

Music Therapy Internship Application Packet

Dear Prospective Applicant,

Thank you for your interest in the University Hospitals Connor Whole Health Music Therapy Internship. UH CWH accepts applications year-round for two separate internship cohort cycles per year. Those cycles and their respective application deadlines are as follows:

Winter Cycle (January - June)

Application deadline = the preceding March 15th

Summer Cycle (June - December)

Application deadline = the preceding October 15th

All applications are to be submitted through our online application portal (below)

<https://forms.gle/tXqbpqgLWqzb8XVc7>

Please be prepared to submit all materials at the same time. The portal does not allow for saving or closing before submission.

Once your application has been received and reviewed, you will be contacted about next steps. Interviews are typically scheduled in April and November.

Please thoroughly read through the entire application packet to learn details about the internship site, structure, and application process. Do not hesitate to reach out with any questions.

Sincerely,

Libby Gill, MT-BC

Expressive Therapy Program Lead

University Hospitals Connor Whole Health

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(216) 285 - 4042

Internship Facts and Description

Name and location of internship site:

Connor Whole Health Music Therapy Internship
University Hospitals of Cleveland
11100 Euclid Ave
Wearn #548
Cleveland, OH 44106

Population Served

Adult hospitalized inpatients ages 18 and up. Depending on site placements interns can expect to work with a variety of diagnoses and populations within the medical context and may include med-surg units, intensive care units, behavioral health units, community group programming, and staff wellness initiatives. In addition, interns will have the opportunity to shadow and learn from an interdisciplinary team of providers within Connor Whole Health and throughout the UH system.

Internship Experience

The CWH music therapy internship is structured to allow interns to gain experience in facilitating supervised music therapy programming in the medical setting. Interns will primarily lead one-on-one interventions on standard med-surg floors, but depending on site placement additional work settings may vary to include group and/or community work. Interns will be expected to work full time positions (40 hours per week) over a 6-month period that satisfies the requirements of time required for board certification. CWH utilizes a cohort model, with between 2-4 interns beginning together at the start of each internship cycle (January and June).

Interns will follow a schedule similar to their supervisor. Time will be allotted for patient rounding, interdisciplinary collaboration, planning and charting, and one-on-one supervision time. Interns will be expected to implement a special project of their choosing within a desired population available at their medical facility placement.

The philosophy of this internship is that music therapy is a crucial aspect of inpatient pain and stress management on an interdisciplinary team of providers. The aim of this internship is to offer interns an experience that is open and realistic yet structured in a rapidly growing integrative health network of providers in the medical setting. The internship also aims to prepare interns for successful employment in the medical realm post completion. Interns will gain a unique insight into the shifting healthcare field that is increasingly valuing holistic treatment modalities as health care facilities grow philosophies that account for a patient's mind, body, and optimal health.

Interns will have access to guitars, pianos, ukuleles, and hand percussion in addition to a mobile recording studio and computer equipment.

Interns will not be required to work holidays, nights, or weekends.

Unique attributes of the medical setting and ideal qualities of interns

The medical setting offers a wide range of experiences that are unique to the environment of healthcare and acute settings. You can expect a fast-paced environment where high levels of adaptability, flexibility, and openness are paramount to your success. In addition, interns are given the opportunity to work with individuals facing complex and life-altering diagnoses, as well as individuals at the end of life. Ample support and supervision is provided, however a readiness to be present and provide support to individuals in these difficult situations is needed.

Musically, instrumental proficiency is required in guitar, piano, and voice. Interns should be versed in playing a variety of styles and demonstrate some improvisational skills. Applicants must be able to facilitate several song genres and styles along with the ability to transpose keys. Technology is also used frequently in this setting, thus applicants must have some understanding of music recording software and music technology.

Given the interdisciplinary nature of the internship, interns are expected to have a strong interpersonal and communicative work style, while being self-motivated to take full advantage of diverse and exciting opportunities within the hospital system.

Music Therapy Internship Monthly Breakdown

MONTHS ONE and TWO:

Interns will spend their first month completing onboarding and orientation tasks to include a specialized “Internship Bootcamp,” cohort-style shadowing rounds at the UH main campus, and guided assimilation into the system and team processes. Following this the intern will transition to their specific site placement and begin observing sessions with their supervisor, gradually assuming greater independence in participation, co-leading, and leading sessions. After demonstrating sufficient client-interaction skills and therapeutic leadership ability (as articulated by AMTA competencies), the intern will gradually assume more responsibility for independent planning, implementing and charting therapy sessions. Interns will identify specific long-term and short-term goals to be addressed or refined during the internship.

MONTH 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. This will include forms and procedural aspects of clinical documentation (assessment documentation, progress notes, and discharge documentation). In addition, the intern will choose and propose a special project to the expressive therapies team by the end of the third month, and present this idea to the music therapy team.

MONTHS FOUR and FIVE:

By month four interns will be wholly ingrained into their program's culture and workflow, continuing to work towards individualized goals as set forth in supervision. Interns will be expected to carry a full caseload and maintain all aspects of care including charting, assessment, session facilitation, and data collection.

MONTH SIX

The intern will complete their special project and present their findings and experience to the music therapy team. The intern also will complete all other assigned work and show improvement in targeted skills related to direct services for clients. The final week of internship will be spent completing the specialized "Stepdown" process to allow proper wind-down, termination sessions with patients, and preparation for transition beyond internship.

Professional staff working with the intern

- Music Therapy
- Art Therapy
- Nursing
- Physical Therapy
- Occupational Therapy
- Speech Therapy
- Wound Care
- Spiritual Care
- Palliative Care
- Pharmacy
- Physician services
- Recreational Therapy
- Social Work
- Psychiatric Services

Onsite Educational Programming Available

1. Monthly expressive therapy team meetings: rotating topics related to music therapy, art therapy, and leadership town halls
2. Diversity, Equity, & Inclusion meetings with the CWH Expressive Therapies Staff
3. A variety of lecture series, lunch & learns, and online webinars available and offered through UH as well as specific to the expressive therapies team designed for interns

Stipend and transportation: A \$5,000 stipend will be issued in bi-weekly installments. Interns are required to budget and use the funds appropriately. A vehicle or reliable transportation is **required** for this internship as interns will be required to frequently travel to various medical centers across the UH system for meetings, shadowing, and other programming opportunities.

Application Process

HOW TO APPLY:

We are only accepting online applications at this time. Please submit your application at our online portal:

<https://forms.gle/3vL5PTYkEYKx2yFR8>

Application Requirements:

1. **Current resume:** Include all music therapy experience
2. **Official transcript(s) of all academic training:** Minimum of a 3.0 GPA in music therapy courses
3. **Three (3) letters of recommendation:** One (1) letter of recommendation from the Director of the Music Therapy Department AND two (2) letters of recommendation from a music therapy practicum, field supervisor, or music therapy professor
 - a. We now have an online recommendation form that can be filled out directly to us online: <https://forms.gle/Vx6wv3meiLhHDGUA8>
 - b. The Director of your Music Therapy Department is asked to submit a **statement of eligibility** as part of the online form to verify anticipated completion date of your music therapy course work and pre-internship clinical hours accrued
4. **Intern Candidate Confirmation of Understanding:** this states you, as the intern candidate, have read through this packet, understand its content, and understand expectations of you as an applicant. (*this is a question included on the official application form*)
5. **Written answers to the following questions:**
 - a. What do you hope to achieve in your internship?
 - b. What skills do you want to refine?
 - c. What areas of music therapy are of particular interest to you?
 - d. What are your strengths?
 - e. Describe a positive and a negative (or challenging) experience you encountered during your academic/clinical training.
 - f. Why did you decide to pursue music therapy as a career?
 - g. Why did you choose this internship site?

6. **Video Demonstrations:** Videos should be uploaded to YouTube and set to unlisted. Video links are to be pasted in the proper section of the online application. Please include the following videos:
- a. **Mock session** using the following vignette (10-15 minutes in length):
 - i. *“A 68 year old African American male referred to Music Therapy was admitted to the hospital complaining of generalized pain and depression related to a flare-up of Multiple Sclerosis. During your assessment of the patient, they rated their pain as 8/10, stated they like all types of music and played piano in their youth.”*
 - b. **Skills demonstration video** of you playing and singing on two separate instruments of your choosing (5-8 minutes in length)

CONFIDENTIALITY OF VIDEO RECORDING CLIENTS:

AMTA clearly states that due to confidentiality, video and audiotapes of CLIENTS are not to be sent as part of an internship application. We honor that request. In order to have the most complete picture of each applicant, we have found that a video is of significant help. We have listed alternatives below to create a video WITHOUT USING CLIENTS and ask that you consider them. If these options are not possible, please send a NON-CLIENT tape of a session. You may ask a fellow student, parent, professor, or friend to be in your video recording.

We ask that you do not submit a video of you working with children as this internship primarily involves working with adults.

In this video we are assessing the following:

- Your music skills
- How you build rapport with clients
- How well and quickly you think on your feet in response to your client
- How you plan
- How you transition from intervention to intervention
- Your leadership skills

APPLICATION DEADLINE

Winter Cycle (January - June): Applications must be completed and received by March 15th of the previous year

Summer Cycle (June - December): Applications must be completed and received by October 15th of the previous year

For any questions contact Libby Gill at Libby.Gill@UHhospitals.org

INTERVIEWS

Internship applicants who are selected from the initial submissions will have a virtual interview via Zoom with the Internship Director and other music therapist supervisors. You will be contacted through the email you provide in your application regarding the scheduling of your interview.

Interviews typically last around 45-60 minutes and consist of the following components:

1. Introductions and general overview of the internship site
2. Intern candidates will answer questions from a panel of music therapists on a variety of scenarios and topics
3. Intern candidates will demonstrate one chosen musical selection on an instrument of their choosing (voice and guitar or piano) and sight read one chord chart of a simple and well-known song
4. Intern candidates will be given time to ask the panel of music therapists any questions they may have.

It is the responsibility of the intern candidate to ensure proper Zoom audio settings for a quality virtual musical product (i.e. Original Sound for Musicians, quality external microphone, etc)

Intern candidates can expect to be notified via email of their acceptance or decline by the internship site.

ACCEPTED INTERNS

In the weeks leading up to the start of the internship cycle, interns will be required to “officially” apply for the internship position via the UH jobs portal. This is a process done through UH Human Resources and Recruitment. A phone interview will be conducted by HR as part of UH policy, but does not affect the MT department’s decision to offer internship (this is a formality).

After this phone interview is conducted and before beginning internship, students will be required to undergo an in-person health assessment and drug screen (conducted by UH), submit to a background check, receive a flu vaccination (and any other vaccination required at the time for working within a hospital), and undergo the UH System Orientation.

Legal affiliations: Upon acceptance to the internship, a legal affiliation agreement between the intern’s university and University Hospitals is required. This will be handled by personnel at the hospital and the legal department of the university. Interns will not be allowed to start their internship until this agreement is complete.