

**Incarnation Children's Center
Creative Arts Therapy / Child Life Graduate Internship
Internship Responsibilities and Contract**

- ❖ Internships will involve a minimum of twenty hours per week for a period of nine months, unless otherwise noted. Two weeks vacation will be permitted during the nine month period.
- ❖ Interns are expected to be on time on scheduled days, unless arranged previously by supervisor.
- ❖ Individual supervision will be provided one hour weekly with a registered art therapist/certified child life specialist.
- ❖ Interns will regularly attend interdisciplinary rounds and meetings.
- ❖ Interns will plan and lead/co-lead a minimum of four art therapy/recreation therapy groups per week, which will include a variety of activities and level of functioning.
- ❖ Interns will work with individual patients as assigned, as necessary, and as appropriate.
- ❖ Interns will be responsible for daily statistics of assigned groups, one weekly chart note and one weekly process note to be submitted to supervisor for review.
- ❖ Interns will be expected to submit additional weekly assignments in a timely fashion, as assigned and appropriate. (Child Life only)
- ❖ Interns will be required to work with interdisciplinary staff and supervise volunteers.
- ❖ Interns are required to read all clinical and training material as assigned by supervisor.
- ❖ All incoming interns will secure liability insurance (if not provided by school) and will submit prior to start date.
- ❖ Interns are expected to dress and act professionally and observe institution's rules and regulations.
- ❖ Interns will contribute to the organization and maintenance of supplies.
- ❖ Interns will successfully complete a one-month probation period, and will receive mid-year and year-end evaluations as required by school.

I have read and agreed to the above requirements.

Intern's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____