Field experience in Illinois State University’s music therapy department has been structured to simultaneously meet the requirements of the University and the American Music Therapy Association, Inc. (AMTA). Presently, field experience in music therapy consists of Music Therapy Internship (MUS 298.01 and MUS 498.02) and Professional Practice: Music Therapy (MUS 398). Each of these will be described separately.

Music Therapy Internship

The music therapy student, during 4 semesters of the Junior and Senior year or during 4 semesters of graduate study, is expected to enroll in Music Therapy Internship (MUS 298.01 or MUS 498.02), a 12 – 15 hour assignment in which the student provides therapeutic music experience for special populations in schools, hospitals, nursing homes and other community facilities. A music therapy faculty member coordinates all field placements. Individual student preferences, skills and needs are taken into consideration in making specific site assignments. In accordance with AMTA guidelines, the student’s practice experiences are with at least three different populations during the course of study. Students receive one credit for each semester of Music Therapy Internship for a maximum of four credits. Music Therapy Internship is offered only on a credit/no-credit basis on the undergraduate level. Contracts are negotiated with individual graduate students to delineate requirements and letter grade evaluation.

Field agencies are selected based on the quality of treatment they provide to clients, the quality of supervision they provide to students, and the accessibility of their location. Populations available for Illinois State University music therapy clinical experience include: senior citizens; adolescents and adults with psychiatric problems; and children with mental retardation, behavior disorders, physical handicaps, visual and hearing impairments.

Student responsibilities:
1. Schedule field experience with music therapy faculty member.
2. Attend orientation session provided by community facility.
3. Become aware of and abide by human rights and confidentiality policies of the community facility.
4. Become aware of and abide by the dress code, sign-in and other procedures of the community facility.
5. Plan and present therapeutic music experience for assigned individuals or groups. Provide written session plans or evaluations to University and/or facility supervisor as requested.
6. Be on time for scheduled sessions and be prompt in carrying out assignments; notify University and facility supervisor of any schedule change; in case of absence, notify both supervisors in advance.
7. Attend weekly Music Therapy Internship class at University.
8. Notify supervisors immediately of any problem associated with the internship assignment.
9. During finals week, complete written evaluation forms provided; request evaluation from facility supervisor; meet with University supervisor for final evaluation conference.

University supervisor responsibilities:
1. Initiate contact with community facility; develop procedures and schedule with
administrator or supervisor.
2. Provide student and facility with description of field experience program and delineation of responsibilities.
3. Schedule field experience with students.
4. Observe student 3 times per semester; provide verbal or written feedback.
5. Provide student with additional conference time at his/her request; confer with facility supervisor at his/her request.
6. Return written session plans, evaluation, etc. to student, with feedback, within 48 hours of receipt of assignment.
7. Provide relevant materials, resources, discussion, etc. during weekly Music Therapy Internship class.
8. During final week, complete written evaluation form; hold final evaluation conference with student.

Facility supervisor responsibilities:
1. Become familiar with University Guidelines for Field Experience in Music Therapy.
2. Orient the student to facility policies, procedures, schedules, etc.
3. Orient the student to the facility population – characteristics, special methods, techniques, etc.
4. Present the student to facility staff and clients in a manner to insure his/her professional status.
5. Observe student and provide periodic oral or written feedback.
6. Notify the student’s University supervisor immediately of any problems associated with the field experience assignment. Telephone: 438-8803
7. During the final week of field experience, complete the written evaluation forms provided: return evaluation to the student or to the University supervisor (see attached evaluation form).
Professional Practice: Music Therapy

Professional Practice: Music Therapy (MUS 398) is a six-month (1040 hours), 40 hour per week experience in an AMTA approved facility. Students apply for internships from AMTA’s national listing of approved facilities. Therefore, experience with a wide range of populations may be possible. Directors of clinical internships must be Board Certified music therapists. It is the internship director who determines specific, individualized assignments for the student. The student receives one credit for each semester of Professional Practice: Music Therapy for a maximum of two credits. The internship is offered only to students who have completed prerequisite music therapy courses. Students must receive a grade of C or better in this course in order to graduate in the music therapy sequence.

Student responsibilities:
1. Review internship application procedures with University Director of Music Therapy approximately one and one-half years before start of intended internship.
2. Choose possible internship sites from AMTA listing and request information from them.
3. In accordance with AMTA guidelines, have no more than four internship applications out at any one time.
4. Insure acceptance of internship in writing.
5. Provide University Director of Music Therapy with name, address, phone number, dates, etc. of internship.
6. In a professional manner, carry out internship assignments designated by the Director of Clinical Internship; follow all policies and procedures of host facility.
7. Provide University Director of Music Therapy with midterm and final student self-evaluation. (Use same format as clinical supervisor).
8. Provide University Director of Music Therapy with copies of any case studies, special projects, etc. required in the internship setting.

University Director of Music Therapy responsibilities:
1. Advise students of internship application procedures.
2. Provide verification or recommendation letters for students applying for internship.
3. Maintain record of student internship information.
4. Process evaluations, case studies, projects, etc.
5. Provide grade for student internship experience.

Clinical Training Director responsibilities:
1. Provide student with written verification of acceptance for internship.
2. Orient student to facility policies, procedures, population, etc.
3. Delineate internship expectations and assignments to student.
4. Present the student to facility staff and clients in a manner to insure his/her professional status.
5. Notify the University Director of Music Therapy of any problems associated with the internship. Telephone: (309)438-8198
6. Provide University Director of Music Therapy with midterm and final evaluation of student. Include suggested grade: A, B, C, etc.