



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
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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 Dismissal Policy
- Read & Sign Internship Agreement
- Read & Sign Internship Expectation Policy
- Read & Sign informed consent document
- Provide proof of professional liability insurance
- Receive and submit proof of full COVID-19 vaccination
- Send photo + paragraph biography to mary@soundstartsmusic.com (see <https://soundstartsmusic.com/ourteam> for ideas)

Ongoing Additional Expectations/Events

- Hours: 9am-6:30pm (4 weekdays + Saturday)
- Attend team meeting: Every 1st Tuesday
- Attend small group meeting: Every 3rd Tuesday
- 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 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

Day 1 Orientation & Accesses

- Tour of building
- Facility mission, culture, and core values
- Parking
- Holiday and sick day procedures
- Infection control policies



- Lovejoy background check:
https://www.lovejoyisd.net/apps/pages/index.jsp?uREC_ID=388656&type=d&pREC_ID=881532
- Fingerprinting (if applicable)
- If attending BSW: flu shot and HIPAA forms (see shared drive ☐ internship)
- Email/Shared Drive
- Trello
- PIT
- Grasshopper
- Key
- Strengthsfinder Assessment
- Appreciation Languages Worksheet
- Favorites
- Little Jammers
- 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, and Professional Competencies
- Complete Beginning Internship Competencies:
https://docs.google.com/forms/d/e/1FAIpQLSfrJOLb3x5O4_jfu72uNXhhHK42v-CEad1zhp35ptyivxYzIA/viewform
- Day 2 info (interns will likely be alone in the office) and assignments

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 as needed
- Initiate a conversation with each supervisor regarding style of feedback and session expectations.
- Explore the office and inventory sheet 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 SOP’s for interns 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
- Read IMTAP manual
- Read SEMTAP manual
- Watch the Adapted Lesson training video:
<https://www.youtube.com/watch?v=wJNvXJAbp8A&feature=youtu.be>
- Monthly Training Topic
- Lead Opening/Closing songs

Month 2

- Select client for case study,
- Complete the IMTAP assessment for your case study client
- Discuss with your supervisor the best way to track data for your case study,
- Submit special project proposal to the internship director
- Seek presentation opportunities and schedule your presentations (see shared drive → internship for ideas)
- Complete 5 MT-BC Observations
- Submit MT-BC Observation Summaries to the internship director
- Monthly Training Topic
- Co-lead regularly scheduled sessions a minimum of 50%
- Complete Behavior Management training

Month 3

- Complete Mid-Internship competencies
https://docs.google.com/forms/d/e/1FAIpQLSfrJOLb3x5O4_jfu72uNXhhHK42v-CEad1zhp35ptyivxYzIA/viewform
- Complete notes for all your sessions
- Monthly Training Topic
- Co-lead sessions a minimum of 75%
- Begin collecting data for case study client
- Check-in re-observation

Month 4

- Become the Senior Intern!
- Quarterly Conversation
- 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
- Monthly topic training



- Complete 1 SEMTAP assessment with Mary
- CBMT Prep

Month 5

- Create resume and submit to ID for review
- Begin job seeking process: ask ID how to join the 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.
- Monthly training topic
- CBMT Prep/Study Night

Month 6

- Schedule your internship finale party with ID
- Submit written case student report
- Present case study and special project during farewell party
- Complete all 5 presentations
- Complete End of internship competencies
https://docs.google.com/forms/d/e/1FAIpQLSfrJOLb3x5O4_jfu72uNXhhHK42v-CEad1zhp35ptyivxYzIA/viewform
- Schedule “last day” meeting with internship director
- Monthly training topic

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 ID to send a letter of internship hours completion to Karen Howat at CBMT
- Ask ID to send final files to AIAC rep and university professor: Mid and Final Intern Competencies, Site eval and signed problem areas, completion of hours
- Congratulations, you are done!