

**FACT SHEET**

Internship site:	ORU Music Therapy Clinic 2448 E 81 <sup>st</sup> Street, #124 Tulsa, OK 74137 918-493-8040
Internship Director:	Alejandra Arevalo, LPMT-BC, MTA Neurologic Music Therapy Fellow Coordinator of Music Therapy Clinic/Clinical Supervisor alearevalo@oru.edu 918-493-8040
Populations served:	Children/Adolescents/Adults with Developmental Disorders Children/Adolescents/Adults with Psychiatric Disorders Individuals with Neurologic Disorders Geriatric population with Dementia/Alzheimer's
Number of internship supervisors:	2
Number of interns	2-3
Stipend	None
Start dates:	January/May/August <i>*Specific dates are determined each year based on ORU's academic schedule.</i>
Application deadlines	October 1 for January placement February 1 for May placement May 1 for August placement <i>*Interview is dependent on quality and timeliness of completed application</i>

**Entry Level Requirements/Competencies:**

Musical Skills:

- Proficiency in guitar, piano and voice
- Demonstrate ability to play and accompany three chord songs in at least
- Two major keys and one minor key
- Demonstrate the ability to transpose on piano and guitar
- Demonstrate knowledge of repertoire for all populations

Clinical Skills:

- Demonstrate knowledge of appropriate music therapy goals for each population
- Demonstrate understanding of basic behavior techniques
- Demonstrate understanding of basic knowledge of psychology of music

Professional Skills:

- Computer proficiency
- Demonstrate professional/clinical writing ability for completion of assessments, treatment plans and SOAP notes and final evaluation
- Strong verbal communication skills
- Demonstrate flexibility
- Good time management
- Knowledge of professional ethics
- Exhibit Initiative

Site specific Administrative Requirements:

- Letter of verification from the student's academic director
- Contact information of the academic director
- COVID requirements:
  - o COVID-19 testing: This should be completed no more than 72 hours before the internship start date
  - o Full COVID-19 vaccination (highly recommended)
- Insurance:
  - o Proof of car insurance
  - o Proof of Professional Liability Insurance (must be provided by intern, their university or HPSO)
- Additional training: (interns should note that these are out of pocket expenses to be completed before internship)
  - o CPR certification
  - o HIPAA Awareness Training:
    - This online training should be completed before starting internship and will be valid for 2 years after the training has been completed
- Valid driver's license
- Background check
  - o To be completed prior to beginning internship
  - o Any related fees will be the intern's responsibility
- A legal affiliation is not required between the ORU Music Therapy Clinic and the intern's university is required at this time
- Signed preliminary forms:
  - o Internship initial contract
  - o Intern dismissal policies and procedures
  - o Confidentiality agreement on behalf of ORU
  - o Confidentiality and liability agreement on behalf of ORU Music Therapy clinic
  - o Signed Honor Code Pledge: <https://oru.edu/human-resources/Honor%20Code.pdf>
  - o Release and use of audio video recordings
  - o Parking Permit/Facility use form
  - o Liability release form on behalf of Cityplex

- Completed self-evaluation (completed with advisor)

**Clinical/Musical Requirements:**

1. Prior to onsite Interview:
  - a. Send A/V recording of student music therapist implementing 3 interventions (one for developmental, rehabilitation and geriatrics)
  - b. Submit a written session plan of all 3 interventions including: session goals and objectives and step-by-step intervention procedures
2. Schedule Interview with Internship Director – preferably on-site
3. Repertoire:
  - a. Perform 1 song on your primary instrument that exhibits your musical competency. It does not have to be a song that would be used in a music therapy session.
  - b. Be prepared to play 2 songs on piano and 2 songs on guitar, utilizing different keys, in each of the following populations: children, rehabilitation and geriatrics;
  - c. Transpose 2 additional songs on piano and guitar
4. Clinical documentation: submit a copy of the highest level of your clinical writing (i.e., final evaluation report, research paper). Must be at least 5 pages.

**Internship Experience**

The ORU music therapy internship experience is designed to guide the intern through the process from a student music therapist to a professional board-certified music therapist. Skills, knowledge and abilities will be challenged, critiqued and affirmed to reach that goal.

Hours:

- Hours can be accommodated for full-time, 40 hours a week or part-time internship experience.
- The music therapy intern will be required to complete a minimum of 1040 hours in clinical training. The ORU Music Therapy Clinic operates on a semester schedule.

Schedule:

- 9:00-6:00, weekdays (times may vary)

Individual:

- Majority of clinical contact hours will be individual sessions (i.e., weekly 30 or 45-minute sessions)

Groups:

- Individuals with geriatric/neurologic disorders (in-person at the clinic and off-site)
- Adults/adolescents with developmental disabilities (in-person at the clinic and online)
- Sessions are 45 minutes long either once or twice a week
- 3-6 participants

Off-site:

- Interns may need to travel off-site to local facilities and provide music therapy services under the supervision of a board-certified music therapist
- Interns will need access to a vehicle to transport themselves and bring necessary instruments/equipment provided by the internship site

Research:

- Opportunities may be provided to assist ORU Music Therapy faculty-led research studies/projects
- Interns will develop their own project (i.e., single subject design, case study, intervention development, program proposal)
- Interns will present the effect of music therapy for various clinical populations to healthcare professionals

Intern code of conduct

- Adhere to AMTA Code of Ethics
- RESPECT the culture of a Christian faith-based university

Weekly supervision meeting

- 1 hour of formal direct supervision with each supervisor will be scheduled each week
- Additional 1-2 hours of informal supervision will be available (i.e., staff meeting with all three music therapists, debrief meetings with supervising therapist, training workshops etc.)

Assignments

- Assist ORU music therapy faculty, as needed
- Community Presentations
- Internship project
- Other projects may vary depending on the intern's individual learning goals

Professional staff:

- Three (3) board-certified music therapists
- The ORU Music Therapy Program and Clinic Director, Dr. Hayoung Lim, will be available for consultation and advice
- Activity directors and staff at off-site facilities

Intern resources:

Interns will have access to:

- Free parking at internship site
- Gym at CityPlex Towers
- Restaurants at CityPlex Towers (i.e., Subway and coffee shop)
- Instruments at the clinic (i.e., guitar, keyboards, piano, drums, xylophones, hand-held percussion, tone chimes, parachutes, scarves etc.)

- Bags/guitar cases to carry instruments off-campus
- Online clinic (i.e., session recordings, past documentation, client files)
- Continuing education resources (i.e., past lectures, presentations, and literature published by clinical team)
- Overhead projector
- Fully stocked office supplies
- Intern desk
- Desktop computer:
  - o Interns will have access to the desktop for 50% of the week. The other 50%, they will complete assignments on a secure program downloaded onto their personal laptop where they will have equal access to necessary documents and programs.

**On-site student training programs:**

- Undergraduate music therapy practicum program from Oral Roberts University
- Music therapy lectures from Oral Roberts University

**On-site education programs:**

- Interns may attend practicum labs and music therapy classes depending on their clinical caseload

**Room, Board, and Transportation:**

- Interns are responsible to arrange their own room and board for the duration of internship
- Interns will need access to their own vehicle to transport themselves to off-site locations. They must have a valid driver's license and car insurance.
- Interns may be asked to transport instruments/session materials to off-campus sessions

**Technology:**

- Intern must have a personal laptop that allows for video calls (i.e., working camera, speaker, and microphone)
- Earphones

**Internship Training Schedule:**

**Week 1-2: Orientation and Observation:**

1. Complete orientation paperwork – signatures on forms
2. Introduce intern to MT Clinic Staff and Faculty
3. Tour of ORU Music Therapy Clinic
4. Shadow the internship director and actively participate in individual and group music therapy sessions, as appropriate
5. Orientation to AMTA Standards of Practice, AMTA Code of Ethics, Internship Guidelines, Professional competencies and CBMT Code of Professional Practice.
6. Receive a copy of the internship handbook and orientation materials

7. Orientation assignments: set learning goals, self-assessment, orientation scavenger hunts, observation reports etc.
8. Training: safety training (provided by the clinic)

Week 3-8: Co-Leading

The intern will:

- Begin to take a more active role in planning, documenting, and implementing portions of the session
- Have 10 weekly sessions as part of their caseload including individual, group, in-person, online, and off-site sessions. The intern's caseload will be developed based on the supervisors' current caseload.
- Facilitate portions of the music therapy session, increasing the number of interventions as appropriate.

Week 4, 12, 20: Self-exploration paper

1. What are my strengths as a developing clinician? (musical skills, counseling skills, documentation, song writing, improvisation etc.)
2. In which areas did I make the greatest improvements?
3. What helped me to make these improvements?
4. What are some skills I need to improve?
5. What strategies will I use to help me develop these skills?
6. How do my personal values, beliefs and past experiences influence my clinical work?

Week 9-26: Leading (50/50 clinical/research)

The intern will:

- Facilitate individual and group music therapy sessions independently.
- Consult with families/caregivers regarding client progress, concerns and recommendations in oral and written form
- Be responsible for assessment, determining goals and objectives, designing appropriate music therapy interventions, writing SOAP progress notes, midterm reports and final evaluations

The internship director/supervisor will:

- Participate as an observer or assistant to the intern
- Provide observation and constructive feedback will be given through:
  - o 10 minute consultation during the planning phase (written and/or oral feedback)
  - o 5 minutes of debrief directly after the session (time permitting) or later that week
  - o Editing progress notes

**COVID Protocol**

Anyone in direct contact with clients at the ORU Music Therapy Clinic will refrain from coming to the facility and notify their supervisor immediately if they are experiencing any of the following:

- Fever/chills
- Cough
- Shortness of breath
- Sore throat
- Headache/body ache
- Loss of sense of smell
- Vomiting/diarrhea

Additionally, anyone who has had exposure to COVID-19 or suspects having a recent COVID-19 case will notify their supervisor immediately and refrain from coming to the clinic until it is safe to do so.

All volunteers, interns, students, and clinicians will follow the following health and safety procedures within sessions:

- Use of mask at the clinic as deemed necessary by clinical standards
- Thoroughly sanitize all materials after use
- Regular use of hand sanitizer/hand washing

Interns must submit a negative PCR COVID-19 test to the clinic no more than 72 hours before their internship start date. Fees related to COVID testing will be the intern's responsibility

If interns are working off-campus, they may undergo COVID-19 screening processes as per the requirements of the given facility

It is recommended that all individuals in direct contact with clients be fully vaccinated against COVID-19.

*\*It should be noted that all health and safety protocols may be subject to change as per CDC guidelines and recommendations*

**MUSIC THERAPY INTERNSHIP APPLICATION**

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Permanent Home Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

College Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

Preferred start date: January, April, July, October

**\*exact start dates will be determined**

Please attach/send the following:

Official Transcript – applicant must have a minimum 3.0 GPA

Resume or Curriculum Vitae with practicum experience

Letter of verification from academic director with contact information – email is acceptable.

Letter of recommendation from a supervising music therapist (other than the academic director) with contact information – email is acceptable.

Three personal references, not related to you, that we may contact. Please include the following: name, address, relationship, time they have known you.

Send A/V recording of the student music therapist implementing 3 interventions (one for developmental, rehabilitation and geriatrics)

*\*Applicants may not use clients in their videotaping*

Submit a written session plan of all 3 interventions including: session goals and objectives and step-by-step intervention procedures



Clinical documentation: submit a copy of the highest level of your clinical writing (i.e., final evaluation report, research paper). Must be at least 5 pages.

If selected, background check and liability insurance verification.

Please answer the following questions on a separate document.

What sets you apart from other applicants? Life skills, experience, philosophy?

Why did you choose this internship site? In what ways do you serve others?

Application process also requires an on-site interview (preferred) and musical skills demonstration, although arrangements may be made for an online interview.