



Internship Timeline & Expectations

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

CEO and Clinical Internship Director

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

AIAC Representative

Madison Michel,MM, MT-BC
AIAC Southwest Region Representative
madison@heartandharmony.com
972-322-3279



Pre-Internship

- Send acceptance letter to student
- Send acceptance letter to AIAC representative
- Send acceptance letter to academic advisor
- Send assignments and admin forms to Intern
- Receive full COVID-19 vaccine
- Provide proof of professional liability insurance

Assignments:

- 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

Forms/Admin:

- Read & Sign the Employee Manual
- Read & Sign the Informed Consent document
- Read & Sign the Internship Agreement
- Read & Sign the Intern Expectations Policy (this document)
- Read & Sign the Intern Dismissal Policy
- Send photo + paragraph biography to jorja@soundstartsmusic.com (see <https://soundstartsmusic.com/ourteam> for ideas)

Ongoing Additional Expectations/Events

- Hours: 9am-6:30pm (4 weekdays + Saturday)
- Attend team meeting and small group: Every 1st and 3rd Tuesday at 6:30pm
- Complete weekly touchpoint form (see Trello board)
- Complete daily documentation and notes
- Engage in weekly meeting(s) with supervisor(s); one will always be scheduled with ID; others will be spontaneous, length will always be as needed
- Document hours via provided google sheet in shared 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.
- Monthly special topic trainings

Week 1 Orientation & Accesses

- Tour of building
- Facility mission, culture and core values
- Parking
- Holiday and sick day procedures
- Infection control policies
- Lovejoy ISD background check:
https://www.lovejoyisd.net/apps/pages/index.jsp?uREC_ID=388656&type=d&pREC_ID=881532
- Fingerprinting (if applicable)
- If attending BSW: proof of flu shot and HIPAA forms (see shared drive --> internship)
- Email/Shared Drive
- Trello
- MMS
- Grasshopper
- Key
- Strengthsfinder Assessment
- ID will add you to the Sound Starts Website
- Review the following AMTA documents:



- Standards of Clinical Practice
 - National Roster Internship Guidelines
 - Clinical Training Guidelines
 - Scope of Music Therapy Practice
 - Code of Ethics
 - Professional Competencies
- Complete Beginning Internship Competencies:
https://docs.google.com/forms/d/e/1FAIpQLSfrJOLb3x5O4_jfu72uNXhhHK42v-CEad1zhp35ptyivxYzIA/viewform

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.
- Once your weekly schedule is established, “research” your clients by reading all prior notes and documentation located in each client’s drive folder.
- 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 shared drive for the same reason
- Read the SOPs in the shared drive
- Read the Internship Helpful Tips in the shared drive
- Contact 5 MT-BCs and schedule observations (to be completed by the end of month 2; see shared drive --> internship for ideas).
- Observation of center therapists
- Lead Opening/Closing Songs
- Read IMTAP manual



- Read SEMTAP manual
- Watch the Adapted Lesson training video:
<https://www.youtube.com/watch?v=wJNvXJAbp8A&feature=youtu.be>
- Following attendance at the first team meeting, set your team goal (ask ID for more information)

Month 2

- Select client for case study.
- Discuss with your supervisor the best way to track data for your case study.
- Complete the IMTAP assessment for your case study client
- Complete 1 SEMTAP assessment with Tyler or Mary
- Submit special project proposal to the internship director
- Seek presentation opportunities and schedule your presentations (see shared drive → internship for ideas)
- 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
https://docs.google.com/forms/d/e/1FAIpQLSfrJOLb3x5O4_jfu72uNXhhHK42v-CEad1zhp35ptyvixxYzIA/viewform

Month 4

- Become the Senior Intern!



- Welcome Junior intern and assist with orientation/question answering
- Launch your special project
- Order internship packet from AMTA <https://www.musictherapy.org/careers/packets/>
- 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 sessions as needed; have an individual conversation with each supervisor.
- Begin preparing families for your departure by giving verbal reminders: “I have one month left.” “two more sessions” etc.
- CBMT preparation

Month 6

- At large group meeting (1st Tuesday) schedule your internship finale party!
- 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
https://docs.google.com/forms/d/e/1FAIpQLSfrJOLb3x5O4_jfu72uNXhhHK42v-CEad1zhp35ptyivxYzIA/viewform
- Submit written case student report
- Schedule “last day” meeting with internship director



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Final Wrap Up and Meeting with Internship Director

- Prior to Meeting Download any personal documents you wish to keep from the shared drive
- Prior to Meeting Complete Site Evaluation form:
https://docs.google.com/forms/d/e/1FAIpQLSea1AB9Ocm263KWxSLRE5gxue6H3Jj_tITcPh_oJFxyHZVOow/viewform
- Prior to Meeting Forward any emails you wish to keep
- Double Check Trello To-do lists
- Come prepared with any questions/feedback.
- ID will remove accesses, return key
- Ask Jorja to send a letter of internship hours completion to Karen Howat at CBMT
- Congratulations, you are done!!

Intern Signature	Date
Internship Director Signature	Date