# Application of Evaluation for Music Therapy Internship Eligibility

Projected Internship Starting Date:

**Name:** (last, first)        **KUID #:**

**Address:**

Street City State Zip Code

**Phone #: (****)**       **KU Advisor:**

**Major Code:** (check one)

**0484** (Pre-Professional Sequence UG)  **F484** (Post-Professional Sequence UG)

**0771** (Graduate Equivalency & Master’s)  **0111** (Graduate Equivalency ONLY)

## Have you been accepted to your professional sequence? Yes No

**The information below is required of all University of Kansas music therapy students intending to intern.**

**You will need to complete these required searches and provide the subsequent documentation to show completion.**

**Required Searches:**

1. [**Office of Inspector General’s List of Excluded Individuals/Entries.**](https://oig.hhs.gov/exclusions/index.asp)Needed Information: (1) Name (2) Social Security Number, or (3) Employee Identification Number, or (4) Tax Identification Number.

Includes: A list of excluded individuals or entitles. **Cost of search: $0**

1. [**Global Terrorism Check (Required by Homeland Security).**](https://home.treasury.gov/policy-issues/financial-sanctions/specially-designated-nationals-and-blocked-persons-list-sdn-human-readable-lists) Includes: (1) office of foreign assets control (2) list of specially designated nationals and blocked persons. **Cost of search: $0**
2. [**General Services Administration’s Excluded Parties Lists System.**](https://sam.gov/content/exclusions) Needed Information: (1) Name(s) (2) address(es) (3)DUNS number, or (4) Social Security Number, or (5) Employee Identification Number, or (6) Taxpayer identification Number.

Includes: List includes information regarding (1) entitles (2) debarment (3) suspension (4) proposed for debarment (5) exclusion or disqualification under the non-procurement common rule (6) declared ineligible to receive Federal contracts, certain subcontracts, and certain Federal assistance and benefits. **Cost of search: $0**

1. **Criminal and Sex Offender Background Checks.** Please follow the procedures on the MEMT 396 (Clinical Practicum) Blackboard site through *Validity Solutions* and attach a copy of the results to this application. **Cost of search: $34**
2. **Have you ever had a teaching certificate revoked, suspended or denied in any state?**  No  Yes

If yes, please give details of the circumstances and attach a copy of the documents regarding the official action taken:

1. **Have you ever been terminated from a healthcare position?** No  Yes

If yes, please explain the circumstances:

Signature Date

**Attach an up-to-date completed curriculum sheet and an Advising Report.**

### THIS SECTION FOR OFFICE USE ONLY

□ This student **has** been approved for the internship application process.

Attached are your four (4) letters of authorization to be sent with your internship application materials. (See internship application process instructions listed on the reverse side.)

□ This student has **not** been approved for the internship application process due to deficiencies.

You must schedule an appointment with your advisor to follow up on your deficiencies.

**Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Music Therapy Director’s Signature Date

# Internship Application Process Instructions

1. Within one year of the date for internship, begin the process.

2. Search for appropriate internship sites on the [American Music Therapy Association website.](https://www.musictherapy.org/)

3. Complete a resume, list entries in reverse, chronological order. Should be no more than 2 pages. Include the following:

A) Education

B) Professional Experience

1) Music Therapy Practica

2) Volunteer work in music therapy

3) Other music therapy related work/experience

C) Other Work Experience

D) Skills

1) Music (proficient, functional, clubs)

2) Leadership (roles in organizations, clubs)

3) Language (Spanish, ASL)

4) Technical (Word, Excel, Sibelius)

5) Certifications (First Aid, CPR, Teaching License)

E) Honors and Awards

F) Professional Memberships and/or Affiliations

G) References by Name, Title, Address, Phone Number, and email Address

4. Consult with other students who have completed their resumes to see actual models. It is essential, though, that all students develop their own presentation to best demonstrate their skills and abilities.

5. Obtain an Application of Evaluation for Music Therapy Internship Eligibility form to apply for internship.

6. Complete the form including an up-to-date degree/program requirement sheet and an Advising Report. COMPLETE ALL REQUIRED SEARCHES AND OBTAIN SUBSEQUENT DOCUMENTATION. Submit this packet to the Director of Music Therapy.

7. The obtained approval form will be accompanied by four copies of an approval letter.

8. Include the eligibility approval letter with your application packet to your selected internship sites. Each internship has its own application process and you must pay close attention to the requirements for each specific site.

9. All approved students may have four active applications at any one time. If one internship application is denied, or if you decide to discontinue the application process with a particular site, another application can be activated in its place. To obtain another approval form letter, make a written request to the Director of Music Therapy and one will be left for you in your practicum mailbox.

10. It is essential to inform internship directors at your earliest opportunity of your decision to take, or not take the internship. Internship directors must know who to expect and when they will arrive. They must plan their schedule around your decision.

11. Remember that internship directors receive no extra pay for your training. Their reward is your commitment, hard work, and success. They are a very important part of your development. Treat them with great respect, and make every effort to work with them professionally.

12. Turn in your MT Internship Information Form prior to leaving for internship found on the Resources page on the [KU School of Music Website.](http://music.ku.edu/)

13. Please stay in touch during your internship. It is important to know that you are doing well, and whether there is anything that can be done to expedite your training process. In particular, inform your advisor if there are problems. It is always best to resolve issues and remediate problems at the earliest opportunity. It is important to know your successes too, and to find the very BEST internships for University of Kansas students. That can only be done in cooperation with those of you who experience them first hand. Please keep your advisor informed.

14. Good luck! You are about to begin one of the greatest adventures of your professional life –May it be all that you hoped it would be!