

## APPLICATION PROCEDURE

Students wishing to apply for a music therapy internship position must complete the materials listed below and send them to:

Lisa Swanson, MMT, MT-BC  
Orchard Manor  
8800 S. Hwy. 61  
Lancaster, WI 53813  
(608)723-2113 ext. 127 e-mail: [lswanson@co.grant.wi.gov](mailto:lswanson@co.grant.wi.gov)  
Fax: (608)723-2210

### Application Materials to be completed and sent:

1. Official College Transcript
2. Letter from the Academic Supervisor indicating that the applicant has completed academic requirements and is ready to begin an internship
3. General Information Form (may print out from website and use)
4. Resume
  - a. Education
  - b. Work experience
  - c. Clinical experience (can include volunteer work, practicum work, etc.). Please include type of setting, clientele, duties, etc.
  - d. Interests and hobbies
  - e. Career objectives and future goals
    1. Please answer each of the following in one or two paragraphs (typed, single-spaced):
      - a. In your experience, what are some goal areas which might be addressed with the developmentally disabled and geriatric populations in music therapy?
      - b. What skills/knowledge/experience would you like to gain during your internship?
      - c. What skills/knowledge/experience do you have to offer Orchard Manor? What are your strengths and weaknesses?
        1. Please indicate the date(s) that you are available to start your internship.
        2. Please enclose 2-3 references, both personal and professional, including the following information:
          - a. Communication skills
          - b. Functional music skills
          - c. Professional demeanor (such as professional appearance, dependability, interactions with professional staff, etc.)
          - d. Therapeutic skills

### Interview Process:

After all materials are received, an initial reference check and standard criminal background check are completed and an interview is scheduled with the prospective intern.

An on-site interview is preferred so that the prospective intern can see the facility and surrounding areas in order to make an informed decision in regard to accepting or declining any internship offer from Orchard Manor. If on-site interviews cannot be arranged in person, special arrangements may be made during conferences or by phone.

An audition for functional music skills is required. Generally, the audition consists of leading a small group of residents through 1-3 songs (accompanying and singing) of various styles and accompaniment. Any strengths or weaknesses can then be weighed by the CTD/Supervising MT-BC in order to determine a prospective intern's potential success at Orchard Manor. Videotape and/or cassette tape auditions are accepted in the case of a phone interview.

Each applicant will be notified in writing regarding the status of their application.