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Part I | Application Inventory

This internship application consists of twelve parts distributed over ten pages. Please be certain that you have the entire application, enumerated below, before you begin the application process.

Part I Internship Application Inventory

Part II Internship Capacity

Part III Overview of Internship Settings

Part IV Overview of Internship Clinical Training

Part V Overview of Internship Living Arrangements

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Part VII Intern Candidate Criteria for Consideration

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Part II | Internship Capacity

Music 4 Life Inc. (hereafter referred to as **M4L**) offers three clinical internships each year, as follows:

One internship during term September-through-February

One internship during term January-through-June

One internship during term June-through-November

Part III | Overview of Internship Settings

M4L is a for profit corporation that provides contractual services in Clark County, Nevada, which, according to census, has a population of approximately two million two hundred thousand. Current service contracts span a 10-mile radius from our South Rainbow offices on the Solutions Wellness Campus. **M4L** serves adults through our public wellness center, private music therapy clinic and adult patients on and off-site at three addiction in-patient treatment centers.

Music Therapy Experiences

M4L Internship Director (hereafter referred to as **ID**) currently provides music therapy services in private music therapy. On occasion, **M4L** provides team in-services and team support sessions.

Approximately 100 percent of the **ID**'s time is spent providing services on-site and at two other clinical settings of American Addiction Centers. The **ID**'s caseload in the addiction treatment settings consists of serving adults, one-on-one and in small and large groups. The adults served have a wide variety of disabilities or mental health issues, including physical impairments, anxiety, depression, grief and anger.

In addition to the addiction clinical settings, the ID provides training workshops and seminars covering topics in wellness, community-building, and stress management for health-care professionals, educators, and corporate clients in and outside of Nevada. The ID will encourage interns to participate in and co-facilitate these outreach activities.

Music Therapy Sessions

Addiction: One-on-One (1:1) and Group Music Therapy

The primary focus is on improving current functioning levels to increase quality of life and to avoid relapse. M4L serves over 150 patients weekly in this setting, with group sizes up to thirty patients with 55 to 90-minutes of direct contact per group, and up to 45-minutes 1:1.

Therapeutic interventions include using music to facilitate a patient's engagement; reminiscing; reinforcing physical goals, i.e., range of motion for physical impairments; increasing oxygenation; increasing expression of thought and emotion; improving emotional regulation and coping strategies.

Music therapy interventions are selected based upon established addiction topics, realistic clinical expectations, specific music therapy objectives, and music therapy assessment results. Music is provided in a group session in the day treatment environment at three locations. Each music therapy session provides an opportunity for patients to develop or reconnect with coping strategies through singing, playing instruments, listening to music, moving to music and creating music. Music is used to 1] provide patients with opportunities for success and self-expression, 2] develop new musical and non-musical skills and 3] provide a structured environment for self and group work.

Library and Research Services

The primary library services available to music therapy interns include the materials available through the Clark County Library System and a M4L music therapy collection, comprising more than 50 titles in music therapy and related fields, including all journals published by the American Music Therapy Association (hereafter referred to as AMTA). Additional library services are available at local university libraries—College of Southern Nevada and University of Nevada Las Vegas—both within 30-minutes' driving time from M4L.

The nearest music therapy university programs operate at California State University in Northridge, California, or Arizona State University, Tempe, in Phoenix, Arizona, about five hours west or south, respectively, of Las Vegas.

Part IV | Overview of Internship Clinical Training

M4L clinical training internship requires a total of 1040 hours, or until all AMTA competency requirements have been met, divided as follows:

- 80 hours orientation (or 8% of total hours)
- 470 hours music therapy experiences (or 45% of total hours)
- 43 hours recording progress (or 4% of total hours)
- 30 hours team and in-service meetings (or 3% of total hours)
- 104 hours self-awareness and professional growth (or 10% of total hours)
- 26 hours formal/informal observation and constructive feedback (or 2.5% of total hours)
- 26 hours supervision (or 2.5% of total hours)
- 183 hours administration (or 17.5% of total hours)
- 78 hours special requirements (or 7.5% of total hours)

Orientation: 80 hours

The internship begins with M4L orientation, conducted by the ID and area-specific personnel. Topics to be covered include policies, specific departmental procedures, security, hazardous materials, fire safety procedures, patient rights, confidentiality, and infectious disease control. It is expected that the intern will become familiar with and adhere to all appropriate policies and procedures. The intern will tour facilities in general and the areas specific to music therapy and will formally observe adjunct therapy professionals. Orientation consists of the following divisions:

50 hours	M4L ID, clinical team and patients at each contractual site
3 hours	Review of AMTA Standards of Practice, AMTA Organizational Structure, AMTA Code of Ethics and Clinical Training Guidelines
2 hours	M4L policies and procedures, including a signed agreement to be in compliance with M4L’s team handbook, and submitting to a drug test.
25 hours	Online American Addiction Centers “AAC” compliance courses

Upon conclusion of orientation, the ID will ask the intern to sign a verification form as proof of having received materials and of being made aware of the expectations of the music therapy program.

Music Therapy Experiences: 470 hours (over six months)

Music Therapy Experiences are clinical assignments for individual and group sessions, plus charting, in addition to other areas identified within each following month detail.

- Interns are encouraged to have their own guitar, and music instruments are available for check out, or are located at contracted sites. It is the intern’s responsibility to adhere to the instrument care policy in the Team Handbook.
- A personal computer will be checked out that is the property of AAC-Desert Hope. It will remain at the office or used at an AAC site.
- Charting is to be completed within 12 hours of each session and will be signed off by the ID whenever possible. Samples of acceptable writing will be available for intern to review and utilize.

Month One

The intern will observe, participate in and co-lead individual and group music therapy sessions. The intern will be leading during the first month. After demonstrating sufficient patient-interaction skills and therapeutic leadership ability, the intern will gradually assume more responsibility for independent planning, implementing and charting therapy sessions.

Months Two and Three

The intern will assume total responsibility for preparation, implementation, and documentation of clinical assignments by the end of the second or third month, depending upon the intern’s readiness to assume these responsibilities. Interns will identify specific long-term and short-term goals to be addressed or refined during the internship. This will include forms and procedural aspects of signing off. In addition, the intern will choose a patient for personal case study and also begin the special project by the end of the third month.

Months Four and Five

The intern will also work on a special project that reflects the intern’s specific interests, as well as continued clinical experiences at assigned sites.

Month Six

The intern will complete and submit the special project to the ID no later than the fourth week of the sixth month of internship. The intern also will complete all other assigned work; improve/refine crisis management skills; refine counseling techniques with patients; and show improvement in targeted skills related to direct services for patients.

Recording Progress: 43 hours

The intern will devote approximately 20 minutes each day to documentation of clinical training hours itemized in a spreadsheet to be shared with ID weekly during supervision meetings.

Team and In-Service Meetings/Symposia: 30 hours

Intern attendance is mandatory at all M4L and contracted site(s) team development and fire and safety in-services. The intern will have an opportunity to participate in treatment center in-services and team meetings. In addition, interns and the ID are involved in a bi-monthly symposia devoted to the Music Medicine protocol training, reading discussions, patient highlights, challenges, successes, etc.

Self-Awareness and Professional Growth: 78 hours

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

- 1) maintain a daily journal to include the following: experiences, feelings, personal insights, and insight in-to others. The intern will be expected to analyze and evaluate music therapy groups and 1:1 sessions conducted by self and others and to discuss these evaluations with the ID.
- 2) complete a series of assigned mandalas.
- 3) practice and improve personal musical skills and to increase personal repertoire of both music and music therapy interventions.
- 4) conduct at least two presentations on music therapy, at some health care facility or in the community.
- 5) read and discuss with the ID Music Medicine training (prerequisite: Music Medicine Boot Camp and Sound of Healing book) along with books on a recommended list. Discussions help interns to identify principles and ideas presented in these books and to review how these principles can be applied individually.
- 6) regularly share in observation and feedback sessions with the ID.

Additionally, the ID will encourage the intern to attend all professional conferences available during the duration of the internship. This includes the annual AMTA national conference and the spring Western Regional American Music Therapy Association (WRAMTA) conference, in order to learn new skills, refine current skills, and to develop a pattern of continuing education as a professional music therapist.

Internship also includes time to attend one Las Vegas-based in-service or workshop per month, to help satisfy the required total hours. However, intern attendance at in-services not already required by **M4L** must receive ID approval prior to the event.

Formal/Informal Observation and Constructive Feedback: 26 hours

The ID will provide the intern with formal or informal observation at least one hour each week. Discussion will follow each observation, and feedback will include mention of the intern's strengths, weaknesses, therapeutic skills, and personal assimilation of past evaluations. All feedback will be constructive, emphasizing suggestions for improving effectiveness as a professional music therapist. Sessions may be videotaped periodically, and intern interaction with team will be observed informally on an on-going basis.

Supervision: 26 hours

The ID will schedule and meet with the intern one hour per week. Each weekly consultation may include discussion of the Music Medicine protocol, any appropriate topics, including intern progress, intern professional areas requiring strengthening, methods of dealing with situations and patients, music therapy marketing strategies, new program development, personal and professional growth, documentation and paperwork. If necessary, time in addition to one hour each week may be scheduled. ID or MT-BC supervision also will follow the intern's group observation and intern-conducted individual treatment sessions.

Administration: 183 hours

Interns will learn and be assigned various administrative responsibilities required by M4L, including daily patient record keeping, public wellness program delivery, organizational structure, quarterly reports, music therapy instrument maintenance, and ordering materials and supplies.

Special Requirements: 78 hours

Internship requires completion of each of the following three projects:

- 1) One case study.
- 2) One plan and implementation for a special activity for one assigned facility.
- 3) One special project of the intern’s choice, approved in advance by the ID, complying with all of the following:
 - i) Be related to some application of music therapy within the private practice setting
 - ii) Be ten pages minimum length and computer typeset using double line-spacing
 - iii) Use correct grammar, punctuation, and spelling
 - iv) Use writing style guided by the Publication Manual of the American Psychological Association
 - v) Include a bibliography

Examples of projects include writing an article suitable for publication in a professional journal; creating a topic-specific manual; developing/implementing a community in-service project; initiating a grant or proposal (i.e., treatment plan, budget, list of equipment needs, needs determination of staffing and space and hypothetical service delivery schedule); or developing a pilot program.

- 4) The intern may also be required to complete the CBMT self-assessment to help prepare for the board certification exam, or other special projects required by the intern’s university.

Part V | Overview of Internship Living Arrangements

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| Housing | The intern will be responsible for procuring personal housing. M4L can assist in locating housing, if desired. |
| Insurance | The intern will be responsible for personal insurance coverage. The facilities neither require nor provide Workman’s Compensation. M4L recommends Seabury & Smith (through AMTA) liability insurance. We also strongly encourage interns to purchase at least short-term catastrophic medical coverage from a provider of choice. |
| Meals | The intern will be responsible for providing personal meals. Desert Hope Treatment Center may offer one free meal daily. |
| Stipend | The intern is not guaranteed a stipend. However, every effort will be made to secure grant support and/or part-time work. Any part-time work secured cannot interfere with intern’s ability to participate fully in the internship requirements, or the time will be extended beyond the six months to complete the full 1040 hours. |
| Transportation | The intern must have a vehicle, since travel required by M4L contracted services is an integral part of the internship. The internship offers mileage reimbursement in lieu of a stipend. |

Part VI | Overview of Expectations of Intern Performance

Students accepted into the M4L internship program will be expected to:

- 1) comply with all M4L policies and procedures.
- 2) complete a total of 1040 training hours, which will include orientation attendance, tours of M4L contracted facilities, M4L Music Medicine training, observation of other team members.

- 3) complete all clinical training requirements, including observation, assessment, planning, implementing, documenting, and evaluating direct music therapy services for patients in both group and individual sessions.
- 4) complete all writing requirements (such as daily journals, daily session plans, data collection charts and graphs, midterm and final evaluations), assigned readings, and case study.
- 5) attend scheduled in-services and meetings as arranged by the ID.
- 6) make a minimum of two music therapy presentations, one of which should be an in-service of between 30 and 60 minutes' duration. Composed, formatted, and printed for audience distribution, the in-service should include each of the following:
 - i) Working definition of music therapy
 - ii) Outline of how music therapy can benefit a patient
 - iii) Description of services delivered, including assessment, planning, implementation, evaluation, documentation
 - iv) Discussion of the music therapist role in the treatment process
 - v) Sample session plan, including goals, objectives, and corresponding therapeutic interventions
- 7) submit for ID approval a special project topic of the intern's choice by the end of the eighth week of internship.
- 8) submit for ID review the intern special project outline by the end of the tenth week of internship.
- 9) submit to ID the completed intern special project two weeks prior to the end of the internship.
- 10) notify ID of scheduling or assignment conflicts and request approval for changes.
- 11) discuss concerns, difficulties, and successes with the ID throughout the entire internship.
- 12) interact with patients, families, team, and other professionals in a manner consistent with the AMTA Code of Ethics.

Part VII | Intern Candidate Criteria for Consideration

- 1) Internship candidates must be able to demonstrate each of the following musical skills:
 - i) Conducting cue to begin, end, increase and decrease tempo in order to lead an ensemble or sing-along
 - ii) Guitar play I, IV and V7 chords and transpose in the keys of C, D, E, G, and A
 - iii) Keyboard sight-read music and perform a simple improvisation
 - iv) Voice sing on pitch, in rhythm, with appropriate volume and with lyrics articulated clearly
- 2) Internship candidates must be able to prove the following therapeutic knowledge:
 - i) Music styles and repertoire appropriate for multiple populations
 - ii) Influence of music on attitude, mood, motivation, and behavior
 - iii) Human body structure, function, medical terminology, and physical disabilities
- 3) Internship candidates must be able to demonstrate ability to perform each of the following therapeutic interventions:
 - i) Assess patient strengths, weaknesses, and potential
 - ii) Formulate appropriate music therapy goals and objectives
 - iii) Plan and implement group and individual music therapy sessions, indicated by field work experience
 - iv) Prepare and initiate culturally-appropriate music interventions for adults
 - v) Identify instrument needs and remain willing to adapt instruments and interventions to patient needs
 - vi) Write patient objectives in observable-behavior terms
 - vii) Use at least two data-based evaluation methods

- viii) Identify time-management options in planning session length, session preparation, charting, etc.
- 4) Internship candidates must demonstrate possession of the following professional abilities:
- i) Speak and write effectively and professionally
 - ii) Follow directions and seek guidance when needed
 - iii) Maintain professional demeanor and appearance in the presence of patients, family, team, and facilities staff.
 - iv) Accept constructive criticism and identify personal strengths and weaknesses

Part VIII | Internship Application Cycle

If applying for internship term September-February:

ID must have candidate application no later than **May 15**

ID will contact finalists to schedule an interview to occur no later than **June 1**

ID will notify all candidate finalists of decision no more than two weeks after interviews

If applying for internship term January-June:

ID must have candidate application no later than **September 15**

ID will contact finalists to schedule an interview to occur no later than **October 1**

ID will notify all candidate finalists of decision no more than two weeks after interviews

If applying for internship term June-November:

ID must have candidate application no later than **February 15**

ID will contact finalists to schedule an interview to occur no later than **March 1**

ID will notify all candidate finalists of decision no more than two weeks after interviews

Part IX | Intern Candidate Finalist Interview

Finalists in the intern candidate process will interview with the **M4L** ID in one of two ways:

- 1) In person, on site or
- 2) Via telephone

It is recommended that candidates plan to travel to Las Vegas to interview as this visit affords an insightful opportunity to tour the facility, experience the environment, and meet current intern(s). Candidates who are unable to travel the distance to Las Vegas may complete the interview by telephone.

Part one of the finalist interview is complete within 15-30 minutes. Interview conversation topics relate to the responses that the intern candidate provided on the Internship Application for Consideration. The ID will judge the candidate's spontaneity. After the ID has completed the interview outline, the candidate may pose quality questions not previously covered.

Candidates who interview in person then will demonstrate musical ability, according to the outline enumerated in section one of Part VII of this document. The ID will judge the candidate on presentation creativity as well as musical skill. Candidates who interview via telephone must have submitted a videotape demonstrating musical ability as part of their Internship Application for Consideration package. (Read more details in Part X, section seven.)

Part X | Instructions for Submitting Internship Application for Consideration

Students intending to apply for M4L internship must have on file with the M4L ID all of the following:

- 1) Official transcripts from all colleges and universities attended
- 2) One letter of recommendation authored by the Director of the Music Therapy Department
- 3) One letter of recommendation authored by a music therapy practicum or field work supervisor

- 4) Personal résumé of education, field work, experience including volunteer work, to include the following:
 - i) Dates
 - ii) Facility name
 - iii) Facility location (city, state, country if outside USA)
 - iv) Supervisor name and title
 - v) Population served
 - vi) Brief description of interventions conducted
- 5) Internship Application for Consideration, completed according to the outline provided in Part XII of this document
- 6) Completed Part XI Intern Candidate Confirmation of Understanding
- 7) A (non-returnable) 10-15 minute videotape of the candidate demonstrating each of the abilities outlined in section one of Part VII of this document will supplement a telephone interview and replace an in-person interview for those candidates who are unable to travel to Las Vegas. All of the following will play a part in how the video is judged:
 - i) Demonstration of professionalism
 - ii) Demonstration of creativity
 - iii) Demonstration of musical skill
 - iv) Demonstration of applicant's major instrument skill, if other than guitar, piano or voice

After you have verified that your initial application package includes items one through six (or seven, in the case of candidates who will interview via telephone) listed above, address it for mailing as follows:

Judith Pinkerton, LPMT, MT-BC
 Music 4 Life, Inc.
 2975 South Rainbow Blvd, Suite B
 Las Vegas, NV 89146

Telephone (702) 889-2881

The ID will confirm receipt of your internship application package via email.
 Please be certain that email address is present on the Internship Application for Consideration.

Page Nine is devoted to Part XI.

Part XI | Intern Candidate Confirmation of Understanding

The intern candidate must complete and return Part XI with the application package.

My initials before each of the below-enumerated topics described in the M4L Internship Application signify that I have read that 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 Application Inventory
- _____ Part II Internship Capacity
- _____ Part III Overview of Internship Settings
- _____ Part IV Overview of Internship Clinical Training
- _____ Part V Overview of Internship Living Arrangements
- _____ Part VI Overview of Expectations of Intern Performance
- _____ Part VII Intern Candidate Criteria for Consideration
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I wish to apply for and agree to fulfill the performance requirements of M4L clinical internship.

INTERN CANDIDATE PRINTED NAME

INTERN CANDIDATE SIGNATURE

DATE

Page Ten is devoted to Part XII.

Part XII | Internship Application for Consideration Outline

Using the word-processing software of your choice, please reproduce and complete the following response outline, which will serve as the primary internship application vehicle. Please select a text (not decorative) font that provides easy character recognition, and print your completed form in black ink on plain, white paper. This is just one portion of the entire application package detailed in Part X on page eight.

- 1) Title this document **Internship Application for Consideration**.
- 2) The date that you are completing the application
- 3) Month and year you prefer to begin your internship, choosing from **only** the following:
September or January or June
- 4) Candidates selected as finalists in the internship competition for this term will have a personal interview with the M4L ID. Please state how to schedule your finalist interview:
 - i) in person, on site at one of the health care facilities, or
 - ii) via telephone
- 5) Intern candidate first, middle, and last name
- 6) Email address (M4L conducts follow-up communications by email)
- 7) Mailing street address (or post office box), city, state, and ZIP code
- 8) Permanent address, if different from the mailing address
- 9) Primary telephone area code and number
- 10) Alternative telephone area code and number, if desired
- 11) Full name of college or university where course work is being completed
- 12) Date academic work is expected to be complete
- 13) Academic director's name
- 14) Academic director's area code and phone number
- 15) Major instrument and number of years studied

Using between 100-350 words per answer, completely and honestly respond to the following:

- 16) Why do you want to be a music therapist?
- 17) What is your philosophy of music therapy?
- 18) What expectations do you have of a M4L clinical internship?
- 19) Describe your strengths, and describe your weaknesses.
- 20) If you will require a telephone interview when chosen as an intern candidate finalist, a videotape as specified in section seven of Part X of this document must accompany your Internship Application for Consideration package.

This is the end of the Internship Application.