



# ROMAN MUSIC THERAPY SERVICES

## Application for Internship at Roman Music Therapy Services

Dear Applicant:

Thank you for considering Roman Music Therapy Services for your Internship! We are excited and proud to be an integral part of educating the newest members of our field. At RMTS, you will have the unique experience of working alongside a team of 11 music therapists and 3 administrative staff members! We are a community-based organization and serve people all over eastern Massachusetts. This will afford you the unique opportunity to learn and grow serving people ranging from birth-through-end of life in a variety of settings. In addition to fulfilling the requirements dictated by the National Roster Internship Guidelines from the America Music Therapy Association, at RMTS, you can expect the following benefits:

- ✓ Sprouting Melodies™ Online Training
- ✓ Paid Student AMTA Membership
- ✓ \$250 Stipend towards Conference Expenses
- ✓ \$10 Coffee Card Each Month
- ✓ Mileage Reimbursement (30 cents per mile between sessions- not including first or last drive of the day)

Roman Music Therapy Service's vision is to create connections and build community for people of all ages and abilities, now and for generations to come. Our mission is serving others through transformative, human-centered music making. Our team is connected by our shared values about music, music therapy and human-centered care.

We Believe:

- Making music transforms lives.
- Music connects people.
- Everyone can make music.
- Making music builds bridges and creates community.
- Music therapy celebrates abilities and allows us to see beyond limitations.
- Music therapy provides a safe space to be who you are.
- As music therapists, it's our job and responsibility to make music accessible to people of all ages and abilities.

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- Inclusive opportunities allow people to be music makers, to belong, to contribute, and to connect with others.
- Music making is a form of communication that fosters expression and understanding.
- Music can be used as a tool, empowering people in their daily lives.

We hope that this sounds like a good fit for you and your aspirations as a Music Therapist! If so, please submit your application in PDF format to [laetitia@romanmusictherapy.com](mailto:laetitia@romanmusictherapy.com) for consideration.

Sincerely,

Laetitia Brundage, MT-BC  
Internship Director  
Sprouting Melodies Coordinator  
Roman Music Therapy Services, LLC  
333 North Ave., Wakefield, MA 01880  
Office: (781)224-3300  
Fax: (781) 224-3306  
Email: [Laetitia@romanmusictherapy.com](mailto:Laetitia@romanmusictherapy.com)  
[www.RomanMusicTherapy.com](http://www.RomanMusicTherapy.com)



# ROMAN MUSIC THERAPY SERVICES

## Application for Internship: Roman Music Therapy Services

INTERNSHIP DIRECTOR  
Laetitia Brundage, MT-BC  
Laetitia@RomanMusicTherapy.com  
p: 781.224.3300  
f: 781.224.3306

### Contact Information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Date of Anticipated Coursework Completion: \_\_\_\_\_

Do you have a car? YES \_\_\_\_\_ NO \_\_\_\_\_

(We are a community-based organization and driving is part of the internship; mileage reimbursement is included in the internship)

Preferred Start Date of Internship (check one): January \_\_\_\_\_ July \_\_\_\_\_

\*Internships will either be January-August OR July-February

\*Due date for January Start date is June; Due date for July Start date is December.

### Practicums/Internships:

1. Location: \_\_\_\_\_ Population(s) Served: \_\_\_\_\_

2. Location: \_\_\_\_\_ Population(s) Served: \_\_\_\_\_

3. Location: \_\_\_\_\_ Population(s) Served: \_\_\_\_\_

4. Location: \_\_\_\_\_ Population(s) Served: \_\_\_\_\_

5. Location: \_\_\_\_\_ Population(s) Served: \_\_\_\_\_

Additional relevant information from Practicum/Internship Experience:

### RESUME/VITA:

Please include your current resume/vita

### TRANSCRIPTS:

Please include official Academic Transcripts from relevant institutions.

### ADMINISTRATIVE REQUIREMENTS:

1. Completion of CPR/First Aid Certification prior to start date (expense to be covered by Intern)
2. CORI Background check (conducted by RMTS)



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## ESSAY PORTION:

Please submit two essays (minimum 500-words each) reflecting on the following questions:\*

1. Why is music therapy necessary in current society?
2. What is your personal philosophy/approach to music therapy?

\*Document sources using APA format if applicable.\*

## LETTERS OF RECOMMENDATION:

Please include two letters of recommendation for consideration for this internship. One of the letters **must** be from a music therapy educator. A Music Therapy Director, Professor, Practicum/Intern Supervisor or Academic Advisor is strongly encouraged. The second letter can be from an additional educator, employer or person that has a professional relationship with the applicant.

## LETTER OF VERIFICATION:

Please include a letter of verification that you are eligible for internship from your Academic Advisor, including their contact information.

## INTERVIEW PORTION:

Initial Phone interview: A phone call to help us get to know you and you to know us. A good way to make sure Roman Music Therapy Services would be a good match for your choice in internship.

### A Day at Roman Music Therapy Services:

- Observe and/or participate in music therapy sessions with the Internship Director for a full day at Roman Music Therapy Services. The intern will be responsible for their own transportation.
- Group Interview/Audition with potential Supervisors
- Final interview/audition with Internship Director

For interviews following the phone interview, please prepare:

- 2 pieces with contrasting styles and/or genres on your primary instrument
- 3 songs on guitar with different styles/genres, time signatures, keys, strumming patterns, etc.
- 3 songs on piano/keyboard with different styles/genres, time signatures, keys, etc.
- 3 clinical experiential interventions. Clarity of intended goals and/or populations served should be prepared.



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## **FACT SHEET: Roman Music Therapy Services, LLC**

### NAME & ADDRESS OF INTERNSHIP SITE:

Roman Music Therapy Services  
333 North Avenue  
Wakefield, MA 01880

### INTERNSHIP DIRECTOR:

Laetitia Brundage, MT-BC  
Laetitia@romanmusictherapy.com  
Site: 781-224-3300

### ADDITIONAL SUPERVISORS:

Meredith Pizzi, MT-BC, MPA  
Annette Whitehead-Pleaux, MAMT, MT-BC  
Katie Bagley, MT-BC

### POPULATIONS SERVED:

We serve clients ranging from birth through end of life including:

- Babies and toddlers in community programs and early intervention
- Children and adults with intellectual and developmental disabilities
- Children and adults with mental health needs
- Older adults with dementia or Alzheimer's and other age related needs
- Individuals with substance use disorder
- Veterans and their family members
- Hospice patients and their family members

### ENTRY LEVEL REQUIREMENTS/COMPETENCIES

- Basic proficiency using guitar, piano, percussion and voice in a clinical setting. Proficiency defined by being able to recognize and play in several major/minor keys, transpose songs into different keys, sightread using a chord/lead sheet, sight-read a melody using voice/piano, vary strumming/playing styles to correspond with various moods/genres
- Practicum experience with at least 3 different clinical populations
- Practicum experience in both group and individual settings
- Excellent communication skills in both verbal and written formats.
- Professional, self-motivating and excellent organizational skills



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- Basic competency in client documentation including assessment, treatment planning, implementation, evaluation and termination
- Ability to accept and incorporate constructive criticism and feedback from several supervisors in order to adapt/improve skills as a clinician and musician when necessary.
- Must have reliable transportation, valid license and proof of insurance
- Must be willing to travel to various sites throughout Eastern Massachusetts
- Must own or have access to a computer/laptop

## **EVALUATION OF COMPETENCIES/REQUIREMENTS:**

### **ESSAY PORTION:**

Please submit two essays(minimum 500-words each) reflecting on the following questions (Document sources when appropriate using APA format.)

- 1.why is music therapy necessary in current society?
2. What is your personal philosophy/approach to music therapy?

### **INTERVIEW PORTION:**

**Initial Phone interview:** A phone call to help us get to know you and you to know us. A good way to make sure Roman Music Therapy Services would be a good match for your choice in internship.

### **A Day at Roman Music Therapy Services:**

- **Observe and/or participate in music therapy sessions with the Internship Director for a full day at Roman Music Therapy Services. The intern will responsible for their own transportation.**
- **Group Interview/Audition with potential Supervisors**
- **Final interview/audition with Internship Director**

**For interviews following the phone interview, please prepare:**

- **2 pieces with contrasting styles and/or genres on your primary instrument**

**The following should include clinical intent (goal(s), population, etc.):**

- **3 songs on guitar with different styles/genres, time signatures, keys, strumming patterns, etc.**
- **3 songs on piano/keyboard with different styles/genres, time signatures, keys, etc.**

## **INTERNSHIP EXPERIENCE**

Roman Music Therapy Service's vision is to create connections and build community for people of all ages and abilities, now and for generations to come. Our mission is serving others through transformative, human-centered music making. Our team is connected by our shared values about music, music therapy and human-centered care.

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- Inclusive opportunities allow people to be music makers, to belong, to contribute, and to connect with others.
- Music making is a form of communication that fosters expression and understanding.
- Music can be used as a tool, empowering people in their daily lives.

In addition to fulfilling the requirements dictated by the National Roster Internship Guidelines from the America Music Therapy Association, at RMTS, interns can expect the following benefits:

- Sprouting Melodies™ Online Training: Early childhood music program developed by Meredith Pizzi and Elizabeth Schwartz
- Paid Student AMTA Membership
- \$250 Stipend towards Conference Expenses
- \$10 Coffee Card Each Month
- Mileage Reimbursement (30 cents per mile between sessions- not including first or last drive of the day)

This internship will run for a period of 8 months from either from October-May or April-November for at least 1040 hours. Weekly hours will range from 30-40 hours per week, with no more than 40 hours worked within a given week. Hours will be divided into clinical hours (music therapy sessions) and non-clinical hours (travel time/administrative tasks/events) and may include some evening and weekend hours. Each schedule will be unique to the caseload developed over the course of the internship. The intern will be responsible for creating a spreadsheet for tracking hours each month. The Internship Director will review and sign the spreadsheets at the end of each month. There will be two months of overlap with the previous intern and the new intern.

Each internship will follow a similar schedule of observation and orientation, co-treating, and eventually facilitating all sessions independently. Most often, the internship will begin with a

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observation and orientation phase of 3-4 weeks. Depending on the learning style, skill level and readiness, each intern may begin facilitating full and/or partial sessions earlier than the designated observation/orientation period. During the observation/orientation period, the intern will be observing sessions conducted by 3-4 different music therapists employed with Roman Music Therapy Services. In addition to observations, the intern will participate in orientation activities designed to assist in acclimation to the environment, culture, online HIPAA compliant documentation program(Bestnotes), and other professional expectations at Roman Music Therapy Services.

This will consist of:

- Completion of internship Agreement
- **CORI Request Form:** cost will be covered by Roman Music Therapy Services (CORI stands for Criminal Offender Record Information)
- **First AID/CPR Certification Confirmation:** To be completed before internship. Cost is responsibility of intern.
- Review of the Dismissal Policy
- HotSpot and Policy
- Confidentiality Agreement
- Mission of Roman Music Therapy Services
- Job Description
- Email Account
- Minute 7: Hour Documentation
- Google Calendar
- **Best Notes:** online HIPAA compliant Documentation system used at RMTS
- **Sprouting Melodies™ Training:** Early childhood music program developed by Meredith Pizzi and Elizabeth Schwartz
- **Drum Circle +™ Training:** Drum circle facilitation program developed at Roman Music Therapy Services
- Instrument Kit Checklist(will vary dependent on caseload; checklist will keep track of instruments that will be returned to RMTS at the end of internship)
- Key
- Updated resume with Roman Music Therapy Services on it
- AIAC Representative contact information: Brian Jantz  
[BJantz@Berklee.edu](mailto:BJantz@Berklee.edu)





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AMTA Professional Documents as outlined by the *National Roster Internship Guidelines*:

- Scope of Music Therapy Practice
- AMTA Standards of clinical Practice
- AMTA Professional Competencies
- AMTA Code of Ethics
- AMTA Standards for Education and Clinical Training
- AMTA Bi-Laws
- AMTA Non-Discrimination Policy
- AMTA National Roster Internship Guidelines

The next phase of the internship will last 2 months and consist of the intern co-leading sessions with music therapy supervisors. As the intern progresses and develops greater music therapy skills and competence, a caseload combining independent and co-led sessions will be developed, with the eventual goal of the intern taking on a full case load of 20-25 sessions per week. Sessions will be a combination of independent work and work with a supervising music therapist present.

Roman Music Therapy Services has a wide variety of instruments, objects and other resources that can be utilized by the intern during their internship. There is a sign-out sheet in the instrument room that will be used to keep track of borrowed items. Additionally, the intern will have the opportunity to create their own "Instrument Kit" to keep with them throughout the internship. The intern will work with the Internship Director to determine which instruments they should have in their kit and will vary dependent on caseload. Possible instruments in the instrument kit may include various percussion instruments such as maracas, rhythm sticks, frame drums, mallets, guiros, etc. Each kit will be unique to the intern's caseload.

Throughout the internship, the intern will have opportunities to work with a wide variety of populations as Roman Music Therapy Services can develop contracts with any person(s) ranging from birth through end of life care. Examples of possible locations for sessions include schools, private residences, hospice, nursing homes, and on-site at the Wakefield office. Sessions will include individual and group settings. The intern will facilitate music therapy sessions with both small and large groups. The majority of sessions will be 45 minutes in length. Exceptions to this would be special community events and/or unique guidelines within a specific contract. An additional 15 minutes will be added at the end of each session for documentation. When completing documentation on-site at the office in Wakefield, there are two designated office areas in which the intern will be able to complete said documentation.

In addition to clinical experiences, the intern will engage in regular supervision, staff meetings, and professional development experiences. The intern will have regularly scheduled formal individual supervision with the internship director for at least one hour per week. An additional 3-4 hours of informal supervision will happen with either Internship Director or other Supervising

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Music Therapists on staff at Roman Music Therapy Services. In these sessions, the intern will have the opportunity to discuss their internship progress, new insights into their clinical work, develop musical skills, and process clinical experiences in a variety of ways including verbal communication, musical expression and/or artistic expression. In addition to individual supervision with the internship director, the intern will have additional opportunities and requirements for individual and group supervision with the staff at Roman Music Therapy Services. The intern will attend biweekly remote peer supervision groups with the Roman Music Therapy staff. Finally, the intern will receive informal supervision from any Roman Music Therapy staff they co-treat with. Staff meetings happen every Friday and contain administrative announcements, recognition and celebrations of staff accomplishments, personal/professional announcements, and professional development. Topics of professional development have included intervention sharing and development, work with specific populations, self-care, songwriting, improvisation, SEMTAP training, IEP documentation and writing effective goals and objectives. The intern will have the additional opportunity to set up individual supervision meetings with the Executive Director and/or Senior Clinical Supervisor when deemed appropriate.

The intern will complete two projects through their internship, a case study and a project that builds on their unique interests in community music therapy. First, the intern will select a client to develop a case study and present on that case study to the staff at Roman Music Therapy Services at the beginning of their 6th month of internship. The presentation of the case study will include the assessment, development of treatment plan, rationale for goals and objectives, client progress, future recommendations and termination of services. The second project will consist of the intern developing a topic of interest that will be decided upon by the intern and internship director. Potential project topics include developing a goal bank, a public presentation on music therapy, a paper on a specific population of interest or an original clinical song compilation. This project is to be completed before the end of internship.

## PROFESSIONAL STAFF

- 11 Music Therapists
- 1 Operations Manager
- 1 Administrative and Marketing coordinator
- 1 Bookkeeper
- Intern will also have the opportunity to gain experience developing professional relationships with staff, caregivers and/or family members of clients when appropriate.

## ONSITE EDUCATIONAL PROGRAMS

**Sprouting Melodies™ training:** Early Childhood Music program developed by Meredith Pizzi and Elizabeth Schwartz

**Drum Circle + ™ training:** Drum circle facilitation program developed by Meredith Pizzi



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## ADMINISTRATIVE REQUIREMENTS

- Complete CPR/First Aid training prior to start date (Intern is responsible for cost)
- CORI background check (conducted and paid for by Roman Music Therapy Services)

## ADDITIONAL INFORMATION

- Roman Music Therapy Services is not responsible for housing, meals, or transportation during internship
- Roman Music Therapy Services will provide liability insurance coverage for interns during internship
- Roman Music Therapy Services will ***not*** require a legal affiliation with the intern's University.