

2017 Edition Topics

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Be certain that you have the entire 13-page document including all topics itemized above before you begin.

Internship Contact Information

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Internship Capacity

MusicWorx Inc. (hereafter referred to as MusicWorx) offers eight clinical internships each year:

- Two internships during term January-through-June
- Two internships during term April-through-September
- Two internships during term July-through-December
- Two internships during term October-through-March



Internship Music Therapy Settings: Hospital

MusicWorx is an agency that provides contractual and consulting services in San Diego County, California, which, according to census, has a population of approximately 3.3 million. Current service contracts span a 45-mile radius from downtown San Diego. MusicWorx primarily services Scripps Health facilities and secondarily provides services to community outreach programs for children-through-older-adults in a variety of settings.

Scripps Health consists of five acute-care hospitals—Scripps Green Hospital, Scripps Mercy Hospital—Chula Vista, Scripps Memorial Hospital Encinitas, Scripps Memorial Hospital La Jolla, and Scripps Mercy Hospital—San Diego — as well as surrounding specialty medical centers that not only diagnose and treat patients but also conduct basic medical research, operate disease-prevention programs, and hold a variety of medical symposia, all considered unusual activities in non-profit community hospitals. Scripps Health is involved in a broad spectrum of medicine through major facilities with emphases on arrhythmia, cancer, high-technology eye care, and open-heart and laser surgery.

Scripps Memorial Hospital La Jolla, the major Scripps Health facility, offers a 43-acre, campus-like setting on Genesee Avenue in the elite Golden Triangle business district, approximately 15 miles (20 minutes' drive) north of downtown and San Diego Lindbergh Field International Airport, just two minutes away from the major interstate highway systems. Scripps Memorial Hospital La Jolla is a multi-faceted 444-bed institution is the Scripps Health centerpiece.

Internship Music Therapy Settings: Non-Profit

Interns have an opportunity to work extensively in a non-profit setting as well. The MusicWorx Internship Director (hereafter referred to as ID) serves as CEO and Founder for Resounding Joy Inc., San Diego's primary non-profit provider of music therapy. As a result, interns have many opportunities for placement with various agencies under the Resounding Joy umbrella, and, therefore, represent the non-profit when working in these assigned agencies. Resounding Joy has four primary programs that include military music therapy, service at Rady Children's Hospital—San Diego (NICU, PICU), supporting teen parents and their children, and training volunteers to provide supportive and/or recreation music to senior populations. Some Resounding Joy events require evening and/or weekend commitments.

Internship Music Therapy Settings: Other

Additionally, MusicWorx interns have opportunities to work with other local therapists that are part of the intern supervision team. Interns will gain experience with a population of their choice, such as children with special needs, older adults with Alzheimer's, or adults with developmental disabilities, to name only a few.

Internship Music Therapy Experiences: Overview

In any given month, MusicWorx staff provide music therapy and wellness services to more than 1,200 clients in a variety of settings: health care facilities, private/public schools, private music therapy, non-profit settings, and corporate settings.

Approximately 46% of an intern's time is spent within healthcare settings. Interns see clients at bedside, in support groups, and in wellness groups. On occasion, MusicWorx provides staff in-services, staff support, and team-building sessions.

Approximately 49% of an intern's time is spent traveling to and providing services in a variety of community placements. Resounding Joy offers working experiences with intergenerational music-making, children in medical settings, victims of violence, infants and toddlers with their teen parents, men, and military service members. This includes conducting classes in our Music Wellness Center. There are occasional evening and weekend commitments.

Approximately 5% of an intern's time is spent helping the MusicWorx staff to provide training workshops and seminars covering topics in community-building, stress management, and wellness for corporate clients, educators, and health-care professionals throughout San Diego. The ID will encourage interns to participate in and co-facilitate these outreach activities.

Internship Music Therapy Experiences: Hospital - One-on-One Music Therapy

The primary focus is on patients in intensive care units, on medical/surgical floors, and in subacute units. Opportunities also exist to work with patients in rehabilitation, with brain injury, in coma recovery, in other subacute areas, including home, skilled nursing, or palliative care environments. Patient visits vary in length from 15 minutes to more than an hour. Because patients typically stay in hospitals for fewer than seven days, the therapist may see a patient only once, however, this can vary. Therapeutic procedures include using music to facilitate a patient's comfort, assisting in decreasing pain perception, reinforcing physical/occupational goals, such as range of motion, increasing muscle tone, strength and endurance, increasing oxygenation, increasing expression of thought, developing creativity skills through song-writing and decision-making exercises, increasing or developing musicianship on a musical instrument of choice, maintaining or improving mental and functional skills, or providing comfort measures.

Internship Music Wellness Center Experiences

Interns will have opportunities to assist with events held at the Music Wellness Center. Activities include a variety of songwriter events, drumming classes, kids' rhythm club, birthday parties and more. Some events require evening or weekend commitments.



Internship Library and Research Services

The primary library services available to music therapy interns include the materials available through Scripps Health, a fully equipped medical library at The Schaezel Center for Health Education on Scripps Memorial Hospital La Jolla campus and an extensive MusicWorx music therapy collection, housed at MusicWorx offices. The MusicWorx library comprises more than 400 titles in music therapy and related

fields, including all journals published by the American Music Therapy Association (hereafter referred to as AMTA).

The Schaetzel Center for Health Education reference library services are available to attending physicians, fellows, residents, nurses and other staff of all Scripps Health departments. These services include the following: online bibliographic literature searches, inter-library loans in accessing literature or online databases and general health care information. If the information needed is not within the Scripps library system, the librarian will help find the appropriate source. This collection of more than 180 journal titles and more than 1,000 texts focuses on all aspects of medicine. Library materials are for reference only and do not circulate, however photocopying is possible.

Additional library services are available at Scripps Mercy Hospital campus as well as at local university libraries: San Diego State University and University of California San Diego. The nearest music therapy university program operates at California State University, Northridge in Orange, California.



Internship Clinical Training: Overview

MusicWorx clinical training internship requires a total of 1,040 hours, divided as follows:

<u>Hours</u>	<u>Activity</u>
85	orientation
520	case study, documentation, music therapy direct service, music-centered wellness, non-profit community outreach, presentations, special projects, activities at the Music Wellness Center
80	intern symposia, staff and in-service meetings, clinical skill development
60	professional growth, self-awareness
52	formal/informal observation, supervision
130	administrative tasks
65	coordinating with team members, practicing music, session planning
48	illness, observance of holidays, personal discretion

Internship Clinical Training: Orientation

The internship begins with a four-week orientation period, conducted by the ID, music therapy supervisors, senior interns, and area-specific hospital personnel. Topics to be covered include hospital policies, specific departmental procedures, security, hazardous materials, fire safety procedures, patient rights, confidentiality, and infectious disease control. Interns must become familiar with and adhere to all appropriate policies and procedures. Interns will tour facilities in general and the areas specific to music therapy and will formally observe and participate with adjunct therapy professionals. Orientation consists of the following divisions:

<u>Hours</u>	<u>Orientation Among</u>
57	MusicWorx ID, senior interns, and clients at each contractual site
16	Resounding Joy volunteers, training mentors, and outreach program overview
4	San Diego-area independent music therapists
8	AMTA Standards of Practice, AMTA Organizational Structure, AMTA Code of Ethics

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

Internship Clinical Training - Music Therapy Experiences - Months One and Two

The intern will observe, participate in and co-lead individual and group music therapy sessions along with the music therapy team, which may include the ID, senior interns, and MT-BC supervisors. Because much of the work with clients is at bedside, the intern will be co-leading with the therapist by the end of the first month. After demonstrating sufficient client-interaction skills and therapeutic leadership ability, the intern will gradually assume more responsibility for independent planning, implementing, and charting therapy sessions.

Internship Clinical Training: Music Therapy Experiences: Months Two and Three

The intern will assume total responsibility for preparation, implementation, and documentation of personal 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 client for personal case study and also will choose and propose a special project to the ID at the end of the third month.

Internship Clinical Training: Music Therapy Experiences: Months Four and Five

The intern will begin work on a special project that reflects the intern's specific interests. Whenever more than one intern is actively training, the senior intern will share responsibilities for the transition of new incoming interns' training.

Internship Clinical Training: Music Therapy Experiences: Month Six

The intern will complete and submit the special project to the ID no later than the second 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 clients and families, show improvement in targeted skills related to direct services for clients, and help train junior interns to assume full responsibilities.

Internship Clinical Training: Music Therapy Experiences: Documentation

Charting is to be completed within 24 hours of each session and will be signed off by the ID and/or supervisor whenever possible. At the Scripps Health facilities, the intern will use a variation of the Subjective, Objective Assessment, Plan (SOAP) method. The intern will use a music therapy medical documentation tool developed for use in the Scripps Health facilities. The intern will begin writing goals, objectives and practice SOAP notes in the first three weeks. By the end of the first month, the intern will document medical charts when the ID has given final approval.

Internship Clinical Training: Staff and In-Service Meetings and Intern Symposia

The intern will have an opportunity to participate in the social workers' rounds, however, the intern will have to initiate this. Traditional team meetings are not held at the medical facilities, but the intern will work closely with the staff, especially with nurses and social workers with the palliative care team. In addition, interns and the ID are involved in a weekly symposium devoted to reading discussions, patient highlights, overcoming challenges, and analyzing successes.

Internship Clinical Training: Self-Awareness and Professional Growth

Throughout the six-month term of internship, the intern will do all the following:

- maintain a journal to include experiences, feelings, personal insights, and insight into others
- analyze and evaluate music therapy groups and bedside visits conducted by self and others and to discuss these evaluations with the ID
- complete a series of assigned mandalas
- practice and improve personal musical skills and increase repertoire of both music and music therapy activities
- conduct at least six presentations on music therapy, one for the staff of one of the Scripps Health facilities, the second at some other health care facility or in the community
- read and discuss with the ID books on a recommended list to help interns learn to identify principles and ideas and to apply the principles in practice
- regularly share in observation and feedback sessions with the ID

Additionally, the ID will encourage the intern to attend 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 Clinical Training: Supervision

The ID and/or assigned supervisor will schedule and meet with the intern one hour per week. Each weekly consultation may include discussion of any appropriate topics, including intern progress, intern professional areas requiring strengthening, methods of dealing with situations and clients, 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. Also intern groups and the lead supervisor will meet for monthly clinical skills symposia.

Internship Clinical Training: Formal/Informal Observation

The ID or assigned MT–BC supervisors will provide the intern with formal or informal observation on an average of 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 will be videotaped periodically, and intern interaction with staff will be observed informally on an on-going basis.

Internship Clinical Training: Administrative Tasks

Interns will be responsible for observing their own music groups and individual sessions, assisting in group or individual work, facilitating discussion, providing feedback following each music therapy session, and writing evaluation (with supervision and co-signature of the ID). Interns will learn and be assigned various administrative responsibilities required by partnering agencies, such as Resounding Joy and by MusicWorx, including daily record keeping, program and grant proposal writing, organizational structure, quarterly reports, and ordering materials and supplies.

Internship Clinical Training: Special Requirements

Internship requires completion of each of the following two projects:

- one case study
- one special project, intern's choice, approved in advance by the ID, that is related to some application of music therapy in a setting of choice or is a program development project that complies with the following:
 1. is a minimum length of ten pages, double line spacing
 2. uses correct grammar, punctuation, and spelling
 3. uses the Publication Manual of the American Psychological Association writing style
 4. includes a bibliography

Examples of past special 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 (treatment plan, budget, list of equipment needs, staffing needs, space needs, and hypothetical service delivery schedule), or developing a pilot program.



Internship Living Arrangements: Housing

An intern will be responsible for procuring personal housing. MusicWorx staff can assist in locating housing, if desired.

Internship Living Arrangements: Meals

An intern will be responsible for providing personal meals. The Scripps Health facilities offer nominally priced lunches, and the MusicWorx intern office space includes a kitchen equipped with a refrigerator and a microwave oven.

Internship Living Arrangements: Transportation

An intern must have a vehicle, since travel required by MusicWorx contracted services is an integral part of the internship. The internship currently offers no mileage reimbursement. MusicWorx attempts to minimize work-related travel and encourages carpooling when reasonable.



Internship Prerequisites: Background Check and Drug Screening

The majority of facilities require health care background checks and drug screenings. An approximate intern cost for this is \$85 for some placements.

Internship Prerequisites: Insurance

MusicWorx recommends Healthcare Providers Service Organization (through AMTA) liability insurance (<http://www.hpso.com>). Sometimes interns are covered under their university student policies. Intern candidates should consult their academic advisors. In addition, an intern must have no less than short-term catastrophic medical coverage from a provider of choice.

Internship Prerequisites: Equipment Needed

There is a Mac desktop available for interns to use; however, it is essential that each intern have a personal computer. It is imperative that the intern also bring an iPad to the internship. This is especially important for hospital work. We have a large music equipment library. Interns have the privilege to use the keyboards and guitars. Most interns choose to bring their own guitar to the internship. The ID encourages all interns to bring their primary instruments if other than voice, piano, or guitar (e.g. cello, violin, flute, woodwinds, etc.)



Expectations of Intern Performance: Overview

MusicWorx expects all students accepted into the internship program to do all of the following:

- attend scheduled in-services and meetings (primarily intern symposia) arranged by the ID
- complete a total of 1,040 training hours, including MusicWorx orientation, work experiences in both MusicWorx contracted facilities and RJ sites, observation of San Diego music therapists and other staff
- complete all clinical training requirements, including observation, assessment, planning, implementing, documenting, and evaluating direct music therapy services for clients and students in both group and individual sessions
- complete all writing requirements, including daily journals, daily session plans, data collection charts and graphs, mid-term and final evaluations, assigned readings, and case study
- comply with all MusicWorx policies and procedures
- discuss concerns, difficulties, and successes with the ID throughout the entire internship
- interact with students, parents, clients, families, staff, and other professionals in a manner consistent with the AMTA Code of Ethics
- make a minimum of six music therapy presentations, including an in-service
- notify the ID of scheduling or assignment conflicts and request approval for changes
- supervise music therapy field-work students from local and regional universities and be responsible for observing music groups, assisting in conducting group or individual sessions, facilitating discussion, providing feedback after each music therapy group or individual session, and writing evaluations under supervision of and with co-signature by the ID

Expectations of Intern Performance: In-Service Presentation

Composed, formatted, and printed for audience distribution, the 30–60 minute in-service should include each of the following:

- a description of services delivered, including assessment, planning, implementation, evaluation, and documentation
- a discussion of the music therapist role in the treatment process
- a sample session plan, including goals, objectives, and corresponding therapeutic interventions
- a working definition of music therapy
- an outline of how music therapy can benefit a client

Expectations of Intern Performance: Special Project

The special project requires an intern to complete all of the following:

- submit for ID approval a special project topic of the intern's choice by the end of the eighth week of internship
- submit for ID review the intern special project outline by the end of the tenth week of internship
- submit to ID the completed intern special project two weeks prior to the end of the internship



Intern Candidate Criteria for Consideration: Musical Skills

Internship candidates must be able to demonstrate each of the following musical skills:

- conducting, including cueing to begin, end, increase, and decrease tempo in order to lead an ensemble, a sing-along, or to facilitate a drum circle
- guitar, including playing I, IV, and V7 chords, transposing in the keys of C, D, E, G, and A in a creative manner
- keyboard, including sight-reading music and performing a simple improvisation
- voice, including singing on pitch, in rhythm, with appropriate volume and articulating lyrics clearly
- demonstrating use of a major instrument, if not guitar, keyboard, or voice

Intern Candidate Criteria for Consideration: Therapeutic Knowledge

Internship candidates must be able to prove the following therapeutic knowledge:

- human body structure, function, medical terminology, and physical disabilities
- influence of music on attitude, mood, motivation, and behavior
- music styles and repertoire appropriate for multiple populations

Intern Candidate Criteria for Consideration: Therapeutic Activities

Internship candidates must be able to demonstrate ability to perform each of the following therapeutic activities:

- assess client strengths, weaknesses, and potential
- formulate appropriate music therapy goals and objectives
- identify instrument needs and remain willing to adapt instruments and activities to client needs
- identify time-management options in planning session length, session preparation, and charting
- plan and implement group and individual music therapy sessions, indicated by field work experience
- prepare and initiate age-appropriate music activities for children and adults
- use at least two data-based evaluation methods
- write client objectives in observable-behavior terms

Intern Candidate Criteria for Consideration: Professional Abilities

Internship candidates must be able to demonstrate the following professional abilities:

- accept constructive criticism and identify personal strengths and weaknesses
- follow directions and seek guidance when needed
- maintain professional demeanor and appearance in the presence of clients, family, staff, and physicians
- speak and write effectively and professionally

Internship Application: Cycle

Occasionally, deadline extensions occur in order to accommodate holiday or other event schedules. Contact the MusicWorx ID to confirm the current deadline for each cycle.

January-through-June Term Intern Candidates

- ID must have candidate application no later than February 15 in the previous year

April-through-September Term Intern Candidates

- ID must have candidate application no later than May 15 in the previous year

July-through-December Term Intern Candidates

- ID must have candidate application no later than August 15 in the previous year

October-through-March Term Intern Candidates

- ID must have candidate application no later than November 15 in the previous year

The Internship Director will contact finalists to schedule a telephone/Skype/Facetime interview within one week of internship application deadline and will notify all candidate finalists of decision no more than two weeks after interviews.

Internship Application: Submission

Intern candidates must send the initial internship application package to the following address:

Barbara Reuer, PhD, LPMT, MT-BC
Internship Director
MusicWorx Inc.
10455 Sorrento Valley Rd., Suite 202
San Diego, CA 92121-1620

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

Internship Application: Package

Internship candidates must submit all of the items in the following list and must interview no later than the appropriate deadline, as designated in the Internship Application Cycle:

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. a personal résumé of education, field work, experience including volunteer work, with all of the following:
 - a. dates
 - b. facility name
 - c. facility location (city, state, country if outside USA)
 - d. supervisor name and title
 - e. population served
 - f. brief description of activities conducted
5. a completed Intern Candidate Confirmation of Understanding form
6. a completed Internship Application for Consideration
7. a Musical Skills Demonstration in which the ID will judge the candidate on presentation creativity as well as musical skill.
 - a. All of the following will play a part in how the ID judges the candidate's performance:
 - demonstration of professionalism
 - demonstration of creativity
 - demonstration of musical skill
 - demonstration of applicant's major instrument skill, if other than guitar, keyboard, or voice
 - b. Option 1: Interview in Person - Live Musical Skills Demonstration
 - c. Option 2: Submit Video Via YouTube Link. This video will record the candidate demonstrating each of the abilities outlined in the Intern Candidate Criteria for Consideration. Musical Skills section of this document and will replace an in-person interview for those candidates who are unable to travel to San Diego.



Intern Candidate Finalist Interview

Finalists in the intern candidate process will interview once more with the MusicWorx ID via telephone/Skype/Facetime. The finalist interview is complete within 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.

Confirmation of Understanding Form

This is item five of content to be submitted in the Internship Application Package.

Intern candidate initials, appearing before each of the below-enumerated topics previously described in the MusicWorx Internship Application, signify that the intern candidate has read that section and has no questions about the information or the requirements stated. The intern candidate further understands that, should future clarification become necessary, it is the intern candidate’s responsibility to initiate questions.

<u>Initials</u>	<u>MusicWorx Internship Application Topic</u>
_____	Internship Contact Information
_____	Internship Capacity
_____	Music Therapy Settings
_____	Music Therapy Experiences
_____	Library ad Research Services
_____	Internship Clinical Training
_____	Internship Living Arrangements
_____	Internship Prerequisites
_____	Expectations of Intern Performance
_____	Intern Candidate Criteria for Consideration
_____	Internship Application Cycle
_____	Intern Candidate Finalist Interview
_____	Internship Application Package
_____	Intern Candidate Confirmation of Understanding Form
_____	Internship Application for Consideration

I wish to apply for MusicWorx clinical internship. I agree to fulfill the performance requirements of internship if I am accepted.

Intern Candidate Signature

Date

Internship Application for Consideration Outline

This is item six of content to be submitted in the Internship Application Package.

Please provide responses to the items listed below. This will serve as the primary written portion of the internship application vehicle. Please use Arial, Times New Roman, or similar font and print your completed form in black ink on plain, white paper.

1. Title this document Internship Application for Consideration
2. State the date that you are completing the application.
3. Specify the year and month you prefer to begin your internship, choosing from only the following: January or April or July or October
4. State how you wish to schedule an interview.
5. State first, middle, and last name.
6. State email address. MusicWorx conducts follow-up communications by email.
7. State postal mailing address, city, state, and ZIP code.
8. State permanent address, if different from the mailing address.
9. State primary telephone area code and number or Skype address.
10. State alternative telephone area code and number or Skype address, if desired.
11. State full name of college or university where course work is being completed
12. State the date academic work is expected to be complete.
13. State academic director's name.
14. State academic director's area code and telephone number.
15. State major instrument and number of years studied.
16. Use 100–350 words per answer to completely and honestly respond to the following questions:
 - a. Why do you want to be a music therapist?
 - b. What is your philosophy of music therapy?
 - c. What expectations do you have of internship?
 - d. Why are you seeking a MusicWorx internship over another internship experience?
 - e. What areas do you feel are your greatest strengths?
 - f. What areas do you want to develop?
 - g. Why should MusicWorx choose you as an intern?
17. Candidates must demonstrate musical skills before the internship application deadline by either:
 - a. Demonstrating during an in-person interview at MusicWorx's San Diego headquarters, or;
 - b. Submit a musical skills demonstration video via YouTube and the Internship Application for Consideration.

This is the end of the MusicWorx Internship Application.