

Music Therapy Internship Fact Sheet

Harmony Music Therapy



749 W Center Street
Midvale, UT 84047

Internship Fact Sheet

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Part I – Internship Capacity & Application Cycle

Harmony Music Therapy (hereafter referred to as HMT) offers four clinical internships each year, with interns starting every three months. All internship applications are due six months in advance of the internship start date. Upon receiving an intern application, the Internship Director (hereafter referred to as ID) will review and contact the intern applicant within one month after closing the application cycle. The internship dates and terms are as follows:

January – June Internship:

Accepting applications from April 2-July 1

Intern application deadline July 1. ID will contact the intern applicant by July 15 to schedule an interview.

Interviews will be completed by August 15

Decision will be made for intern acceptance by September 1

April – September Internship:

Accepting applications from July 2-October 1

Intern application deadline October 1. ID will contact the intern applicant by October 15 to schedule an interview.

Interviews will be completed by November 15

Decision will be made for intern acceptance by December

July – December Internship:

Accepting applications from October 2 - January 1

Intern application deadline January 1. ID will contact the intern applicant by January 15 to schedule an interview.

Interviews will be completed by February 15

Decision will be made for intern acceptance by March 1

October – March Internship:

Accepting applications from January 2 - April 1

Intern application deadline April 1. ID will contact the intern applicant by April 15 to schedule an interview.

Interviews will be completed by May 15

Decision will be made for intern acceptance by June 1

Internship Director (ID):

Jaycie Voorhees, MM, SCMT, MT-BC
Executive Director, Harmony Music Therapy, LLC
801-200-3273
info@harmonymusictherapy.com

Direct Supervisor (DS):

Allison Stratman, SCMT, MT-BC
Clinical Director, Harmony Music Therapy, LLC
Neurologic Music Therapist
allison@harmonymusictherapy.com

On-Site Supervisors (OSS):

Siqi Li, MM, SCMT, MT-BC
Neurologic Music Therapist
Harmony Music Therapy, LLC
801-839-4665
siqi@harmonymusictherapy.com

Berlin Edwards, SCMT, MT-BC
Harmony Music Therapy, LLC
Internship Supervisor
berlin@harmonymusictherapy.com

Sarah Wilson, SCMT, MT-BC
Harmony Music Therapy, LLC
Internship Supervisor
sarah@harmonymusictherapy.com

Part II – Overview of Internship Setting

Our mission at Harmony Music Therapy is to use music therapy to value, honor, and celebrate human life through music.

Every client and group with whom the intern works will center around this basic foundation, and the intern will be encouraged to develop skills that help maximize this effort for the good of their clients.

Harmony Music Therapy has been serving special needs and mental health populations in Utah for over 10 years. We serve clients in Cache, Davis, Salt Lake, Utah, and Washington County. We partner with various facilities and agencies to bring music therapy to those who need it most. Some of these partnerships include collaborative services with Speech and Occupational Therapists at ABA clinics, mental health groups, and music therapy groups for children in

schools and preschool programs. We also contract with private schools, treatment centers, and day programs.

All of our music therapists are Board Certified and uphold the MT-BC credential.

Populations we serve include:

- Individuals with Physical and/or Intellectual Disabilities
 - Private clients @ HMT Clinic
 - Utah Schools for the Deaf and Blind
 - Private clients with Autism, Down Syndrome, Speech delay, and other developmental delays in various locations
 - Group homes and day programs for adults with Autism & other special needs
 - Early Intervention programs
- Children
 - Head Start Preschools
 - Other preschool settings
- Behavioral Health
 - Behavioral hospital with teens and adults with suicidal ideation, depression, anxiety, substance abuse
 - YWCA: Women and children who have experienced domestic violence
 - Residential Treatment Centers for youth
 - The Children's Center Therapeutic Preschool
- Neurologic Rehabilitation
 - Day program for adults with brain injury
- Hospice

Music therapy interns will have opportunities to work with several different populations. Interns will run both individual and group sessions. Sessions are generally done on-site with our various contracts or in our clinic space located in Sandy, UT.

All sessions are documented by interns into our documentation record system which the internship supervisor will review. In addition, interns will have the opportunity to collaborate with other music therapists. HMT has an extensive collection of musical instruments and session materials, which the music therapy interns will have access to.

Midvale Clinic

HMT has a clinic space located in Midvale, Utah. The space is used for individual sessions as well as small group sessions. The clinic includes many instruments and other session materials. There is also a small work area that can be used for documenting and session planning.

Part III: Overview of Internship Clinical Training

At Harmony, we believe that every intern needs the opportunity to challenge themselves, apply current knowledge to real life situations, and develop humility that their learning process is life-long. We aim to provide a positive atmosphere with ample support, helpful feedback, and inclusive leadership. Interns will learn to not only question themselves, but also to trust themselves as they apply knowledge, make mistakes, and try again. Supervisors will serve as mentors and guides for budding therapists who will be highly qualified and ready to step into the professional world by the end of their studies. We encourage interns to stay committed to learning, and to always respect the lifelong growth process that comes with this work.

HMT interns may work 5 consecutive days per week between Monday-Saturday, 9:00 a.m. – 6:00 p.m, however, hours outside these times may be required based on current contract or for special events and learning opportunities. These hours will be scheduled in advance with the intern. If you have specific needs around your working hours (e.g. outside job), this should be communicated and arranged as much as possible prior to your internship beginning.

Scheduling accommodations will be made on a case-by-case basis. Our music therapy internship requires a total of 1040 hours. Combined with the 160 hours earned in practicum, this will total 1,200 hours of clinical training.

Internship includes the following:

- Orientation
- Music therapy direct service hours (minimum total of 450 hours by the end of internship)
- Documentation
- Staff and in-service meetings
- Self-awareness and professional growth
- Formal/informal observation and constructive feedback
- Supervision
- Administration
- Special requirements/case studies/projects

Interns are also permitted 40 hours (5 days) of personal leave. If more time is needed/requested by the intern, the hours will need to be made up that month or the time will be added to the end of internship which may extend the internship end date.

Orientation:

The internship begins with two weeks of orientation. Topics to be covered will include:

- Clinic use and policies
- Various facility/school policies
- Specific departmental procedures
- Security
- Safety procedures
- Client's rights
- Confidentiality and privacy
- Infectious disease control

- Zero harm safety techniques
- Music therapy procedures

It is expected that the intern will become familiar with and adhere to all appropriate policies and procedures including the HMT Employee Handbook. As needed the intern will tour various facilities and shadow the music therapy staff. Upon conclusion of orientation, the intern will sign a verification form as proof of receiving materials and of knowing the expectations of the music therapy internship.

Music Therapy Experiences:

Our mission at Harmony Music Therapy is to use music therapy to value, honor, and celebrate human life. Every client and group with whom the intern works will center around this basic foundation, and the intern will be encouraged to develop skills that help maximize this effort for the good of their clients.

Monthly Objectives:

Please refer to the [HMT Internship Monthly Objectives](#) for a detailed list of monthly requirements and duties to be completed by the intern.

Documentation:

Documenting is to be completed following each session and will be signed off by the supervising music therapist. If the schedule does not allow documentation time after each session (i.e. back-to-back sessions), the intern will complete all necessary documentation by that corresponding Friday at 5pm. The intern will write music therapy objectives which support the therapy goals established for the client; report assessment; create daily session plans and collect data; make informal reports; and document progress notes.

The intern will begin writing goals, objectives and documentation notes in the first month with assistance. By the end of month three, the intern will be documenting independently, however, the corresponding music therapist will always review and co-sign the intern's documentation.

Staff and In-Service Meetings/Intern Symposia:

The music therapy intern will be involved in: biweekly group supervision team meetings, biweekly clinical team meetings, and bimonthly jam nights to develop music skills and community.

Self-Awareness and Professional Growth:

Throughout the six-month term of internship, the intern will be required to:

- Complete a weekly journal entry depending on the topic of the week, which will be provided by the Clinical Supervisor.
- Complete Gretchen Rubin's: "The Four Tendencies" Test
 - Found [HERE](#)
- Practice and improve musical skills and increase repertoire.
- Conduct one presentation (~30-min) to the HMT Team regarding your Case Studies
- Engage and participate in weekly team meetings.

Additionally, the DS will encourage the intern to attend the annual AMTA national conference,

the spring Western Regional Music Therapy conference and Utah Association of Music Therapy conferences in order to learn new skills, refine current skills and develop a pattern of continuing education as professional music therapists. They will also be asked to attend a minimum of 2 outreach events during the internship to practice advocating for music therapy at a tabling event or presentation. These events may include conferences with related professionals, resource fairs, and/or community events.

Interns will engage in ongoing informal supervision and weekly formal supervision throughout the duration of their internship. Interns will have the opportunity to work with at least 4 music therapists that are a part of the HMT team and will be assigned a direct supervisor for the duration of their internship.

Informal Observation and Constructive Feedback:

The intern will receive informal feedback from the music therapy team. Informal feedback will be provided regularly after all music therapy sessions. Informal feedback may include strengths, weaknesses, therapeutic skills, and ability to integrate past feedback into music therapy sessions. All feedback will be constructive, emphasizing suggestions for improving effectiveness as a professional board-certified music therapist.

Formal Supervision:

The supervisor will schedule and meet with the intern for a minimum of one hour per week for formal, individual supervision. Supervision may include discussion of: weekly journal entry, intern progress, strengths and weaknesses, current clinical challenges, personal and professional growth, documentation, and paperwork.

The intern will also be asked to identify **one monthly goal, as well as weekly goals of the following: one clinical goal, one musical goal, and one personal goal** at each supervision which will then be discussed at the following supervision meeting. If necessary, time in addition to the one hour each week may be scheduled.

SPECIAL REQUIREMENTS:

Internship requires completion of one case study (see below) and your choice of another final project (2-4):

1. **Individual and Group Case Study (5-10 pages in length each):** Due no later than 2 weeks prior to the end of internship ([See here](#) for additional information on Case Study)
 - Two Case Studies on the following:
 - An in-depth study with one client
 - An in-depth study with one group
 - The following format is suggested:

Note: Highlighted portion should be researched and completed at the BEGINNING of the case study process, and completed prior to the end of the 4th month of internship.

 - I. BRIEF LITERATURE REVIEW – Lit review on client diagnosis
 - A. Basic characteristics of the diagnosis, and common needs
 - B. Other music therapy approaches, if any, which have been documented with this population

- II. CLIENT HISTORY
 - A. Diagnosis, description, age, sex, etc.
- III. BRIEF HISTORY OF CLIENT
 - A. Family/personal background, significant life experiences, career, etc.
- IV. TREATMENT AIMS
 - A. What you hope to accomplish with music therapy
- V. INTERDISCIPLINARY
 - A. Other professionals working with the client
- VI. MUSIC THERAPY SERVICES
 - Goals and Objectives
 - Treatment Procedures (include a rationale for the procedures/intervention)
 - Evaluation Procedures
 - Termination/Referral Procedures
 - Results (include graphed data)
- Presentation on Case Study will be given to the HMT team no later than 1 week prior to the end of internship
 - Prepare and present a short presentation (~30 minutes) to the Harmony team on your case studies and results. Presentation should include handouts and a music example/experiential to demonstrate at least 1 intervention you implemented within each case study.

2. **Research Project Proposal:** Due no later than 1 week prior to the end of internship
- A proposal for research within an area related to clientele on the intern's caseload
 - Minimum requirement for the student is the written proposal, however opportunity for implementation pending supervisor approval
 - The following format is suggested:
 - ABSTRACT – Summary of research project
 - INTRODUCTION/LITERATURE REVIEW – Summarize current research on selected topic
 - METHODS & MATERIALS – Explain the methodology for the proposed research project, including:
 1. DESIGN – describe the type of research design you will use, whether controlled randomized trial
 2. PARTICIPANTS – describe who will participate in the research study, including their diagnoses, age, needs, etc.
 3. PROCEDURE
 4. MEASURES – describe how you will collect and evaluate data

All projects will require:

1. Supervisor approval (by month 3 of internship)
2. APA writing style (consult with supervisor for project headings)
3. Minimum of 10 references
4. Minimum of 5 pages
5. Final formal presentation on the two selected assignments
6. Due by their corresponding times listed above

Internship requires completion of a Final Presentation:

- a. Interns will be given 30 minutes for case-study presentation

Part IV – Overview of Internship Living Arrangements

<u>Housing</u>	The intern will be responsible for obtaining personal housing. Please consider travel to various sites and the Sandy clinic.
<u>Meals</u>	No meals are provided.
<u>Stipend</u>	There is a \$570.00 (total) stipend paid in monthly increments of \$95
<u>Transportation</u>	You will be required to be able to travel to the Sandy clinic as well as various sites, including Salt Lake, Davis, and Utah Counties.
<u>Liability Insurance</u>	Intern will be added to the Harmony Music Therapy policy during the time of their internship
<u>Admin Requirement</u>	Criminal background check & drug test as required by facilities

Part V – Overview of Expectations of Intern Performance

Students accepted into the HMT internship will be expected to:

- Comply with all policies and procedures of their university, and HMT.
- Complete a total of 1040 training hours, with at least 450 being direct hours.
- Complete all clinical training requirements, including observation, assessment, planning, implementation, documenting, and evaluating direct music therapy services for clients in both group and individual sessions.
- Independently complete all writing requirements (such as weekly journals, daily session plans, data collection, midterm and final evaluations), assigned reading, and case studies by their corresponding deadlines.
- Attend scheduled in-services and meetings.
- Make a minimum of two music therapy presentations.
- Submit for DS approval of a special project of the intern's choice by the end of month four of the internship.
- Conduct and complete case study and final project.
- Submit a three-month report to the intern's university and DS by the end of the third month.
- Submit a final evaluation and site evaluation report to the intern's university and DS by the end of the internship.
- Notify DS of scheduling or assignment conflicts and request approval for changes.
- Discuss concerns, difficulties, and successes with the supervisor throughout the entire internship.
- Interact with students/interns, parents, clients, families, staff and other professionals in a manner consistent with the AMTA Code of Ethics.
- Conduct yourself in a manner that meets and/or exceeds the AMTA Professional Competencies

Part VI – Intern Candidate Criteria for Consideration – strong music skills required

1. Internship candidates must be able to demonstrate each of the following music skills:
 - a. Guitar: Variety of finger picking and strumming styles, basic understanding of guitar theory, and basic improvisation.

- b. Keyboard: Basic composing skills and basic improvisation skills.
 - c. Voice: Sing on pitch, in rhythm, with appropriate volume and with lyrics articulated clearly.
2. Internship candidates are required to demonstrate the following therapeutic knowledge:
 - a. Music styles and repertoire appropriate for the population.
 - i. See [HERE](#) for the Recommended Repertoire List
 - b. Basic influences of music on attitude, mood, motivation, and behavior.
 - c. Basic human body structure, function, medical terminology, and physical and mental health disabilities.
 3. Internship candidates must be able to demonstrate a basic ability to perform each of the following therapeutic abilities:
 - a. Knowledge of music therapy approaches and techniques.
 - b. Assess client's strengths, weaknesses, and possibilities.
 - c. Develop appropriate music therapy goals and objectives.
 - d. Plan and implement group and individual music therapy sessions.
 - e. Prepare and implement age-appropriate interventions for children, teens, and adults.
 - f. Write patient objectives in observable-behavior terms.
 4. Candidates must possess the following professional abilities:
 - a. Speak and write effectively and professionally
 - b. Follow directions and seek assistance when needed
 - c. Maintain professional demeanor and appearance at all times
 - d. Be open to constructive feedback and support
 - e. Demonstrate effective communication skills with all supervising therapists

Intern Candidate Finalist Interview

Finalists in the intern candidate process will interview with the music therapy team either in person on-site (preferred for in-state candidates) or virtually (preferred for out-of-state candidates). In addition to interview questions please have guitar and keyboard available. In-person interviews at the Sandy clinic will have access to a guitar and keyboard as needed.

Intern Candidate Checklist

The intern candidate must complete and return the following form with the application package.

My initials before each of the following topics described in the HMT Internship Application signify that I have read the section and have no questions about the information or the requirements made of me. I further understand that it is my responsibility to initiate questions, should I require future clarification.

INITIALS

- _____ Part I Internship Capacity & Application Cycle
- _____ Part II Overview of Internship Setting
- _____ Part III Overview of Internship Clinical Training
- _____ Part IV Overview of Internship Living Arrangements
- _____ Part V Overview of Expectations of Intern Performance

_____ Part VI Intern Candidate Criteria for Consideration

I agree to fulfill the performance requirements of the Harmony Music Therapy Internship.

Intern Signature

Date