

Music Therapy Internship Packet

Internship Capacity

The Charlie Norwood VA Medical Center offers two clinical internships each year:

- one internship during term January-through-June
- one internship during term July-through-December

Internship Music Therapy Settings. Veteran's Hospital

The Charlie Norwood VA Medical Center is one of three veteran hospitals in the state of Georgia, providing healthcare services for veterans all over the state of Georgia, South Carolina, and southeast for some specialty programs. We are a two-division hospital, and the Music Therapy Program is housed at the Uptown Division of the hospital.

Music Therapy services are provided for a variety of inpatient and outpatient veteran populations at our facility: PTSD/trauma recovery, mental health, substance abuse, dementia care, and rehab. Services are based on provider-referrals and may be provided in either group or 1:1 setting in the music clinic, recreational rooms, via the VA virtual platform or in nursing unit spaces. We provide care for veterans (18+ years); however, one of the unique MT approaches we provide is an intergenerational program that involves preschool children and Dementia care.

Internship Music Therapy Experiences

Overview

In any given week, Music Therapy staff provide music therapy services for approximately 75 veterans.

One-on-One Music Therapy

Individual sessions are provided for veterans in the music clinic or via a virtual platform 1x weekly for 30-60 minutes. Emphasis is on meeting individual psychosocial rehabilitation needs via music activities, music leisure education, and promoting integration into more social settings.

Therapeutic procedures include using music to increase expression of thought, develop creativity skills through song-writing and decision-making exercises, improve or develop musicianship on a musical instrument as a tool for coping, and maintain or improve mental and functional skills.

Music & Movement

Music and Movement is an ongoing class offered three times a week for veterans that promotes a sense of community, encourages self-expression, builds strength and endurance, promotes fitness, and alleviates stress, anxiety, and pain via participation in movement to music exercises and line dancing.

Drumming for Health

Drumming for Health is an open group and referrals come primarily from our mental health programs and clinics. This group provides veterans the opportunity to participate in a drum circle to relieve stress, encourage self-expression and build community.

Uke & Guitar Ensembles

Ensembles in both ukulele and guitar meet 1x weekly and are for veterans with intermediate level of play that would benefit from connecting with other veterans that play. Referrals come primarily from our mental health programs and clinics.

Uke can do it

In this 6-week group, veterans learn basic ukulele skills to promote a sense of community, learn self-expression skills, and alleviate stress and anxiety.

Songwriting for Therapy

Songwriting for Therapy is a 12-week class exploring the use of songwriting as an outlet for self-expression and symptom management in a supportive group of peers. This group involves processing of emotions and themes addressed may include adjusting to trauma and change, self-reflection, effects of trauma, self-esteem, anger, trust, social isolation, suicide, stress and empowerment. Referrals come primarily from our mental health programs and clinics.

The Sound of Relaxation

The Sound of Relaxation is an open group offered three times a week in person and via virtual platform focused on leading veterans through music-assisted relaxation experiences. Referrals come primarily from our mental health programs and clinics.

Dementia Care

MT 1:1 and small groups are provided weekly for veterans housed in our three Community Living Centers (CLC). The groups address the needs of advanced dementia patients through such approaches as instrument playing, improvisation, singing of familiar songs, reminiscence, actions songs for movement, and social interaction. Therapeutic approaches encourage increased social interaction, orientation and communication, self-expression, and cognitive functioning.

An intergenerational music therapy program (currently not offered because of COVID protocols) is also provided two times a month during the school year for select veterans from all three CLCs and children from two local preschools. Therapeutic approaches promote mutual respect, formation of new friendships, increased socialization for the elderly and social development of the children, impact of positive intergenerational attitudes, opportunity for creativity and self-expression, and interaction of group dynamics.

MT Internship Clinical Training Overview

Length of Internship:

Our internship complies with the AMTA requirement for internship clinical training hours: The intern must complete a minimum of 1200 hours of clinical training with at least 15% (180 hours) in pre-internship experiences and with at least 75% (900 hours) in internship experiences.

Intern's Work Schedule:

The intern will report to work Monday-Friday, from 8am –4:30pm. A half hour lunch break and two 10-minute breaks are included in that 8½-hour workday. Occasionally, the intern will be required to work a holiday or an evening tour of duty. The intern is given five vacation/sick days to use at their discretion. If the intern needs additional leave, he will need to get approval from the Clinical Training Director and make up the time missed.

Compensation & Benefits:

Interns will work on a without compensation appointment as a Music Therapist Trainee. Interns will have the status as an employee and will be covered by the agency for liability and personal injuries. They will also have employee privileges to use the medical library and employee wellness facilities.

Internship Clinical Training. Orientation

The internship begins with a four-week orientation period, conducted by the music therapy supervisors, and some computer-based training. 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. AMTA Standards of Practice, AMTA Organizational Structure, AMTA Code of Ethics and Clinical Training Guidelines, and local MT program policies will also be reviewed with the intern.

Upon conclusion of orientation, the CTD 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. Months One and Two

The intern will observe, participate in and co-lead individual and group music therapy sessions along with the music therapists. By the end of the first month, the intern will be co-leading group sessions with the therapist. After demonstrating sufficient client-interaction skills and therapeutic leadership ability, the intern will gradually assume more responsibility for independent planning, implementing, and charting group therapy sessions.

In addition, the intern will complete literature reviews on populations served at our facility and begin compiling a repertoire book specific to our patients' preferences.

Internship Clinical Training. Months Two and Three

During the second month, the intern will be co-leading 1:1 sessions with the therapist.

Interns will identify and begin to work on specific clinical and musical skills to be refined during the internship.

By the end of the third month, the intern will assume total responsibility for preparation, implementation, and documentation for all group and 1:1 sessions. In addition, the intern will choose and propose a special project to the CTD at the end of the third month.

Internship Clinical Training. Months Four and Five

The intern will begin work on a special project that reflects the intern's specific interests. Also, the intern will continue to work on clinical and musical skills identified during months two and three.

Internship Clinical Training. Month Six

The intern will complete and submit the special project to the CTD no later than the second week of the sixth month of internship. The intern will present an in-service on the special project to music therapy and recreation therapy staff during the monthly staff meeting. Also, the intern will continue to work on clinical and musical skills identified during months two and three.

Internship Clinical Training. Music Therapy Experiences. Documentation

Interns are provided a desktop computer for their use to access patient charts, complete documentation, and do research and planning for music therapy services. Charting is to be completed before the end of the workday for each session and will be signed off by the music therapist. The intern will practice writing goals, objectives, and notes in the first three weeks. By the end of the first month, the intern will document in medical charts after MT has reviewed and approved. By the end of the third month, intern will be completing all documentation for therapy sessions they facilitate.

Internship Clinical Training. Staff and In-Service Meetings

The intern will attend the daily Recreation/Creative Arts Therapy Staff huddles.

Occasionally RT/CAT in-services are given by staff and interns and are related to programming (i.e. Adventure-based Counseling, MT with Alzheimer's, CPR and First Aid Training, etc.)

The medical center also provides educational opportunities several times a month in their learning center and the Health Communications Network broadcast daily on the medical center's CCTV, airing information on topics such as Managed Care, Dealing with Bomb Threats in the Healthcare Facility, and Patient Education.

The intern will have opportunities to attend treatment team meetings.

Internship Clinical Training. Self-Awareness and Professional Growth

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

- analyze and evaluate music therapy groups and 1:1 sessions conducted by self and others and to discuss these evaluations
- practice and improve personal musical skills and to increase personal repertoire of both music and music therapy activities
- conduct at least one presentations on music therapy for the staff at the facility
- read and discuss with the CTD literature reviews to help the intern identify principles and ideas that apply to the population at the facility

- regularly share in observation and feedback sessions with the CTD and MT staff

Additionally, the CTD will encourage the intern to attend the annual AMTA national conference and the spring southeastern regional American Music Therapy Association (SERAMTA) conference to learn new skills, refine current skills, and to develop a pattern of continuing education as a professional.

Internship Clinical Training. Supervision

The CTD and supervisory MT will 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, new program development, personal and professional growth, documentation, and paperwork.

If necessary, time in addition to one hour each week may be scheduled. CTD or MT–BC supervisor will also give informal feedback following the intern’s group observation and intern-conducted individual treatment sessions.

Internship Clinical Training. Formal/Informal Observation

The CTD or assigned MT–BC supervisor will provide the intern with formal or informal observation several times each week. Discussion will follow each informal 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. Intern interaction with staff will be observed informally on an on-going basis. Formal evaluations will be provided for the intern during weekly meeting. Feedback will be documented for the intern to reference.

Internship Clinical Training. Administrative Tasks

Interns will learn and be assigned various administrative responsibilities, including daily record keeping, mixing and editing recordings, typing lyric sheets and chord charts, keeping clinic organized, and ordering materials and supplies.

Internship Clinical Training. Special Requirements

Internship requires completion of a project that is related to some application of music therapy in our VA setting or be a clinic development project.

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, or developing and implementing a pilot program.

Internship Living Arrangements

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

An intern will be responsible for providing personal meals. The VA canteen offers nominally priced lunches, and the Recreation/Creative Arts Therapy area includes a kitchen equipped with a refrigerator and a microwave oven.

An intern will receive no stipend.

Background Check and Fingerprinting/Health screening

The VA requires health care background checks and fingerprinting. Interns also have to provide verification that they’ve received the flu and COVID vaccines and TB test. Once an intern is accepted, the facility Human Resource department

will send the intern paperwork required to begin the background check process. There is no cost for the background check.

Liability Insurance

Interns are covered by the facility as a regular employee.

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 to lead an ensemble or to facilitate a drum circle
- guitar and piano, at least I, ii, IV, V7, vi chords in various keys, transposing, sight-reading, and improvising
- 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:

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

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

Intern Candidate Criteria for Consideration. Professional Abilities

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

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

Internship Application Cycle

January-through-June Term Intern Candidates

- CTD must have candidate application no later than May 1st in the previous year

July-through-December Term Intern Candidates

- CTD must have candidate application no later than December 1st in the previous year
- CTD will schedule interview within one week of internship application deadline
- ID will notify all applicants of decision no more than two weeks after interviews

Internship Application Submission

Intern candidates may send the internship application package via email to Sheri.smith@va.gov or to the following address:

Sheri Smith, MT-BC, Clinical Internship Director

Charlie Norwood VA Medical Center

Music Therapy (276)

1 Freedom Way

Augusta, GA 30904

The CTD 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 the items in the following list and must interview in person no later than the appropriate deadline, as designated in the topic 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 the following:

- dates
- facility name
- facility location (city, state, country if outside USA)
- supervisor name and title
- population served
- brief description of activities conducted

5. a completed *Internship Application for Consideration*

Interview and Audition

Applicants should plan to travel to Augusta to interview and audition. Applicants are encouraged to plan to spend a day in the area to tour the facility, experience the environment (observe sessions), meet the current intern, and explore the community. If an in-person interview cannot be arranged, a Zoom interview can be scheduled.

The following are some of the criteria that will be evaluated during this process:

- demonstration of professionalism
- demonstration of creativity
- demonstration of musical skill
- demonstration of applicant's major instrument skill, if other than guitar, keyboard, or voice
- demonstration of ability to accompany themselves while singing (utilizing appropriate accompaniment/strumming or finger picking patterns) and sight-read with guitar and piano.

Internship Application for Consideration Outline

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

Using the electronic word-processing software of your choice, please provide responses to the items listed below. This will serve as the primary written portion of the 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.

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 July
4. State first, middle, and last name.
5. State email address. CTD conducts follow-up communications by email.

6. State postal mailing address, city, state, and ZIP code.
7. State permanent address, if different from the mailing address.
8. State primary telephone area code and number.
9. State alternative telephone area code and number.
10. State full name of college or university where course work is being completed.
11. State the date academic work is expected to be complete.
12. State academic director's name.
13. State academic director's area code and telephone number.
14. State major instrument and number of years studied.

Use 100–350 words per answer to completely and honestly respond to the following questions:

15. Why do you want to be a music therapist?
16. What is your philosophy of music therapy?
17. What expectations do you have of internship?
18. Why are you seeking an internship at this VA over another internship experience?
19. What areas do you feel are your greatest strengths?
20. What areas do you want to develop?
21. Why should the Charlie Norwood VA Medical Center choose you as an intern?