



Saint Joseph's *Children's* Hospital
MINISTRY HEALTH CARE

MARSHFIELD, WISCONSIN

Dear Prospective Practicum Student,

Thank you for your interest in our Child Life Practicum program at Ministry Saint Joseph's Children's Hospital! **NOTE: The practicum experience is only offered to college students in Junior standing that have taken Child Development and/or Child Life Theory course work.** You will find the application for this program on our website, under 'Child Life Practicum'. Please fill it out and mail it back to me on or before May 15th (for Summer Practicum-August) or September 15th (for Winter Practicum-January). The August and January practicum will run the FIRST two full weeks in their perspective month. Upon receipt of your application, I will call you to set up an interview. If you are accepted as a practicum student, housing will be provided free of cost across the street from the hospital.

After I have completed the interviews the top candidate will be chosen. If you are chosen, you will need to go to the following link:

<http://www.ministryhealth.org/MinistryHealth/Careers/StudentAffiliations.nws>

At this site you will see the Requirements form, which includes your health work requirements. Please take a look at the health work requirements. If you do not currently have documented records of the health requirements you will need to get them done right away. We request that we have the health work at least three weeks in advance of the experience. Receiving the results of the health work will depend on whether or not you will be cleared for the experience once offered.

You will also find a link to a brief online application for you to fill out and a link to a computer based training. You will need to complete these upon acceptance. Laura Bart, Student Affiliations Coordinator, will then contact you to let you know if you have been cleared. She is also the one that you will need to submit your health work documents to. You can fax the health work to: (715) 343-3219 or scan and e-mail to her. You can find her e-mail information at the link above.

If you have any further questions please feel free to contact me at 715-387-7361. I look forward to speaking with you soon!

Heidi Giese, BS, CCLS, CTRS, CIMI
Child Life Manager