session | Application Deadlines | Initial Offer Deadline | Initial Acceptance Deadline |
|--------------------|-----------------------|-------------------------------------|-----------------------------|
| Summer | January 15 | 4 th Tuesday of February | Following Wednesday |

*In cases where a deadline falls on a U.S. national holiday, the recommended offer and acceptance dates will be adjusted to the following day.

A completed application consists of the following:

1. Typed Application Form
2. Professional Resume
3. University Objectives (if completing for course credit)
4. Official/Unofficial Transcripts
5. Two ACLP Common Recommendation Forms

**Please note that letters of reference must be returned in a sealed envelope and should be completed by any of the following: a college/academic professor, a professional who can speak to your work quality/ethic, a Child Life Specialist with whom you have worked with while volunteering.

Your application will not be processed if you fail to follow these practices:

1. Submit all required documents (application, signed/sealed references, transcripts, etc.) in one envelope.
2. Remove all staples and paperclips.
3. Correctly follow all application instructions.
4. Do not include additional items; however, a cover letter is acceptable should you choose to submit one.
5. Envelope must be postmarked by the Association of Child Life Professionals deadline.

Completed applications should be mailed to the following address:

Child Life Department – 1H
Mercy Kids Springfield
1235 East Cherokee Street
Springfield, MO 65804

Thank you again for your interest in the Child Life Practicum at Mercy Kids Springfield. After applications are reviewed and interviews are completed, a selection will be made. Please contact us at 417-820-3457 or Jordan.Hall@Mercy.net if you have any questions.

Thank you,

Mercy Kids Child Life Services