



University-Affiliated Internship Guidelines

GENERAL RESPONSIBILITIES AND ROLE OF THE ACADEMIC INSTITUTION:

In a University-affiliated internship, there will be three roles involved in the process: Intern, Academic Internship Supervisor (the supervisor from the University), and On-Site Supervisor (the supervisor at the internship placement).

The **Academic Internship Supervisor** oversees *all aspects* of the internship process including

- 1) establishing the legal contract between the university and the site
- 2) providing all forms related to the internship process, including intern agreements, evaluations, course syllabus including course requirements, and contact information
- 3) overseeing the supervision that the intern is receiving by the on-site supervisor
- 4) providing additional “external” supervision in the form of site visits or review of clinical work (see 4.1.5).

This set-up ensures that if there is an issue with the site, On-Site Supervisor, or the site is not a good fit for the intern (for any reason), the Academic Internship Supervisor can facilitate an internship site change for the Intern so the internship is successfully completed.

GENERAL RESPONSIBILITIES OF ALL PARTIES ENTERING A UNIVERSITY-AFFILIATED AGREEMENT:

The Academic Internship Supervisor, the On-Site Supervisor, and the Intern must adhere to AMTA Standards of Clinical Practice and the AMTA Code of Ethics.

Communication between the University and a potential internship site assesses whether or not the site can be considered a UA internship. The final decision regarding the viability of the site sits with the University.

A. GENERAL REQUIREMENTS

1.0 ELIGIBILITY OF SETTINGS

1.1 The University has to approve of any facility, group of facilities, or private practice that provides internship supervision for its music therapy students. The On-Site Supervisor has to fulfill the supervisor requirements as denoted by AMTA (See AMTA Standards of Education and Training 6.2)

2.0 LENGTH OF INTERNSHIP

2.1 The Academic Internship Supervisor shall ensure that it is possible for the intern to fulfill a minimum of 900 hours but no more than 1020 hours toward the internship requirement. Additional hours may be required at the discretion of the Academic Internship Supervisor and the On-Site Supervisor, in discussion with the intern, as a direct result of the evaluation process.

2.2 The Academic Internship Supervisor will provide exit level evaluation and other documentation to ensure the intern has fulfilled the requirements of the internship (this is related to grade earned for the internship course(s)).



2.3 Both the Academic Internship Supervisor and the On-Site Supervisor(s) may determine whether or not the internship experience may be discontinued as a result of a direct violation of facility personnel policies and procedures. The deciding party is required to inform the intern and the other supervisor (either Academic or On-Site) that the internship experience is discontinued.

2.4 Academic music therapy programs must have a Policies and Procedures document concerning the dismissal of an intern. The Academic Internship Supervisor must review this document with each intern prior to the internship or within the first four weeks of the internship.

2.5 The Academic Internship Supervisor will be responsible for maintaining regular contact with the On-Site Supervisor. If an intern's performance in the internship is unsatisfactory in any way, the On-Site Supervisor, Intern, and Academic Internship Supervisor will follow procedures as indicated in the course syllabus and internship agreement. A remediation plan will be followed as delineated in the course syllabus.

2.6 An intern may elect to resign from the internship with written notification to the On-Site Supervisor and Academic Internship Supervisor in accordance with university and facility policies and procedures.

3.0 RATIO OF QUALIFIED MUSIC THERAPISTS TO INTERNS

3.1 For each On-Site Supervisor employed full time, no more than two (2) interns may be in training at any given time.

3.2 For each part-time On-Site Supervisor, only one (1) intern may be in training at any given time.

4.0 SUPERVISION

Note: University-affiliated internships are overseen by the Academic Internship Supervisor in conjunction with On-Site Supervisor(s).

4.1 Supervision includes, but is not limited to, formal and informal observation and interaction in the areas of: direct client contact, evaluation and documentation, treatment planning, group or individual meetings, participation in interdisciplinary didactic sessions, team involvement, training sessions, and staff relationships.

4.1.1 Each intern will receive a minimum of one hour of individual consultation per week with the On-Site Supervisor.

4.1.2 In addition, the On-Site Supervisor is responsible for providing an additional four hours of contact during the week. This time may include the following: observation of the On-Site Supervisor's work, observation of the intern's work, informal meetings, discussion of assignments, evaluations, review of site protocol/requirements, and anything else related to the internship.

4.1.3 While group consultation and supervision is highly encouraged as an adjunct to individual supervision, it will not replace the requirements of item 4.1.1.

4.1.4 For internship programs structured at less than 40 hours per week, the hours for supervision, consultation, and observation should be adjusted accordingly (for example, 30 minutes of weekly consultation per 20 hours per week).

5.0 EVALUATION

5.1 Assessment of the Intern is ongoing both at the internship site and through the music therapy program, which tracks progress toward meeting the AMTA Professional Competencies. This ongoing assessment ensures the student is progressing.

5.2 During this ongoing assessment, special attention is given to the individualized internship agreement, which identifies those areas in which the intern needs the most support.



5.3 The intern will be evaluated formally by both the On-Site Supervisor, the Academic Internship Supervisor, and through self-evaluation (same evaluation form) at least two times per internship (for example, at midpoint and at the end). These evaluations will include specific reference to the *AMTA Professional Competencies*.

5.4 Copies of ALL evaluations of the intern will be shared between the Intern, On-Site Supervisor, and Academic Internship Supervisor. The Academic Internship Supervisor is responsible for maintaining all records associated with the internship.

B. ON-SITE SUPERVISOR

6.0 REQUIREMENTS FOR ON-SITE SUPERVISOR

6.1 In accordance with the AMTA Standards for Education and Clinical Training, the On-site Supervisor must meet the following criteria:

- 6.1.1 Holds an appropriate professional credential or designation in music therapy
- 6.1.2 Holds a bachelors' degree in music therapy or its equivalent
- 6.1.3 Has at least two years of full-time clinical experience in music therapy or its equivalent in part time work
- 6.1.4 Has one year of experience working in the internship setting
- 6.1.5 Employed/self-employed in one or more settings for a minimum of 20 hours per week
- 6.1.6 Completion of one 5-hour CMTE workshop on Music Therapy Intern Supervision or other documented supervision training.

Note: Any additional supervisors must adhere to the requirements listed above for the On-Site Supervisor.

7.0 REGULATIONS FOR INTERNSHIP APPLICATIONS

7.1 The application process varies by University, ranging from renewing established UA internship sites to creating new internship site options. The University determines whether or not the site can be considered a UA internship and the final decision regarding the viability of the site sits with the University. The UA site determines whether or not the potential intern(s) will be accepted.

- 7.1.1 Potential UA Internship sites may contact a University seeking an affiliation. Internship sites may not actively advertise or recruit students prior to entering into an affiliation discussion with the institution.
- 7.1.2 Interns follow the requirements for application set forth by the UA internship site.
- 7.1.3 All parties should recognize that the process of establishing an affiliation may involve lengthy negotiations, involving the respective legal departments. This timeframe will vary by University and by potential Internship site and may take several months.

7.2 In order to maintain client confidentiality, the On-Site Supervisor shall not request audio/visual media that include any session material involving clients.

7.3 The On-Site Supervisor shall not make acceptance decisions more than one year in advance of the proposed start date.

7.4 The On-Site Supervisor shall notify in writing all applicants and their University music therapy program of acceptance or rejection in a timely manner.



7.5 The On-Site Supervisor shall notify the applicant's University music therapy program in writing, when the internship will begin, target date for receiving the internship agreement, status of the legal affiliation agreement, and all other site-specific requirements as applicable.

7.6 The On-Site Supervisor may offer an internship to another applicant if no response has been received within one month and attempts to locate the individual have not been successful.

C. STUDENTS/INTERNS

8.0 ELIGIBILITY FOR INTERNSHIP

8.1 The student must have acquired all competency-based prerequisites for internship (including both coursework completion and clinical experience) required by both the AMTA approved University and the On-Site placement prior to beginning the internship.

9.0 APPLICATION AND ACCEPTANCE PROCEDURES

9.1 Upon recommendation from the University music therapy program advisor, a student can initiate the application process for a University-Affiliated internship. The student can or will:

9.1.1 Request, complete, and submit any necessary application materials.

9.1.2 Apply to no more than four internship sites (this is a total of both or either University-Affiliated and National Roster internships).

9.1.3 Once an active application has been withdrawn or declined, another application may be submitted to an additional facility.

9.1.4 Applications may not be submitted more than 12 months prior to the date the applicant will be eligible for internship. On-Site Supervisors must not make acceptance decisions more than one year in advance of the proposed start date.

9.2 The student will consider acceptance responses with the Academic Internship Supervisor and together make a decision about the internship placement.

9.3 The student will accept or decline each offer for internship, in writing bearing original signature (or comparable online signature), within one month of receipt of that offer. The acceptance offer will be rescinded if no response is received.

9.4 Once a letter of acceptance has been sent to an On-Site internship site, the student must write to withdraw their applications with all other internship sites at which they have an active application.

9.5 Once accepted, the student, Academic Internship Supervisor, and On-Site Supervisor formulate an internship agreement. The content and format of each agreement may vary according to the situation and parties involved. This internship agreement is made for each student prior to beginning the internship program and shall include documentation of successful completion of competency-based prerequisites for internship (including both coursework completion and clinical experience).

10.0 INTERN RESPONSIBILITIES

10.1 Adhere to University-Affiliated Internship Guidelines, internship site program personnel requirements, and internship site policies and procedures.

10.2 Maintain regular communication with Academic Internship Supervisor and On-Site Supervisor regarding all aspects of the internship as outlined in the internship agreement and/or internship course syllabus.



10.3 Report internship site non-compliance to the Academic Internship Supervisor. In the case of non-compliance by the Academic Internship Supervisor, reports should be made to the next administrative level in the University.

10.4 An intern may elect to resign and/or withdraw from the internship with written notification to the On-Site Supervisor *and* the Academic Internship Supervisor in accordance with University *and* facility policies and procedures.

10.5 Complete a midterm and final intern self-evaluation (and final intern site evaluation if required by the internship agreement, internship site, and/or internship syllabus). As per 5.4, these documents will be shared with the On-Site Supervisor and the Academic Internship Supervisor.

10.6 May request a "Welcome to the Professional World" packet from the AMTA National Office at the midpoint of the internship.