



# Music Therapy Internship Application Packet

Dear Prospective Music Therapy Intern:

Thank you for your interest in Villa St. Joseph as an internship site. We are pleased to offer excellence in compassionate care to older adults in long term care as well as short term rehabilitation for persons of all ages. In this Internship Application Packet, you will find information on the internship, interview and audition, and application form. We accept up to two interns per year, beginning the seven-month internship period in January or July. The application deadline is six months before the start date for full consideration to allow for the interview and decision process. Applications received less than six months in advance will be considered as available. Applications cannot be received more than a year in advance. Please review the enclosed materials and contact me with any questions.

Sincerely,

A handwritten signature in black ink that reads 'Brigette K. Sutton, MA, MT-BC'. The signature is written in a cursive style.

Brigette K. Sutton, MA, MT-BC

Neurologic Music Therapist

Director of Music Therapy

Internship Director/Supervisor

Phone: 724.869.6342

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# Music Therapy Internship Application Packet

## **INTERNSHIP SITE:**

Villa St. Joseph  
1030 State St.  
Baden, PA 15005  
Phone: 724.869.6300  
[www.villastjoseph.org](http://www.villastjoseph.org)

## **POPULATION SERVED:**

Villa St. Joseph is a place of healing committed to excellence in compassionate care serving the health needs of older adults, as well as those in the wider community in need of our expanding services (mission statement). Villa St. Joseph serves primarily older adults, including short-term rehabilitation, long-term nursing care, end of life care, and Alzheimer's disease.

## **FACILITY DESCRIPTION:**

Villa St. Joseph is located 25 miles north of Pittsburgh, along the Ohio River Boulevard. Villa St. Joseph is a sponsored ministry of the Sisters of St. Joseph and shares the 88-acre campus with the Sisters of St. Joseph Motherhouse, Baden Academy, and Girls Hope of Pittsburgh. This unique interpersonal environment offers various opportunities for intergenerational experiences and a natural extension of the Sisters of St. Joseph community. The beautiful campus, hosted by the Sisters of St. Joseph community, boasts an abundance of green space, including 54 varieties of trees, two walking trails, and a labyrinth.

Villa St. Joseph houses 120 beds in four "neighborhoods," serving residents with short-term rehabilitation needs, long-term skilled care needs, hospice needs, and Alzheimer's disease. The dedicated nursing staff is joined by physical therapy, occupational therapy, speech therapy, music therapy, pastoral care, social services, and activities staff in meeting resident care needs. In addition, the rehabilitation team serves a growing outpatient program.

## **VILLA ST. JOSEPH MISSION STATEMENT:**

Villa St. Joseph is a place of healing committed to excellence in compassionate care serving the health needs of older adults, as well as those in the wider community in need of our expanding services. As a sponsored ministry of the Sisters of St. Joseph of Baden, all that we do witnesses to a profound love of God and love of neighbor without distinction, with deep respect for the sacredness of human life and the dignity of person. Villa St. Joseph serves all people regardless of race, color, creed, religion, sex, national origin, age, familial status, handicap or disability.

Villa St. Joseph commits itself to excellence with these core values:

- *Person-Centered*: We minister to the unique physical, emotional, spiritual, and social needs of each person, supporting each to live fully.
- *Respect*: We uphold the dignity and integrity of each person in witness to the sacredness of human life in all its stages.
- *Quality*: We pursue excellence by promoting continued personal and professional development with pride in each person's contribution.
- *Stewardship*: We exercise responsible use of resources in order to advance our charitable mission.
- *Community*: We strive to create a just, caring, and diverse community highlighted by hospitality and charity in the manner of St. Joseph, our patron.
- *Collaboration*: We relate with the wider community proactively to pursue opportunities to extend and enhance our services.

### **ACCREDITATIONS/LICENSURES:**

- CARF-CCAC: The Commission on Accreditation of Rehabilitation Facilities (CARF) and the Continuing Care Accreditation Commission (CCAC) merged in 2003. This international accrediting commission establishes standards to help organizations measure and improve the quality of their programs and services. Villa St. Joseph's accreditation, as a member of the Aging Services Network, marks the first accreditation of an aging services network by CARF-CCAC in the state of Pennsylvania and the third in the United States. In September 2011, Villa St. Joseph received accreditation from CARF-CCAC for meeting *Person-Centered Care Long Term Care Community* standards.
- Pennsylvania Department of Aging
- Pennsylvania Department of Health
- Pennsylvania Department of Public Welfare
- Pennsylvania Department of Labor and Industry
- Federal Medicare and Medicaid Program
- Medical Assistance Program of the State of Pennsylvania
- Pennsylvania Department of Agriculture

### **MEMBERSHIPS:**

- American Association of Homes and Services for the Aging (AAHSA)
- LeadingAge (formerly PANPHA)
- Southwestern Pennsylvania Partnership on Aging (SWPPA)
- Catholic Long Term Care Network
- Pennsylvania Catholic Health Association (PCHA)
- Beaver County Chamber of Commerce

## **MUSIC THERAPY PROGRAM DESCRIPTION:**

Villa St. Joseph became the first long-term care facility in Beaver County to implement a Music Therapy Program directed by a full-time, board-certified music therapist in 2007. The program received initial funding through Staunton Farms Foundation and other generous donors with the goal of improving the lives of residents experiencing depression. Research in this context was conducted at Villa St. Joseph through the Music Therapy Department, with the resulting monograph entitled, "The Effect of Music Therapy on Depression Symptoms As Experienced By Long-Term Care Residents: A Music Therapy Model Site In Long-Term Care."

The Music Therapy Program at Villa St. Joseph includes one music therapist and functions as an individual department. The Music Therapy Department partners most frequently with the Activities and Rehabilitation Departments and is supported by students, volunteers, and interns at times. Villa St. Joseph accepts music therapy practicum students and interns from Duquesne University, Seton Hill University, and Slippery Rock University. The Music Therapist serves as a member of the management team, as well as the broader interdisciplinary team. Music therapy documentation is incorporated in the medical record, and the music therapist is active in the care planning process.

Music therapy is facilitated five days a week, in individual and group settings, encompassing all four neighborhoods in the Villa and limited intervention in the Sisters of St. Joseph Motherhouse. Group sessions are structured, following a flexible routine that includes a variety of interventions (active music making, music listening, imagery experiences, relaxation experiences, movement activities). Individual sessions allow for flexibility in order to meet the needs of the individual residents and may include song choice, music listening, reminiscence/discussion, therapeutic instrument lessons, or other shared music experience. The nature of music therapy sessions and goals encourage creativity in adapting and developing techniques.

Music therapy services are described in three general categories, reflecting primary goals, purpose for music therapy intervention, and common settings for service delivery. Community Music Therapy focuses on restoring, maintaining, and improving quality of life through music and music interventions. It generally takes place within group settings to address psychological, social, and cognitive goals especially for residents in our long-term care neighborhoods. Music Psychotherapy is primarily concerned with finding meaning and fulfillment or making other psychological changes. These sessions may include individuals, families, or other small groups to involve more therapeutic "work" than in large group sessions. Neurologic Music Therapy is the therapeutic application of music to address functional outcomes. These interventions apply the NMT training through Colorado State University and often occur in collaboration or direct co-treatment with other rehabilitation therapies.

The Music Therapy Program at Villa St. Joseph provides an ongoing opportunity for growth and development. These possibilities include:

- *Programming opportunities* such as various group/ensemble sessions, intergenerational activities/ensembles, community/family engagement, special events, etc.
- *Advocacy opportunities* such as employee education/in-services, community/family outreach, publications, peer interactions, etc.
- *Educational opportunities* through Villa St. Joseph or the greater community regarding general employee information, resident care topics, or music therapy.

### **MUSIC THERAPY PROGRAM PHILOSOPHY:**

The Music Therapy Program at Villa St. Joseph is a quality of life program that encourages health and wellness through the use of music. Our residents are accepted as unique individuals whose needs encompass the mind, body, and spirit. They have abilities as well as limitations, preferences, and a potential role within the community. Each resident lives within the culture of his/her relationships, family, spirituality or religious preference, and geographic location, in addition to the culture within Villa St. Joseph. Each resident's past experiences continue to be a part of the individual. In accordance with the Active Theory of Aging (Havighurst, 1963), we view successful aging to involve remaining active and involved in order to pursue the same, or adapted, preferences throughout life. Although residents may begin to withdraw from the community near the end of life, Villa St. Joseph remains a vibrant community that is full of life.

The therapeutic value of music at Villa St. Joseph is rooted in music's ability to create and restore order. Sears' processes of music therapy provide a thorough look at these characteristics of music and the responses they elicit. Music promotes healthy responses due to the familiarity, predictability, feelings of security, pleasure, and positive associations it offers to residents. It facilitates experiences within structure, in self-organization, and in relating to others, creating a successful environment for residents to achieve a variety of goals such as orientation, self-expression, and interaction. Music also structures the process of change, drawing on the iso principle to guide the patient from his/her present state to the desired state. This may involve decreasing pain or agitation, or engaging a resident in a group. In these ways, music enhances the restoration and coordination of declining abilities for successful and fulfilling experiences.

The music therapy facilitated at Villa St. Joseph is generally grounded in humanistic theory. The interdisciplinary treatment approach strives to remain person-centered, and the music therapy goals primarily address quality of life issues. Each resident is viewed as a valuable individual with unique music experiences and associations. The relationships between a resident, the music, and the therapist are the vehicle for therapy. Therapeutic interactions, and the relationships they build, support each individual via acceptance, reassurance, reminiscence, empathy, affirmation, and trust. The music therapist works to renew and expand these relationships in order to improve quality of life, including the interconnected physical, cognitive, psychological, interpersonal, and spiritual aspects of life.

The music therapy department also coordinates special events, such as the Villa Variety Show, and supports other music-related programming or needs within the Villa including the Musician Volunteer program. *Musician Volunteers* may be residents, staff, family members, or other Villa visitors. Their mission is to provide “environmental music,” an informal way to make the neighborhood more home-like and provide the right stimulation to meet resident needs.

### **INTERN TRAINING PHILOSOPHY:**

The music therapy internship is a learning process that prepares an individual to enter the music therapy field as a competent and confident professional. The learning process, therefore, encompasses the development and application of theoretical, clinical, and professional skills, as guided by the AMTA Professional Competencies. Upon successful completion, the intern will be ready to apply for board certification as a music therapist.

The music therapy internship at Villa St. Joseph will incorporate a variety of learning opportunities in order to create an environment for successful learning. Clinical opportunities and supervision remain priorities in developing and applying skills. Avenues for learning may include observation, research, documentation, self-evaluation and reflection, participation in interdisciplinary processes, clinical supervision, musical supervision, and discussion. Clinical opportunities will involve group and individual sessions, as well as opportunities to assess, develop, and evaluate the effectiveness of music therapy programming.

Clinical skills are essentially learned by doing, a process made more successful by preparation, reflection, and supervision. Therefore, the intern will engage in a process of preparing skills, using skills, and evaluating skills. The intern will also have the opportunity to develop professional skills through education and advocacy as these concepts relate to staff, community, and/or government.

Many interns learn successfully through a combination of observation, questioning, imitation, exploration, feedback, and supervision. Therefore, the supervisor will provide observation opportunities, guidance in an interdisciplinary context, teaching, modeling, support and space for growth, and musical and verbal supervision. The intern also has the responsibility to direct his/her learning experience by asserting his/her supervision needs and preferences. The supervisor will guide the intern in preparing for clinical experiences and encourage the intern to reflect on those experiences. Other assignments will contribute to personal and professional growth by exploring relevant literature, programming possibilities, personal reflections, etc.

The goal of the music therapy internship at Villa St. Joseph is to grow personally and develop professionally into a competent and confident music therapist. The successful intern should be prepared to complete the board certification exam and demonstrate the AMTA Professional Competencies. The successful intern should also be capable of continuing the process of preparing and evaluating skills to encourage continued growth as a music therapist.

## **INTERNSHIP DESCRIPTION:**

Villa St. Joseph offers a University Affiliated Internship through Duquesne University, Seton Hill University, and Slippery Rock University. The music therapy internship program can accommodate up to two interns per year. Full time internships typically begin in January or July, and end after seven months (February or August, respectively). This internship schedule involves a 40 hour work week, usually Monday through Friday, and includes five personal days and seven annual facility holidays. The internship schedule can also be adjusted to accommodate a part time schedule or other needs or requirements of the intern or school. The internship schedule is designed to be convenient to expected graduation dates and to enable the intern, the residents, and the facility to anticipate the intern's presence in the music therapy program.

Interns can expect to work with the one, full-time music therapist on staff in partnership with other departments and disciplines. Interns may share their internship experience with a co-intern for all or part of their internship, with practicum students, and/or with student observers. Direct resident contact averages 14 to 15 hours per week. Other time responsibilities may include meetings, trainings, session preparation, supervision, internship projects/requirements, and supportive music opportunities.

Interns will develop and apply theoretical, clinical, and professional skills, as guided by the AMTA Professional Competencies, as they become increasingly independent in clinical experiences. Interns will participate in weekly supervision and other learning opportunities as recommended by the supervisor and requested by the intern, including a final project. A midterm and final evaluation will be completed and reviewed with the intern, who will also complete a midterm and final self-evaluation.

The orientation period includes general orientation to the facility and music therapy orientation. The intern will become familiar with facility policies and procedures, as well as music therapy policies and procedures. The intern will observe music therapy programming, interdisciplinary meetings, and other relevant events or trainings. The intern will focus on preparing music skills and will begin learning the documentation process.

The learning and development period will focus on skill development and the interdisciplinary role of the intern. The intern will move from observation to co-leading, beginning to take a more active role in session planning and preparation. The intern will also become more involved in the interdisciplinary team, including attending care conferences.

The transition period prepares the intern for professional work. The intern will gain increasing independence in planning and facilitating group and individual sessions. The intern will also assume documentation responsibilities for these sessions. The intern will explore the transition to professional through supervision and the completion of a final project.

The music therapy department offers a variety of equipment and instruments to interns:

- Yamaha YPG-225 keyboard
- iPod touch and Bose speaker
- 4 classical Fender guitars
- 3 acoustic-electric guitars (Takamine, Yamaha, Ovation)
- 1 acoustic guitar (Alvarez)
- 1 Remo banjo
- 1 soprano and 1 concert ukulele
- Suzuki tone chimes
- Harmonicas
- Recorders
- Kazoos
- 2 alto xylophones
- 1 autoharp
- 1 Q-chord
- 2 melody harps
- 1 large and 2 hand held rain sticks
- 1 ocean drum
- 1 chime tree
- 1 pentatonic set of Boomwhackers
- Drums including: djembe, rototom, timpani, doumbek (6)
- 30+ sound shape drums
- 13 frame/paddle drums
- Hand held percussion including: tambourines, maracas, egg shakers, sleigh bells, triangles, cowbell, wood blocks, claves, rhythm sticks, guiros, cabasas, tick tocks, castanets, cachos shakers, sandpaper blocks, wooden agogo, frog rasp, chime
- 24 colored scarves
- 14 multicolored scarves
- 4 scarf ribbons
- 16 bandanas
- Stretch band
- 12-handle parachute
- 2 disco tap sets
- 3 music stands
- Conducting baton
- Portable white board
- Rechargeable Portable Wireless PA System (Hisonic HS-120B)
- Voice Amplifier (Pyle PWMA50)
- Metronome (DB-30 Dr. Beat)
- Fender Frontman 10G amp
- iPad

### **ENTRY LEVEL REQUIREMENTS:**

Qualified internship candidates will be contacted to schedule an on-site interview/audition. Interns should be prepared to demonstrate the following requirements during this interview/audition, as well as throughout the application process. Intern eligibility will be determined through the application, references, academic advisor, interview/audition, and general interaction and communication.

#### *Music Skills*

- Performance skills on major instrument (AMTA Professional Competencies A.3.)
- Compose or arrange songs using I, IV, V chords (A.2.)
- Tune guitar in standard tuning (A.5.3.)
- Accompany self on keyboard and guitar (A.4.1. and A.5.1.)
- Sight read and/or create accompaniment for a simple melody using I, IV, V chords on keyboard (A.4.2., A.4.3.)

- Harmonize and transpose simple compositions on keyboard and guitar (A.4.2., A.4.5., A.5.5.)
- Sing on pitch with and without accompaniment (A.6.)
- Perform basic, population-appropriate repertoire with or without music on keyboard, guitar, or with voice (A.4.4., A.5.4., A.6.3.)
- Basic skills on percussion instruments in rhythm-based experiences (A.7.)

#### *Clinical Skills*

- General knowledge about the geriatric population, including abilities and limitations (B.12.1.)
- Introductory knowledge of music therapy methods and techniques as appropriate to the geriatric population, including possible goals and objectives (B.13.3., C.15.1., C.15.4.)
- Ability to observe a resident's mood, affect, behavior and responses to music interventions (C.16.2, C.16.3.)
- Willingness to establish and maintain interpersonal relationships with residents as appropriate to therapy (B.14.2.)
- Communicate professionally and effectively in written and verbal forms

#### *Professional Skills*

- Adherence to professional and ethical expectations (C.22.1. C.22.2.)
- Ability to meet responsibilities in a timely, organized, and professional manner (C.22.3., C.22.6.)
- Willingness to actively engage in supervision process (C.24.1.)
- Willingness to communicate professionally and effectively with other disciplines (C.23.)
- Ability to follow facility and departmental policies and procedures
- Ability to seek guidance when needed

### **AUDITION EXPECTATIONS:**

The purpose of the audition is to demonstrate entry level requirements, as well as other musical strengths, knowledge, and style. You should be prepared to demonstrate the following:

1. Major Instrument (1-2 songs)
  - a. Perform one song at skill level
  - b. Be prepared to improvise (or on comfortable instrument)
2. Guitar skills (1-2 songs\*)
  - a. Tune guitar in standard tuning
  - b. Accompany self while singing
  - c. Transpose song
3. Keyboard skills (1-2 songs\*)
  - a. Accompany self while singing
  - b. Transpose song with or without melody
  - c. Be prepared to sight read simple melody and harmonize (from fake book)
4. Perform at least one song chosen for population (on keyboard, guitar, or voice) with or without music

5. Percussion skills
  - a. Be prepared to play small percussion or drum in rhythm-based experience

\* Audition requirements may be combined for a varying number of actual songs played/performed.

### **INTERVIEW EXPECTATIONS:**

The purpose of the interview is to get more acquainted with the student's level of preparation and style, to get more acquainted with the music therapy program and the therapist's style, to tour the Villa, and to discuss entry requirements and preferred internship schedule. You should be prepared to discuss your skills, experiences, and expectations, as well as any questions you might have.

### **STAFF DESCRIPTIONS:**

Interns can expect to work with the following departments:

- Music Therapy: internship director/supervising music therapist
- Activities Department: scheduling/coordinating programming, sharing resources
- Nursing Department: communication regarding residents
- Rehabilitation Department: co-treating residents, communication regarding residents
- Other departments: interdisciplinary communication

### **OTHER STUDENT TRAINING PROGRAMS (ON-SITE):**

Interns may have the opportunity to interact with students of other training programs:

- Certified Nursing Assistant (CNA) certification classes: 2-3 classes per year
- Nursing students: occasional classes
- Physical Therapy students: occasional individuals
- Occupational Therapy students: occasional individuals
- Informational Technology interns: occasional

### **OTHER EDUCATIONAL PROGRAMS:**

Various educational programs are offered on-site and in the local region. Interns will be expected to participate in some of these programs, and may request to participate in others.

- Staff in-services (mandatory and voluntary): employee and resident care topics
- Employee Wellness Program: monthly committee meetings and programs
- Professional trainings (related to music therapy, depression, or geriatric care): available in the Pittsburgh area
- Music therapy professional conferences: time available for attendance

## **OTHER INTERNSHIP INFORMATION:**

Stipend: None available.

Meals: Villa St. Joseph offers the Cup O' Joe cafe during limited hours to employees, residents, and visitors wishing to purchase food.

Housing: Housing is available in the local area, but not provided for interns.

Transportation: Parking lots are available for intern use at no cost. Villa St. Joseph is also accessible by bus via Beaver County Transit.

Insurance: Interns are responsible for obtaining professional liability coverage independently or through their school.

University Affiliation: If the intern's university does not have an affiliation agreement with Villa St. Joseph, a legal affiliation agreement must be established before the beginning of the internship.

## **CLINICAL TRAINING DIRECTOR**

Brigette K. Sutton, MA, MT-BC

Neurologic Music Therapist

Villa St. Joseph

1030 State St.

Baden, PA 15005

Phone: 724.869.6342

Fax: 724.869.6399

Email: [bsutton@villastjoseph.org](mailto:bsutton@villastjoseph.org)



## Directions to Villa St. Joseph

### **From Downtown Pittsburgh:**

Take Route 65 North (Ohio River Boulevard). Pass through Bellevue, Sewickley, Ambridge, and into Baden. You will come to a traffic light with a small ice cream store, Punk's, on the right. Shortly after this light (about ten car lengths), ease right onto State Street — a side road that runs parallel to Route 65 — just past Anderson's Candy Store. Take the second entrance to the campus on the right, at the stone wall that says "Villa St. Joseph." Park anywhere in the lot and proceed to the main entrance under the carport. Welcome!

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### **From Pittsburgh Route 279:**

Exit at Camp Horne Road (Exit 15). Turn left onto Camp Horne Road (4 miles). At the stoplight, turn right onto 65N. *Follow directions from Downtown Pittsburgh (65N).*

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### **From Interstate 79, Traveling North:**

Exit 79N at Sewickley/Emsworth (Exit 66) toward Sewickley. Merge onto Route 65N. *Follow directions from Downtown Pittsburgh (65N).*

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### **From Interstate 79, Traveling South:**

Exit 79S at Cranberry (Exit 25). Cross Route 19, onto Freedom Road straight ahead (4.5 miles). At the stop sign, turn left onto Route 989, proceeding to the stop sign at the top of the hill. **DO NOT FOLLOW THE BADEN SIGN AT THE TOP OF THE HILL.** Turn right onto Conway-Wallrose Road (about 2.6 miles of winding road) to the traffic light at the bottom of the hill. Turn left onto Route 65S/Ohio River Boulevard. At the first traffic light on 65, turn left at the Northern Lights sign. At the next traffic light, turn right onto State Street (parallel to Route 65). Continue through one stop sign at Ann Street.

Turn left in the second entrance for Villa St. Joseph. This will be marked with a stone wall indicating "Sisters of St. Joseph" and "Villa St. Joseph." Park anywhere in the lot and proceed to the main entrance under the carport. Welcome!

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### **From the Pennsylvania Turnpike:**

Take the I-79 exit (Exit 28) toward Pittsburgh/Erie. Merge onto Route 19 N/Perry Highway toward Cranberry. At the major intersection of Freedom Road/Route 228, turn left onto Freedom Road. *Follow directions from Interstate 79-South.*

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### **From Airport/Route 60N:**

Take 60N (avoiding Moon Business district) to the Hopewell exit. Turn right off the exit onto Route 151. Follow 151 through two traffic lights. At the bottom of the hill, turn left onto Route 51S. Turn left across Ambridge Bridge. Make the first left onto Church Street. At the first stop sign, turn left. At the end of the block, turn right onto Route 65N (two lane, divided highway). *Follow directions from Downtown Pittsburgh (65N).*



## Villa St. Joseph: Music Therapy Internship Application

### Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Academic Information

School: \_\_\_\_\_

School Address: \_\_\_\_\_

Academic Music Therapy Director: \_\_\_\_\_

Director Phone Number: \_\_\_\_\_

Primary Instrument: \_\_\_\_\_

Secondary Instrument(s): \_\_\_\_\_

Anticipated completion date: \_\_\_\_\_

Preferred internship start date/month: \_\_\_\_\_

**On a separate sheet(s) of paper, please answer the following questions: (Responses may be combined in essay format.)**

1. Describe yourself as a person. Include personal strengths and weaknesses as you see them.
2. Describe your training and experiences as a musician. (Please include your principle instrument of study and any secondary instruments.) In what areas would you like to become more proficient during internship?
3. Describe yourself as a prospective therapist. Include clinical strengths and challenges as you see them.
4. Describe any experiences in clinical practica, or personal life that have impacted your development as a music therapist.
5. For what reasons have you chosen Villa St. Joseph for your internship experience?
6. List 4-5 personal/professional goals for your internship experience at Villa St. Joseph.
7. Describe your ideal clinical training supervisor.
8. What are your career objectives and future goals?
9. Describe your philosophy of music therapy, including what makes an exceptional music therapist.

**Please submit the following information:**

1. Completed application
2. Three reference letters (signed and sealed):
  - Academic Program Director *including anticipation that competency based prerequisites for internship will have been demonstrated*
  - Practicum Supervisor
  - Personal or Employment Reference
3. Official copy of your transcripts
4. Resume describing your clinical practica (including total number of completed hours), music, work and volunteer experience.
5. Copy of a music therapy project, treatment plan, or case study, which you consider to be an example of your best work.

Qualified candidates will be contacted to schedule an on-site interview. The interview will offer you the opportunity to tour the facility and ask questions. You will also be expected to demonstrate your music skills in voice, guitar and piano. All applicants will be notified of their status once the selection process is complete.

If you are accepted as an intern at our facility, your university will be required to engage in a contractual relationship with Villa St. Joseph. You will also be required to furnish proof of a two-step Mantoux (TB) test, criminal background check, and proof of physical exam at the beginning of the internship. Interns are responsible for obtaining professional liability coverage independently or through their school. Additional information will be provided upon acceptance.

I certify that all the information provided above is true, complete, and correct. I understand that any untruthful or incomplete information provided herein may result in termination of the music therapy internship. I agree to know and strictly adhere to the Standards of Clinical Practice of the American Music Therapy Association and the Certification Board for Music Therapists. I agree to hold strictly confidential any and all client information during the internship. The Music Therapy internship at Villa St. Joseph requires that interns be professional in manner and appearance. If selected as an intern, I agree to abide by this requirement.

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Applicant's signature

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Date

**Return completed application to:**

Brigette K. Sutton, MA, MT-BC  
Villa St. Joseph  
1030 State St.  
Baden, PA 15005  
or [bsutton@villastjoseph.org](mailto:bsutton@villastjoseph.org)

*Please note: Applications must be received six months in advance for full consideration. Applications can only be accepted up to a year in advance.*