



Intern Timeline & Expectations

We are so excited that you have chosen to intern at Sound Starts, LLC. The following pages will outline expectations month by month.

Clinical Internship Director

Mary Altom, MT-BC
Owner & Board Certified Music Therapist
mary@soundstartsmusic.com
469-443-6224 ext.700



Pre-Internship

- Learn and memorize all songs in the MTK Starter Kit on guitar AND piano
- Read *Developmental Speech-Language Training through Music for Children with Autism Spectrum Disorders: Theory and Clinical Application* by Hayoung A. Lim
- Read *Music Heard So Deeply: A Music Therapy Memoir* by Betsey King, Phd, MT-BC
- Submit written book summaries (no more than 1 page per book) one week prior to internship start date
- Read & Sign the Employee Manual
- Read & Sign the Termination Policy
- Send photo + paragraph biography to mary@soundstartsmusic.com for the Sound Starts Website

Ongoing Additional Expectations/Events

- Hours: 4 weekdays + Saturday 9am-6:30pm
- Attend team Meeting: Every 1st Tuesday at 2:00pm
- Complete weekly touchpoint form (see Trello board)
- Complete daily documentation and notes
- Engage in weekly meeting(s) with supervisor(s), these will sometimes be scheduled and other times spontaneous, length will always be as needed.
- Document hours via provided google sheet in team drive
- Attend and lead camps as directed.
- Attend and participate in special events (resource/health fairs) as directed.
- Attend and participate in Showcase as directed.

Day 1 Orientation & Accesses

- Lovejoy background check: LINK
- Fingerprinting (if applicable)
- If attending BSW: flu shot, and HIPAA forms
- Email/Team Drive
- Trello
- MMS
- Grasshopper
- Key
- Strengthsfinder Assessment
- ID will add you to the Sound Starts Website
- Complete Beginning Internship Competencies: LINK

Sound Starts Music Therapy
Mail: 9201 Warren Parkway Suite 200 Frisco, TX 75034
Phone: 469-443-6224 Fax: 214-975-2430
www.soundstartsmusic.com



Month 1

- Determine weekly schedule; it may take 2-3 weeks before your schedule is “official” as our clients shift from time to time and you will be observing multiple therapists.
- Distribute “Internship at Sound Starts” cards to families you will be working with
- Initiate a conversation with each supervisor regarding style of feedback and session expectations.
- Explore the office and inventory app so you know what materials and instruments are available to you
- Explore the Resources folder in the team drive for the same reason
- Read the SOPs in the team drive
- Contact 5 MT-BCs and schedule observations (to be completed by the end of month 2).
- Observation of center therapists
- Lead Opening/Closing Songs
- Read IMTAP manual
- Complete 1 IMTAP assessment
- Watch the Adapted Lesson training video: [LINK](#)
- Following attendance at the first team meeting, set your team goal.

Month 2

- Read SEMTAP manual
- Complete 1 SEMTAP assessment with Mary
- Submit special project proposal to the internship director
- Select client for case study
- Discuss with your supervisor the best way to track data for your case study
- Seek presentation opportunities and schedule your presentations
- Co-lead regularly scheduled sessions a minimum of 50%
- Complete 5 MT-BC Observations
- Submit MT-BC Observation Summaries to the internship director

Month 3

- Co-lead sessions a minimum of 75%
- Complete Mid-Internship competencies: [LINK](#)

Month 4

- Become the Senior Intern!
- Welcome Junior intern and assist with orientation/question answering
- Launch your special project



- Order internship packet from AMTA
- Independently lead 100% of sessions

Month 5

- Create resume and submit to ID for review
- Begin job seeking process: ask ID how to join the SWAMTA lists, join FB group "Music Therapy Jobs & Hiring"
- Begin fading/transitioning during all sessions as needed
- Begin preparing families for your departure by giving verbal reminders: "I have one month left." "two more sessions" etc.

Month 6

- At team meeting (1st Tuesday) schedule internship finale party!
- Written case student report due
- Present case study and special project during monthly team meeting (you may do this at team meeting during month six or team meeting that occurs immediately following internship.
- Complete all 5 presentations
- Complete End of internship competencies LINK
- Schedule "last day" meeting with internship director

Last Day

- Complete Site Evaluation form: put link here!
- Return Key
- ID will remove accesses