



MUSIC THERAPY PROGRAM
STUDENT HANDBOOK
2023 - 2024

The University of Tennessee at Chattanooga
Department of Performing Arts – 1451
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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, AMTA Standards for Education and Clinical Training and AMTA CBMT Scope of Music Therapy Practice.

The University of Tennessee at Chattanooga Music Therapy program is fully accredited by the American Music Therapy Association (AMTA), National Accreditation for Schools of Music (NASM), and the Tennessee Higher Education Commission (THEC)

GENERAL EDUCATION REQUIREMENTS

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

Rhetoric and Communication (6 hours)

- Complete two approved courses in rhetoric and communication.

Humanities and Fine Arts (12 hours)

- Complete four approved courses from at least two prefixes (i.e., ART, ENGL, HIST, MUS)
 - **MUS 1110: Introduction to Music**
 - **MUS 3110: Music of the World**
 - One approved Humanities and Fine Arts course outside of MUS prefix.
 - One approved Humanities and Fine Arts course outside of MUS prefix.

Natural Sciences (4 hours)

- Complete one approved natural science course including a laboratory component.

Behavioral and Social Sciences (6 hours)

- Complete two approved behavioral and social sciences courses
 - **PSY 1010: Introduction to Psychology**
 - One approved behavioral or social science other than psychology

Quantitative and Reasoning (3 hours)

- One approved quantitative and reasoning course.

Individual and Global Citizenship (3 hours)

- Complete one approved individual and global citizenship course.

MUSIC THERAPY CURRICULUM

Music Foundations (44 hours)

- MUS 1710 – Musicianship I (2)
- MUS 1720 – Musicianship II (2)
- MUS 1730 – Aural Skills I (2)
- MUS 1740 – Aural Skills II (2)
- MUS 1750 – Musicianship Lab I (1)
- MUS 1760 – Musicianship Lab II (1)
- MUS 2050r – Fundamental of Music Composition (2)
- MUS 2710 – Musicianship III (2)
- MUS 2720 – Musicianship IV (2)
- MUS 2730 – Aural Skills III (2)
- MUS 2740 – Aural Skills IV (2)
- MUS 2750 – Musicianship Lab III (1)
- MUS 2760 – Musicianship Lab IV (1)
- MUS 3030 – Basic Conducting (2)
- MUS 3110 – Music of the World (3)
- MUS 3150 – Music History I (3)
- MUS 3160 – Music History II (3)
- Ensemble Participation (7 hours/semester)
- 4 Semesters (4 hours) of 2000-level primary applied study

Clinical Foundations (17 hours)

- PSY 1010 – Introduction to Psychology (3)
- PSY 2210 – The Psychology of Child Development (3)
- PSY 2220 – The Psychology of Adolescence and Adulthood (3)
- MUS 1820 – Beginning Dance for Music Therapists (1)
- MUS 3800 – Anatomy & Physiology for the Music Therapist (3)
- EDUC 2200 – Survey of Exceptional Learners (3)
- HHP 0021 – Concepts of Wellness (1)

Music Therapy Foundations (29 hours)

- MUS 1360R - Guitar Class for Music Therapists (2 semester)
- MUS 1810 – Introduction to Music Therapy (3)

- MUS 2810 – Music Therapy Clinical Skills (2)
- MUS 3810 – Music Therapy Principles and Foundations (3)
- MUS 3820 – Music Therapy Applications (3)
- MUS 3830R – Music Therapy Practicum (1 hour/ 4 semesters)
- MUS 4210 – Psychology of Music (3)
- MUS 4820 – Music Therapy Measurement and Research (3)
- MUS 4830 – Music Therapy Internship (6)

Electives (3 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 are required to complete the following clinical clearance requirements that are mandated by the program's collaborative facilities and organizations to direct clinical experiences and upon enrollment and acceptance into the program.

- Physical Exam
- TB Skin Test
- Influenza Vaccine
- 12-Point Urine Drug Screen via ArcPoint Labs
- Hepatitis B, MMR, and Varicella Titer Results
- Tdap Vaccination
- Proof of All Immunizations
- Background Check
- Purchase of UT Student Liability Insurance or Professional Liability Insurance
- Basic Life Savings (BLS) Certification

The above items are a one-time requirement except for TB Skin Test, Influenza Vaccination & Liability Insurance, which are annual requirements for all music therapy students. Additional requirements, such as a COVID-19 Vaccination and/or Booster may be required of students to complete, at the requested of outside partnering clinical facility.

Please see program policy and procedures related to clinical health requirements, clearance procedures, and drug screen, page

Recognized exemptions from immunizations include being enrolled in a program that is exclusively online or at an off-campus site, medical contraindications, and religious objections. If you are enrolled in on-line only courses with no experiential component, or in a dual enrollment program exclusively offered on the site of a local education authority or secondary school, you and your academic advisor must sign the On-Line Only Immunization Exemption Waiver. To determine how to apply for exemptions, please review [UTC University Health Services website under "Exemptions"](#). Note that students enrolled in any allied health professions program such as nursing, physical therapy, occupational therapy or athletic training may not have the same exceptions to immunization requirements under certain circumstances.

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 2810: Music Therapy Clinical Skills with a minimum grade of C or higher must be achieved or approval of program director. 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 1 hour of direct contact, music therapy students may record 1 hour of planning, 1 hour of supervision/documentation, and 1 hour of group supervision for a total of 4 hours per week. At least 56 practicum hours are required each semester of enrollment, which averages out to 4 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 are eligible to earn a total of 224 hours following completion of four semesters of MUS 3830r: Music Therapy Practicum to earn a total a minimum of 15% (180) pre-internship clinical hours towards the overall all minimum of 1200 clinical training hours. Additional pre-internship clinical experiences will be earned through community group service and/or observation opportunities throughout the continuum of the program.

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 P as defined in MUS 4830 syllabi.

Professional Attire and Grooming Standards

All music therapy students will wear professional attire consisting of UTC music therapy scrubs or polo, khaki pants, socks, closed toe shoes and student identification badge for all pre-internship clinical experiences (*i.e. practicum, community music engagement, observation*). A solid white or navy long sleeve shirt may be worn underneath scrubs or polo. Non-approved professional attire (*i.e. jackets, sweaters, scarves, hats, etc.*) may be worn in and out of clinical settings but must be removed while providing clinical services.

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 all individuals. Hat, cap, visor, or scarf 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 or community-based facility to be in compliance with organization policy/procedure. Professional attire and grooming standards for internship experiences will be dictated by the National Roster or University-Affiliated Internship Director/Supervisor.

Please see program clinical attire and grooming standards policy and procedures, page

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 its 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
- Clinical 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).

Student Name: _____ UTCID: _____

ACADEMIC COURSE WORK:

Course	Professional Competency	Semester Completed	Grade
MUS 1710 Musicianship I	Music Foundations		
MUS 1720 Musicianship II	Music Foundations		
MUS 1730 Musicianship Lab I	Music Foundations		
MUS 1740 Musicianship Lab II	Music Foundations		
MUS 1750 Aural Skills I	Music Foundations		
MUS 1760 Aural Skills 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 Musicianship Lab III	Music Foundations		
MUS 2740 Musicianship Lab IV	Music Foundations		
MUS 2750 Aural Skills III	Music Foundations		
MUS 2760 Aural Skills 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 (1 credit/semester)	Music Foundations		
MUS ---- Approved Ensemble (1 credit/semester)	Music Foundations		
MUS ---- Approved Ensemble (1 credit/semester)	Music Foundations		
MUS ---- Approved Ensemble (1 credit/semester)	Music Foundations		
MUS ---- Approved Ensemble (1 credit/semester)	Music Foundations		
MUS ---- Approved Ensemble (1 credit/semester)	Music Foundations		
MUS ---- Approved Ensemble (1 credit/semester)	Music Foundations		
MUS 2000 level Applied Study (1 credit/semester)	Music Foundations		

MUS 2000 level Applied Study (1 credit/semester)	Music Foundations		
MUS 2000 level Applied Study (1 credit/semester)	Music Foundations		
MUS 2000 level Applied Study (1 credit/semester)	Music Foundations		
PSY 1010 Introduction to Psychology	Clinical Foundations		
PSY 2210 The Psychology of Child Development	Clinical Foundations		
PSY 2220 The Psychology of Adolescence Adulthood	Clinical Foundations		
PSY 3080 Psychopathology	Clinical Foundations		
MUS 1820 Beginning Dance for Music Therapists	Clinical Foundations		
MUS 3080 Anatomy Physiology for Music Therapists	Clinical Foundations		
EDUC 2200 Survey of Exceptional Learners	Clinical Foundations		
HHP 0020 Concepts of Wellness	Clinical Foundations		
MUS 1360R or MUS 1535 Guitar Class or Instruction	Music Therapy Foundations		
MUS 1360R or MUS 1535 Guitar Class or Instruction	Music Therapy Foundations		
MUS 1810 Introduction to Music Therapy	Music Therapy Foundations		
MUS 2810 Music Therapy Clinical Skills	Music Therapy Foundations		
MUS 3810 Music Therapy Principles and Foundations	Music Therapy Foundations		
MUS 3820 Music Therapy Applications	Music Therapy Foundations		
MUS 3830r Music Therapy Practicum (1)	Music Therapy Foundations		
MUS 3830r Music Therapy Practicum (2)	Music Therapy Foundations		
MUS 3830r Music Therapy Practicum (3)	Music Therapy Foundations		
MUS 3830r Music Therapy Practicum (4)	Music Therapy Foundations		
MUS 4210 Psychology of Music	Music Therapy Foundations		
Mus 4820 Music therapy Measurement & Research	Music Therapy Foundations		
MUS 4830 Music Therapy Internship	Music Therapy Foundations		

EVALUATION OF FUNCTIONAL MUSICIANSHIP:

MUS 2810: Music Therapy Clinical Skills Final Evaluation

Score: _____

PRE-INTERNSHIP CLINICAL TRAINING HOURS:

Clinical Experience	Description	Supervising MT-BC	Hours Earned

Total Pre-Internship Clinical Hours Earned: _____

INTERNSHIP CLINICAL TRAINING & ACHEIVEMENT OF AMTA PROFESSIONAL COMPENTENCIES:

Internship Site: _____ Internship Director: _____
Internship Dates: _____ AMTA Approved: _____ University-affiliated: _____
Internship Agreement Completed: _____
Evaluation of Student Competencies: Completed: _____
Internship Evaluation(s) Completed: Mid-term Date: _____ Final Date: _____

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

Director of Music Therapy Signature **Date**

Music Therapy Student Signature **Date**

Student Name: _____ UTCID: _____

ACADEMIC COURSE WORK:

<i>Course</i>	<i>Professional Competency</i>	<i>Semester(s) Complete</i>	<i>Grade</i>
MUS 1710 Musicianship I	Music Foundations		
MUS 1720 Musicianship II	Music Foundations		
MUS 1730 Musicianship Lab I	Music Foundations		
MUS 1740 Musicianship Lab II	Music Foundations		
MUS 1750 Aural Skills I	Music Foundations		
MUS 1760 Aural Skills II	Music Foundations		
MUS 2050r Fundamentals of Music Composition	Music Foundations		
MUS 3030 Basic Conducting	Music Foundations		
MUS 3110 Music of the World	Music Foundations		
MUS 3160 Music History II	Music Foundations		
MUS ---- Approved Ensemble (1 credit/semester)	Music Foundations		
MUS 2000 level Applied Study (1 credit/semester)	Music Foundations		
MUS 2000 level Applied Study (1 credit/semester)	Music Foundations		
MUS 2000 level Applied Study (1 credit/semester)	Music Foundations		
MUS 2000 level Applied Study (1 credit/semester)	Music Foundations		
PSY 1010 Introduction to Psychology	Clinical Foundations		
PSY 2210 The Psychology of Child Development	Clinical Foundations		
PSY 2220 The Psychology of Adolescence Adulthood	Clinical Foundations		
PSY 3080 Psychopathology	Clinical Foundations		
MUS 1820 Beginning Dance for Music Therapists	Clinical Foundations		
MUS 3080 Anatomy Physiology for Music Therapists	Clinical Foundations		
EDUC 2200 Survey of Exceptional Learners	Clinical Foundations		
HHP 0020 Concepts of Wellness	Clinical Foundations		
MUS 1360R or MUS 1535 Guitar Class or Instruction	Music Therapy		
MUS 1360R or MUS 1535 Guitar Class or Instruction	Music Therapy		

MUS 1810 Introduction to Music Therapy	Music Therapy		
MUS 2810 Music Therapy Clinical Skills	Music Therapy		
MUS 3810 Music Therapy Principles and Foundations	Music Therapy		
MUS 3820 Music Therapy Applications	Music Therapy		
MUS 3830r Music Therapy Practicum (1)	Music Therapy		
MUS 3830r Music Therapy Practicum (2)	Music Therapy		
MUS 3830r Music Therapy Practicum (3)	Music Therapy		
MUS 3830r Music Therapy Practicum (4)	Music Therapy		
MUS 4210 Psychology of Music	Music Therapy		
MUS 4830 Music Therapy Internship	Music Therapy		

EVALUATION OF FUNCTIONAL MUSICIANSHIP:

MUS 2810: Music Therapy Clinical Skills Final Evaluation

Score: _____

PRE-INTERNSHIP CLINICAL TRAINING HOURS:

Clinical Experience	Description	Supervising MT-BC	Hours Earned

Total Pre-Internship Clinical Hours Earned: _____

INTERNSHIP CLINICAL TRAINING & ACHEIVEMENT OF AMTA PROFESSIONAL COMPENTENCIES:

Internship Site: _____ Internship Director _____

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

Internship Agreement Completed: _____

Evaluation of Student Competencies: Completed: _____

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

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

Director of Music Therapy Signature

Date

Music Therapy Student Signature

Date

UTC MUSIC THERPAY PROFESSIONAL AND STUDENT RESOURCES

Resource	Item	Information
ArcPoint Labs of Chattanooga	12-point drug screen	https://www.arcpointlabs.com/chattanooga/
American Music Therapy Association	AMTA Standards of Education & Clinical Training AMTA Code of Ethics AMTA Professional Competencies AMTA National Roster Internship Sites AMTA Membership Resources AMTA National Conference	https://www.musictherapy.org/
Certification Board for Music Therapists	CBMT Board Certification Domains CBMT Examinations CBMT Recertification	https://cbmt.org/
Southeastern Region – American Music Therapy Association	SER-AMTA Membership SER- AMTA Regional Conference	https://www.ser-conference.org/
Tennessee Association of Music Therapy	TAMT Membership	https://www.tnmusictherapy.org/#/
UTC Office of the Bursar	UT Student Liability	https://www.utc.edu/finance-and-administration/bursar
UTC Counseling Center	Mental Health Services	https://www.utc.edu/enrollment-management-and-student-affairs/counseling-center
UTC Disability Resource Center	Testing & Academic Accommodations	https://www.utc.edu/enrollment-management-and-student-affairs/disability-resource-center
UTC University Health Services	Physical Exam TB Skin Test Hepatitis B, MMR, Varicella Titers Immunization Records	https://www.utc.edu/enrollment-management-and-student-affairs/university-health-services
Verified Credentials	Background Check	http://scholar.verifiedcredentials.com/utc Code: YYJPF-94738
Walgreen's Pharmacy	Influenza Vaccine TDaP Vaccine Hepatitis B, MMR, Varicella Vaccines and Boosters	https://www.walgreens.com/

UTC Music Therapy Student

Clinical Health Requirements & Clearance Procedures Policy & Procedure

Purpose

Clinical collaborative organizations and facilities, such as hospitals, memory care facilities, schools, etc., have specific criteria that all individuals working within a clinical capacity must comply. UTC Music Therapy must certify and attest that all students that enter partnering clinical organizations and facilities meet these criteria.

Policy

Year 1 (All First Semester Music Therapy Students): Required to complete all clinical health requirements and clearance procedures listed below by 5:00pm on the first Friday of the fall or spring semester.

Year 2 – 4 Music Therapy Students: Required to submit documentation of any expired or expiring clinical requirements and clearance procedures below by 5:00pm on the first Friday of the fall or spring semester. Documents that expire yearly are highlighted in yellow below.

Please Note: Clinical health requirements and clearance procedures may not expire during the semester. Failure to have all the clinical health requirements and clearance procedures listed below current with supporting documentation on file with the Director of Music Therapy, by the indicated deadline will result in a student's inability to participate in pre-internship clinical training experiences. In addition, failure to comply will result in non-approval to register for all music therapy concentration courses and progress in the degree program, until compliance is obtained.

Procedure

All clinical health requirements and clearance procedures require supporting documentation to be scanned in as a PDF document (photos/picture will not be accepted) and submitted electronically through UTC Music Therapy Documents located in Canvas. Each of the following required items must be individually submitted to the correct assignment with supporting documentation: Verification of Clinical Requirements, Criminal Background Check, Basic Life Savings Certification, Student Liability Insurance, & Influenza Vaccination.

Each student is responsible for keeping track of the date the items in their clinical file expire. It is recommended that each student keeps a hard and electronic copy of their clinical health requirements and clearance procedures documentation. Expired documents may result in a course failure for the semester.

Requirement	Location	Documentation	Frequency
Physical Exam	Suggest completing at UHS	Documentation submitted to and verified by UHS on the Verification of Clinical Requirements Form.	Upon acceptance into the program.
Proof of Immunizations	Suggest completing at UHS	Documentation submitted to and verified by UHS on the Verification of Clinical Requirements Form.	Upon acceptance into the program.
12-Point Urine Drug Screen	Required to complete at: ARCPoint Labs 6102 Shallowford Road Suite 102 Chattanooga, Tennessee (423) 509-8933	Documentation submitted to and verified by UHS on the Verification of Clinical Requirements Form.	Upon acceptance into the program and only for cause after acceptance.
Hepatitis B, MMR, Varicella Titers If you require immunizations due to a negative titer; please complete TB Skin Test first.	Suggest completing at UHS	Documentation submitted to and verified by UHS on the Verification of Clinical Requirements Form.	Upon acceptance into the program.

Tdap Vaccination	Walgreens/CVS Pharmacy	Documentation submitted to and verified by UHS on the Verification of Clinical Requirements Form.	Upon acceptance into the program.
TB Skin Test If you require immunizations due to a negative titer; please complete TB Skin Test first.	UTCMT Program TB Skin Test Clinic Scheduled during the first week of the fall semester only. Program pays cost of testing for all students participating.	Documentation submitted to and verified by UHS on the Verification of Clinical Requirements Form.	Must be completed annually.
Influenza Vaccination	Suggest completing at local pharmacy (i.e. Walgreens, CVS, Publix, etc.).	Documentation submitted to UTC Music Therapy Documents.	Must be completed every fall when vaccine become available; not due until October 1 st .
Criminal Background Check	Verified Credentials http://scholar.verifiedcredentials.com/utc Code: YYJPF-94738	Documentation submitted to UTC Music Therapy Documents	Upon acceptance into the program.
Basic Life Support (BLS) Certification	UTCMT Program BLS Certification class instruction through We R CPR, scheduled during the first week of the fall semester only. Program pays cost of testing for all students participating in scheduled fall class. Students are required to recertify every two years and can be completed through We R CPR https://www.wercpr.com/	Documentation submitted to UTC Music Therapy Documents.	Must be recertified every two years.
UT Student Liability Insurance	UTC Office of the Bursar	Documentation submitted to UTC Music Therapy Documents. Receipt or account statement showing \$15.00 payment for "Student Liability Insurance." Making the payment is not enough; you must include your receipt as supporting documentation of purchase.	Must be purchased annually.

UTC Music Therapy Program Drug Screen Policy and Procedures

Purpose

To provide a safe working environment for students, patients, clients, visitors, agency, staff, and university faculty and staff.

Policy 1

Upon acceptance into the music therapy program, all students are required to undergo substance testing and obtain a negative result. All students are required to complete the required substance testing (i.e. 12-point urine drug screen) through Arcpoint Labs of Chattanooga or one of its satellite locations to be compliant with collaborative clinical agencies policy and procedures. In addition, every student is subjected to subsequent testing if there is a reasonable suspicion that the student is under the influence of substances, such as drugs and alcohol, which impair their ability to perform competently.

Any positive screen will be sent for confirmatory testing. If there are any abnormal findings, the student will be contact. This is a requirement for participation in clinical experiences. Therefore, the student must sign a release that the results will be provided to UTC University Health Services, which will then inform the UTC Director of Music Therapy.

If the student is found to be in violation of the substance use policy prior to beginning the program, the student's acceptance into the music therapy program will be rescinded and/or the student will be dismissed from the music therapy program. The student has the right to appeal a decision of dismissal from the music therapy program in accordance with the appeal procedure set fort by the UTC Office of Student Outreach and Support and the Dean of Students.

Policy 2

UTC Music Therapy faculty, staff or clinical agency may request a 12-point drug screen test if a student's conduct creates a reasonable suspicion that the student is using or impaired by drugs or alcohol. Conduct by a student that may create a reasonable suspicion that they are using and/or impaired by drugs or alcohol may include, without limitation, the following:

- Emitting odor (such as smell of alcohol on breath) or exhibiting physical symptoms or manifestations of drugs that are directly observed by faculty/staff/clinical agency staff.
- Exhibiting slurred speech, lethargy, staggered gait, flushed face, impaired memory, dilated/pinpoint pupils, and/or erratic mood swings that are directly observed by faculty/staff/clinical agency staff.
- Erratic behavior, frequent absenteeism or deterioration of work or academic performance.
- Substance abuse related conviction of finding in a legal or administrative proceeding.

If a student's conduct creates a reasonable suspicion that they are using or impaired by drugs or alcohol (either in the classroom, or in a clinical or professional setting), appropriate documentation will be completed. This will become part of the student's permanent record. The student will be asked to leave the clinical site/classroom and will be sent for immediate drug/alcohol testing at the student's expense. Students reasonably suspected of drug/alcohol use or impairment are prohibited from transporting themselves to or from the testing site. The student MUST procure their own transportation to and from the testing site, but the student is prohibited from operating a vehicle to travel to or from the testing site.

Testing will be performed at the request of the professional program. Therefore, the student must sign a release authorizing the disclosure of the results to the UTC University Health Services. The results will be released directly to the UTC Director of Music Therapy and/or DPA, Department Head. All substance use testing is at the expense of the student.

If a student if found to be in violation of the substance use policy, the student will not be allowed to attend classes or participate in the clinical courses. If the positive test is from a prescribed medication, the student must obtain a written statement from a qualified health care provider confirming that the medication is prescribed AND will not interfere with

safe clinical practice. The student will be dismissed from the program and immediately withdrawn from all courses if the student:

1. Tests positive during the requested drug screen without a valid prescription or if the prescribed drug interferes with safe clinical practice;
2. Refuses to submit to a drug test; or
3. Tampered with or contaminates the student's test sample.

If the student is not found in violation of the substance use policy, additional medication clearance may be required at the discretion of the UTC Director of Music Therapy and/or DPA, Department Head.

The CAS Dean (or designee) may ask to meet with the student. The final review will be completed by the CAS Dean (or designee) within five days of the report of the incident. The student may not return to class or clinical rotations until the case has been reviewed by the CAS Dean (or designee). Students will be dismissed from the UTC Music Therapy program following any positive drug screen. CAS and the UTC Music Therapy Program encourage impaired students to seek assistance voluntarily and assume responsibility for their personal and professional conduct.

IMPAIRED STUDENT

Policy

The music therapy faculty, staff or clinical agency may request a drug/alcohol test if the student demonstrates impaired behavior. These behaviors may include but not limited to:

- Direct observation (such as smell of alcohol on breath) or physical symptoms or manifestations of drugs.
- Slurred speech, lethargy, staggered gait, flushed face, impaired memory, dilated/pinpoint pupils, erratic mood swings.
- Erratic behavior, frequent absenteeism or deterioration of work or academic performance.
- Substance abuse related conviction by court or another administration or legal proceeding.

If the clinical supervisor suspects a student is impaired:

- The clinical supervisor will notify the manager/supervisor of the clinical area and will be notified and will follow the facility's policies regarding substance abuse.
- The clinical supervisor will notify the Director of Music Therapy.
- The clinical supervisor will complete an incident report. The document will become part of the student's permanent record.
- The Director of the Music Therapy will notify the Department Head of Performing Arts and the Dean of the College of Arts and Sciences.
- For the following acute care facilities, the following process will be used:
 - Erlanger: Between the hours of 8:00 am and 8:00 pm Monday-Friday and 9:00 am-4:00pm Saturday and Sunday, the student will go to Express Care during hours. If after hours, the student will go to the Erlanger Emergency Room.
 - Parkridge: Between the hours of 8:00 am and 4:00 pm, the student will go to Employee Health. If after hours, the student will go to the Parkridge Emergency Room.

- CHI Memorial: (Same Procedure as Erlanger). Between the hours of Monday-Thursday 8:00 am and 8:00 pm, Friday 8:00 am-6:00pm Friday and Saturday and Sunday 9:00 am-4:00pm, the student will go to Express Care during hours.
- Rhea Medical Center: Will follow hospital procedure for employee drug screening.
- Southern Tennessee Regional Hospital—Winchester: Will follow hospital procedure for employee drug screening.
- North Mississippi Medical Center: Will following hospital procedure for employee drug screening

Procedure

Clinical Setting – If the student demonstrates impaired behaviors in a clinical-based setting, the clinical supervisor will notify the grade responsible faculty member where:

- The grade responsible faculty member will notify the Director of Music Therapy and/or the Department Head of DAP immediately.
- Will complete an incident report, where the document will become part of the student’s permanent record.
- The student will be sent to Express Care Monday-Friday 8:00-8:00 pm; Saturday and Sunday 9:00 am-4:00 pm. If after hours, the Director of Music Therapy and/or Department Head will provide further guidance.
- If the student not near the University, they will be instructed where to report for drug testing.
- Transportation - Students who are suspected of substance abuse are not allowed to transport themselves to or from the testing site. The student MUST procure their own transportation and cannot operate a vehicle.
- If the student is suspected of drug abuse, they may go to any Erlanger Express Care location. If suspected of alcohol abuse, then student must go to the Express Care on Market Street. If after hours, the student will go to the Erlanger Emergency Room.

Classroom setting - If the student demonstrates impaired behaviors in the classroom, the faculty member who is in attendance and witnesses the occurrence:

- Will notify the Director of Music Therapy immediately and/or the Department Head of DAP immediately.
- Will complete an incident report, where the document will become part of the student’s permanent record.
- The student may be removed from the classroom and sent to Express Care for drug testing.
- The student will be sent to Express Care Monday-Friday 8:00-8:00 pm; Saturday and Sunday 9:00 am-4:00 pm. If after hours, the Director of Music Therapy and/or Department Head will provide further guidance.
- If the student not near the University, they will be instructed where to report for drug testing.
- Transportation - Students who are suspected of substance abuse are not allowed to transport themselves to or from the testing site. The student MUST procure their own transportation and cannot operate a vehicle.
- If the student is suspected of drug abuse, they may go to any Erlanger Express Care location. If suspected of alcohol abuse, then student must go to the Express Care on Market Street. If after hours, the student will go to the Erlanger Emergency Room.

UTC Music Therapy Student Clinical Attire & Grooming Standards Policy & Procedure

Purpose

UTC Music Therapy students are always expected to maintain a proper professional image in their behavior and personal appearance to portray an image of confidence and security to all individuals (i.e. faculty, staff, students, clients, etc.) while in the clinical setting.

Policy

All music therapy students will wear professional attire consisting of UTC Music Therapy scrubs or polo, khaki pants, socks, closed toe shoes and UTCID badge for all pre-internship clinical experiences. A solid white or navy long sleeve shirt may be worn underneath scrubs or polo. Non-approved professional attire (i.e. jackets, sweaters, scarves, hats, sunglasses, etc.) may be worn in and out of clinical agencies but must be removed while providing clinical services.

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 all individuals. 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 or community-based facility to be in compliance with organization policy/procedure. Professional attire and grooming standards for internship experiences will be dictated by the National Roster or University-Affiliated Internship Director/Supervisor.

Procedure

All students are required to purchase a UTC Music Therapy polo for \$15.00 upon entrance into the program. UTC Music Therapy polo is dawned when participating in clinical observations, community music engagement and music therapy practicum. Students are welcome to purchase an additional polo, if desired.

All students are required to purchase and supply their own khaki pants, navy or white long sleeve shirt & closed toe shoes.

All students are provided a UTC Music Therapy badge reel and protector to dawn their UTCID, which is always to be worn above the waist while engaged in pre-internship clinical training settings or representing the UTCMT program within the community.

All students are welcomed to purchase UTC Music Therapy medical scrubs to be worn for clinical observations or when enrolled in MUS 3830R Music Therapy Practicum. Medical scrubs are not permitted to be dawned during community music engagement.

All students who do not comply with the specified clinical attire and grooming standards for clinical observations, community music engagement and music therapy practicum will not be permitted to participate in the pre-internship clinical training experience, until compliance is obtained.

Inability to comply with clinical attire and grooming standards will impact a student's academic grade and ability to meet established prerequisites for enrollment into MUS 4830: Music Therapy Internship.