



MUSIC THERAPY PROGRAM HANDBOOK

The University of Tennessee at Chattanooga
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Welcome to The University of Tennessee at Chattanooga Music Therapy Program! The University of Tennessee at Chattanooga Music Therapy Program upholds the mission of the University, College of Arts and Sciences and Music Division of the Department of Performing Arts. Music therapy students actively immerse themselves in classroom-based lecture and applied learning experiences, to foster critical thinking, communication, and problem solving skills, which directly transfer to all areas of clinical practice. Music therapy students are exposed to multiple clinically diverse populations during field placement work, allowing for continued intellectual and applied growth, as well as the establishment of a foundation for life-long learning, thinking, and reflection. Music therapy students work collaboratively to cultivate positive change and community enrichment through music-based programming, focusing on the growth and development of applied musicianship skills and the understanding of populations served by board certified music therapists.

Faculty and staff provide music therapy student's structured educational and or clinical environments to promote intellectual curiosity, development and achievement of competency-based skills, within music foundation courses, clinical foundation courses and music therapy foundation courses, as well as empower students to identify a sense of self in relationship to the professional practice of a board-certified music therapist. Furthermore, all music therapy students, faculty and staff adhere to the American Music Therapy Association (AMTA) Code of Ethics, AMTA Professional Competencies and AMTA Standards for Education and Clinical Training.

GENERAL EDUCATION REQUIREMENTS

A total of 34 hours are required of general education courses. Please see certified general education courses for list of approved courses.

Rhetoric and Writing (6 hours)

- Two approved course in rhetoric and writing

Fine Arts and Humanities (12 hours)

- Complete one approved course in each subcategory:
 - Historical Understanding (3 hours)
 - Literature (3 hours)
 - Thoughts, Values and Beliefs (3 hours)
 - Visual and Performing Arts (3 hours)

Natural Sciences (4 hours)

- One approved natural science course including a laboratory component.

Behavioral and Social Sciences (6 hours)

- PSY 1010 – Introduction to Psychology
- One approved behavioral or social science other than psychology

Mathematics (3 hours)

- One approved mathematics course.

Non-Western Culture (3 hours)

- MUS 3110 – Music of the World

MUSIC THERAPY CURRICULUM

Music Foundations (44 hours)

MUS 1710 – Musicianship I

MUS 1720 – Musicianship II

MUS 1730 – Aural Skills I

MUS 1740 – Aural Skills II

MUS 1750 – Musicianship Lab I

MUS 1760 – Musicianship Lab II

MUS 2050r – Fundamental of Music Composition

MUS 2710 – Musicianship III

MUS 2720 – Musicianship IV

MUS 2730 – Aural Skills III

MUS 2740 – Aural Skills IV

MUS 2750 – Musicianship Lab III

MUS 2760 – Musicianship Lab IV
MUS 3030 – Basic Conducting
MUS 3110 – Music of the World
MUS 3150 – Music History I
MUS 3160 – Music History II
Ensemble Participation (7 hours/semester)
4 Semesters (4 hours) of 200-level primary applied study

Clinical Foundations (18 hours)

PSY 1010 – Introduction to Psychology
PSY 2210 – The Psychology of Child Development
PSY 2220 – The Psychology of Adolescence and Adulthood
BIOL 2060 – Functional Human Anatomy
EDUC 2200 – Survey of Exceptional Learners
HHP 0021 – Concepts of Wellness
HHP 0021 – Beginning Modern Dance

Music Therapy Foundations (26-28 hours)

MUS 1350 - Guitar Class (2 semesters)
MUS 1810 – Introduction to Music Therapy
MUS 2810 – Music Therapy Clinical Skills
MUS 3810 – Music Therapy Principles and Foundations
MUS 3820 – Music Therapy Applications
MUS 3830r – Music Therapy Practicum (1 hour/ semester)
MUS 4810 – Psychology of Music
MUS 4820 – Music Therapy Measurement and Research
MUS 4830 – Music Therapy Internship

Electives (2 hours)

MUSIC THERAPY MAJOR ACADEMIC REQUIREMENTS

All course work must be completed prior to enrollment in MUS 4830 – Music Therapy Internship.

Successful completion of Continuation Standards is prerequisite to enrollment in upper-division music courses and music therapy concentration courses.

Seminar is required each semester of residence. A minimum of 8 semesters with a grade of SATISFACTORY is required.

For graduations: 2.0 GPA in all required major and related courses (including specified General Education courses). 2.75 average at UTC and 2.75 average in content area coursework with no grade lower than a C.

Minimum of 39 hours of 3000 and 4000 level courses.

See Degree and Graduation Requirements online for additional information.

CLINICAL TRAINING

Music therapy students at The University of Tennessee at Chattanooga (UTC) will complete a minimum of 1200 hours of clinical training, with at least 15% (180 hours) with three diverse pre-internship experiences and at least 75% (900 hours) in internship experiences. Clinical training is defined as the entire continuum of supervised field experiences, including observing, assisting, co-leading, leading and assuming full responsibility for program planning and music therapy treatment implementation with clients. Hours of clinical training will include both direct client contact and other activities that relate directly to clinical sessions in music therapy. Such experiences also may include time in group and individual supervision of client sessions, session planning and documentation of clients. Additional hours of internship may be required of a student if unable to demonstrate required professional-level competencies, as indicated by the UTC Director of Music Therapy in consultation with the internship director/supervisor. Clinical training hours and experiences will be documented on each student's Music Therapy Individualized Training Plan to ensure completion of all facets of clinical training.

All music therapy students will be required to obtain liability insurance through the university once enrolled in MUS 1810: Introduction to Music Therapy and maintain coverage throughout the entirety of the program. Each student will need to renew liability coverage annually. In addition, music therapy students will be required to obtain healthcare clearance, which includes but not limited to a background check, TB skin test, proof of immunizations, flu shot and HIPPA training.

Pre-Internship Experiences

Music therapy students at UTC will participate in pre-internship experiences, to apply and gain competency-based professional level skills and earn a minimum of 15% (180) pre-internship experience hours towards the total 1200 hours of clinical training. Pre-internship experiences will consist of a minimum of 40% of clinical sessions being observed by the music therapy student with direct supervision by a credentialed music therapist. In addition to observation of the music therapist, observation of the music therapy student's clinical work with feedback will be implemented. Each music therapy student participating in a pre-internship experience, will be directly supervised by a credentialed professional to receive introductory music therapy clinical training.

Music therapy students will be eligible to participate in pre-internship experiences throughout the course of the academic program, with pre-internship experiences following the developmental sequence of competency-based skills of a music therapist. For music therapy students to enroll and participate in pre-internship clinical experiences, successful completion of MUS 3810: Music Therapy Principles and Foundations with a minimum grade of C or higher must be achieved. Music therapy students will receive pre-internship clinical training with a minimum of three diverse populations, where pre-internship clinical collaborations will be maintained by the Director of Music Therapy.

Music therapy students will earn clinical hours for each pre-internship experience during the semester enrolled for MUS 3830r: Music Therapy Practicum. For each hour of direct contact, music therapy students may record 1 hour of planning and 1 hour of supervision/documentation, for a total of 3 hours per week. At least 42 practicum hours are required each semester of enrollment, which averages out to 3 hours per week for 14 weeks (with 1-2 weeks built in for make-up opportunities). Music therapy students will be responsible for documenting and submitting clinical time logs to academic faculty to maintain record of total clinical hours earned towards the 15% (180) pre-internship clinical hours at the end of each practicum enrolled. Music therapy students will have the choice of earning extra clinical hours in consultation with pre-internship clinical supervisor(s) and/or academic faculty.

Music therapy students will earn a minimum total of 168 hours following completion of four semesters of MUS 3830r: Music Therapy Practicum. Additional pre-internship clinical hours will be earned through community group service and observation opportunities to earn the minimum total of 15% (180) pre-internship clinical hours towards the overall all minimum of 1200 clinical training hours. The following major music therapy courses will offer additional pre-internship clinical training hours: MUS 1810: Introduction to Music Therapy, MUS 3810: Music Therapy Principles and Foundations & MUS 3820: Music Therapy Applications. Allotment of additional pre-internship clinical hours are outlined as follows:

Community Music Engagement (5 pre-clinical hours/ each CME)

- 2 60 min group rehearsals
- 2 60 min individual practice
- 1 30-45 min group community performance

Music Therapy Observations (1 pre-clinical hour/ 50 min observation)

Music therapy student pre-internship experience roles and responsibilities:

- Adhere to AMTA Standards of Clinical Practice and AMTA Code of Ethics.
- Seek feedback and clarification through regular communication with the pre-internship supervising music therapist and the academic faculty.
- Participate in all pre-internship experiences through implementation of assigned music therapy skills to apply and gain competency-based professional level skills.
- Complete mid-term, final and intern site evaluations for each pre-internship experience enrolled.
- Comply with the health status requirements of the facility, including but not limited to physical examinations, vaccinations, and health screening requirements for tuberculosis and measles.
- Responsible for procuring professional liability insurance at own expense.
- Complete a minimum total of 42 pre-internship clinical hours when enrolled in MUS 3830r: Music Therapy Practicum as outline in the Music Therapy Academic Clinical Program Protocol *Pre-Internship Experiences*.
- Document and submit Music Therapy Practicum Time Log to academic faculty at conclusion of course.

Internship Experiences

Music therapy students at UTC will complete an internship experience in their final semester of course work towards the achievement of the degree, Bachelor of Music, Concentration in Music Therapy. Conferral of degree or completion of non-degree equivalency program will not be awarded until satisfactory completion of internship has been achieved.

Internship, here defined as the culminating, in-depth supervised clinical training at the professional level, may be designed in different ways: part or full-time, in one or more settings, for varying periods or time frames, and near or distant from UTC. Each internship shall be designed or selected to meet the individual needs of the student; continuous communication between music therapy academic advisor, internship supervisor and student will be maintained throughout the course of the internship. All music therapy students participating in an internship experience, will be directly supervised by a credentialed professional to receive final field experiences required for the music therapy degree or equivalency program.

Music therapy students will be eligible to apply for internship experiences in their fourth year of the music therapy academic program, pending the achievement of a C or better in all major music therapy classes. Each student will apply to a maximum of three National Roster and/or University-affiliate Internship Programs. Music therapy students will be eligible to apply for additional internship placements following receipt of response from internship program application(s). Music therapy students will work in consultation with the Director of Music Therapy to review application processes and select potential internship experiences to meet their individual clinical needs.

A list of National Roster Internship Programs will be maintained by the American Music Therapy Association and will be accessed by music therapy students via the Association website. A list of University-affiliated internship experiences will be maintained and distributed by the Director of Music Therapy to ensure each internship experience meets all of the AMTA Standards for Education of Clinical Training and qualifications for supervision.

Music therapy student internship roles and responsibilities:

- Research National Roster and/or University-affiliated music therapy internship experiences.
- Schedule consultation and meet with music therapy academic faculty during fall semester of fourth year of program to review application processes and placements.
- Select three internship programs to apply during fall semester of fourth year of program.
- Gather, prepare, deliver and participate in all internship application requirements (*i.e. application, transcripts, letter of recommendations, examples of musicianship and/or evidence-based interventions, phone interview, onsite interview, etc.*).
- Formally accept or decline internship experiences within a timely manner to the internship program director.
- Provide documentation of formal acceptance into internship to academic faculty to maintain in student file.
- Review and sign Music Therapy Internship Agreement; ensure internship director/supervisor signs agreement and music therapy student responsible for returning to academic faculty within first week of internship.
- Review Music Therapy Evaluation of Competencies with academic faculty to assess pre-internship skills and knowledge, as well as skills to address within internship experiences.
- Adhere to AMTA National Roster Internship Guidelines; internship program personnel requirements, policies, and procedures (including time frame and assignments); and/or university internship requirements.
- Adhere to AMTA Standards of Clinical Practice and AMTA Code of Ethics.
- Seek feedback and clarification through regular communication with the supervising music therapist, the Internship Director, and the academic faculty.
- Complete mid-term, final and intern site evaluations.

- Comply with the health status requirements of the facility, including but not limited to physical examinations, vaccinations, and health screening requirements for tuberculosis and measles.
- Responsible for procuring professional liability insurance at own expense.
- Complete all required clinical hours, as outlined in the Music Therapy Internship Agreement to total a minimum of 1200 total clinical hours with a minimum number of 900 total clinical hours in internship.
- Successfully pass internship experience with a C or better as defined in MUS 4830 syllabi.

Professional Attire and Grooming Standards

For each pre-internship clinical experience (i.e. practicum, community music engagement and observation) music therapy students at UTC will wear professional attire consisting of UTC music therapy polo, khaki pants, socks, closed toe shoes and student identification badge.

All hair styles should be clean, neat and conservatively styled. Hands should be neatly manicured. Nail polish should be in good taste. Acrylic and other artificial nails are prohibited. Natural fingernails should not extend beyond the fingertip. Jewelry should be in good taste, not lavish or overly ornate. Only moderate amounts are to be worn by males and females. Hat, cap, visor, scarf or headband are not to be worn. Use of cosmetics should be subdued, without heavy or dramatic effects. Perfumes, colognes and scents should be minimal and should not be a heavy fragrance that dominates the room.

Exceptions to professional attire and grooming standards will be made at the discretion of the Director of Music Therapy, pre-internship clinical experience supervisor or community-based facility. Professional attire and grooming standards for internship experiences will be dictated by the National Roster or University-Affiliated Internship Director.

MUSIC THERAPY INDIVIDUALIZED TRAINING PLAN

The University of Tennessee at Chattanooga (UTC) will monitor the growth, development and achievement of all facets of academic and clinical training for each music therapy student seeking the degree, Bachelor of Music, Concentration in Music Therapy or it's equivalency through the implementation of the Music Therapy Individualized Training Plan (MTITP). Each individual student's progress within academic courses, clinical training experiences and achievement of AMTA entry-level professional competencies will be tracked throughout the music therapy program. Specific areas of progress and achievement documented included:

- Academic courses related to music foundations, clinical foundations and music therapy
- Academic grades related to music foundations, clinical foundations and music therapy
- Functional Musicianship
- Pre-internship clinical experiences
- Pre-internship clinical hours
- Internship clinical experiences
- Internship clinical hours
- Achievement of AMTA Professional Competencies

The MTITP is to be initiated during the student's first semester as a declared major in music therapy. Every academic year, each music therapy student will meet with the Director of Music Therapy to review, discuss and make plans towards progress and specific needs within the music therapy program. The MTITP can be reviewed in conjunction with advisement to ensure all facets of clinical training are being provided. Each music therapy student will be responsible for submitting appropriate documentation, as outlined in the UTC Music Therapy Clinical Training Program to support achievement of clinical hours and entry-level professional music therapy competencies as outlined by the American Music Therapy Association (AMTA).

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

Music Therapy Individualized Training Plan

Student Name: _____

First Semester of Enrollment: _____ Projected Semester of Graduation: _____

Address: _____ City/State/Zip Code: _____

Phone Number: _____ Email: _____

ACADEMIC COURSE WORK:

<i>Course</i>	<i>Professional Competency</i>	<i>Semester(s) Complete</i>	<i>Final Grade</i>
MUS 1710: Musicianship I	Music Foundations		
MUS 1720: Musicianship II	Music Foundations		
MUS 1730: Aural Skills I	Music Foundations		
MUS 1740: Aural Skills II	Music Foundations		
MUS 1750: Musicianship Lab I	Music Foundations		
MUS 1760: Musicianship Lab II	Music Foundations		
MUS 2050r: Fundamentals of Music Composition	Music Foundations		
MUS 2710: Musicianship III	Music Foundations		
MUS 2720: Musicianship IV	Music Foundations		
MUS 2730: Aural Skills III	Music Foundations		
MUS 2740: Aural Skills IV	Music Foundations		
MUS 2750: Musicianship Lab III	Music Foundations		
MUS 2760: Musicianship Lab IV	Music Foundations		
MUS 3030: Basic Conducting	Music Foundations		
MUS 3110: Music of the World	Music Foundations		
MUS 3150: Music History I	Music Foundations		
MUS 3160: Music History II	Music Foundations		
MUS ----: Approved Ensemble (7 hrs/semester)	Music Foundations		
MUS 2000 - : Primary Applied Study (4 semesters)	Music Foundations		
PSY 1010: Introduction to Psychology	Clinical Foundations		
PSY 2210: The Psychology of Child Development	Clinical Foundations		
PSY 2220: The Psychology of Adolescence and Adulthood	Clinical Foundations		

PSY 3080: Principles of Abnormal Psychology	Clinical Foundations		
BIOL 2060: Functional Human Anatomy	Clinical Foundations		
EDUC 2200: Survey of Exceptional Learners	Clinical Foundations		
HHP 0021: Concepts of Wellness	Clinical Foundations		
HHP 0052: Beginning Modern Dance	Clinical Foundations		
MUS 1350: Guitar Class (2 semesters)	Music Therapy		
MUS 1810: Introduction to Music Therapy	Music Therapy		
MUS 2810: Music Therapy Clinical Skills	Music Therapy		
MUS 3810: Music Therapy Principles & Foundations	Music Therapy		
MUS 3820: Music Therapy Applications	Music Therapy		
MUS 3830r: Music Therapy Practicum (<i>Early Childhood</i>)	Music Therapy		
MUS 3830r: Music Therapy Practicum (<i>Older Adults</i>)	Music Therapy		
MUS 3830r: Music Therapy Practicum (<i>Medical</i>)	Music Therapy		
MUS 3830r: Music Therapy Practicum (<i>Mental Health</i>)	Music Therapy		
MUS 4210: Psychology of Music	Music Therapy		
MUS 4820: Music Therapy Measurement & Research	Music Therapy		
MUS 4830: Music Therapy Internship	Music Therapy		

FUNCTIONAL MUSICIANSHIP:

MUS 2810: Music Therapy Clinical Skills Evaluations

Guitar, Voice

Guitar Check-Up #1

Evaluation Received: _____

Guitar Check-Up #1

Evaluation Received: _____

Percussion, Voice

Percussion Check-Up #1

Evaluation Received: _____

Percussion Check-Up #2

Evaluation Received: _____

Piano, Voice

Piano Check-Up

Evaluation Received: _____

Guitar, Voice, Percussion, Piano

Final Check-Up

Evaluation Received: _____

PRE-INTERNSHIP CLINICAL TRAINING:

Each practicum placement will total 42 hours/ semester of pre-internship clinical hours and will be completed as outlined in the clear path for music therapy students seeking a Bachelor of Music, Concentration in Music Therapy or it's equivalency from The University of Tennessee at Chattanooga.

1. PRACTICUM ONE
Placement: _____ Population: _____
Supervisor: _____
Clinical Hours Earned: _____ Practicum Time Log Submitted: _____

2. PRACTICUM TWO
Placement: _____ Population: _____
Supervisor: _____
Clinical Hours Earned: _____ Practicum Time Log Submitted: _____

3. PRACTICUM THREE
Placement: _____ Population: _____
Supervisor: _____
Clinical Hours Earned: _____ Practicum Time Log Submitted: _____

4. PRACTICUM FOUR
Placement: _____ Population: _____
Supervisor: _____
Clinical Hours Earned: _____ Practicum Time Log Submitted: _____

Music Therapy Observations (1 hour/ 50 min observation earned towards pre-internship clinical hours while enrolled in MUS 1810)

1. MUS 1810: Introduction to Music Therapy
 - a. _____ b. _____ c. _____
 - d. _____ e. _____

Community Music Engagement (5 hours/CME earned towards pre-internship clinical hours while enrolled in MUS 1810)

1. MUS 3810: Music Therapy Principles & Foundations
 - a. _____ b. _____ c. _____

2. MUS 3820: Music Therapy Applications

a. _____ b. _____ c. _____

Total Pre-Internship Clinical Hours Earned: _____

ALL MUSIC THERAPY STUDENTS SEEKING THE DEGREE, BACHELOR OF MUSIC, CONCENTRATION IN MUSIC THERAPY OR IT'S EQUIVALENT FROM THE UNIVERSITY AT TENNESSEE AT CHATTANOOGA ARE REQUIRED TO COMPLETE ALL ACADEMIC COURSEWORK PRIOR TO ENROLLING IN MUS4830: MUSIC THERAPY INTERNSHIP.

INTERNSHIP CLINICAL TRAINING:

Internship Site: _____

Internship Supervisor: _____ Telephone: _____

Internship Dates: _____ AMTA Approved: _____ University-affiliated: _____

Minimum Number of Internship Hours Needed: _____ Total Number of Internship Hours Achieved: _____

Internship Agreement

Initiated by Director of Music Therapy: _____

Provided Copy to Internship Director/Supervisor: _____

Signed by Internship Director/Supervisor: _____

Date Completed: _____

Evaluation of Student Competencies

Reviewed with Student: _____

Provided Copy to Internship Director/Supervisor: _____

Date Completed: _____

ACHEIVEMENT OF AMTA PROFESSIONAL COMPETENCIES:

Pre-Internship

Practicum Experience One
Evaluation Received: _____

Practicum Experience Three
Evaluation Received: _____

Practicum Experience Two
Evaluation Received: _____

Practicum Experience Four
Evaluation Received: _____

Internship

Internship Evaluation(s) Completed: _____ Mid-term Date Completed: _____
_____ Final Date Completed: _____

I hereby declare that this individual music therapy student has received and successfully completed all facets of clinical training appropriate for the degree, Bachelor of Music, Concentration in Music Therapy.

Director of Music Therapy: _____

Date: _____

Music Therapy Student: _____

MUSIC THERPAY PROFESSIONAL AND STUDENT RESOURCES

American Music Therapy Association <https://www.musictherapy.org/>

- AMTA Standards of Education and Clinical Training
- AMTA Code of Ethics
- AMTA Professional Competencies
- AMTA National Roster Internship Sites
- AMTA Membership Resources
- AMTA National Conference

Southeastern Region – American Music Therapy Association <https://www.ser-conference.org/>

- SER-AMTA Membership
- SER- AMTA Regional Conference

Certification Board for Music Therapists <https://cbmt.org/>

- CBMT Board Certification Domains
- CBMT Examinations
- CBMT Recertification