



Graduate Handbook

Fall 2023-Spring 2024

Welcome to the **Cleveland State University Department of Music Therapy!**

This handbook serves as the go-to source for information regarding Cleveland State's Department of Music Therapy and its Master of Arts in Music Therapy degree program. Utilize this handbook in conjunction with the graduate music therapy degree map, the graduate catalog, the College of Health policies and procedures, and your course syllabi for the most up-to-date information about your program.

You will refer to this handbook throughout your journey as a graduate music therapy student. Your professors are committed to doing everything possible to help you further develop and enhance your clinical, critical thinking, supervision, and research skills.

Department of Music Therapy Mission

Empowering students by training them in the therapeutic uses of music that lead to competent music therapy practice.

Creating knowledge by constructing innovative clinical applications that address contemporary issues inside and outside the classroom.

Engaging the CSU community through interprofessional education and through support for student health and safety.

Engaging the larger community through collaborative music therapy services and outreach.

Shaping our world by graduating students equipped to meet the needs of 21st-century clients and communities.

Department of Music Therapy Vision

We will be nationally acclaimed and student-focused, embracing diversity and cultivating music therapists who are competitive, professional leaders in the 21st-century job market.

We will be an international beacon for cutting-edge clinical training, interprofessional education, and collaborative research.

The CSU Music Therapy Clinic will focus on ensuring access to quality, innovative, and accessible music therapy services that enrich the lives of the greater Cleveland community. Our students and faculty will be ambassadors who advocate for the diverse needs of the clients whom they serve.

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CSU DEPARTMENT OF MUSIC THERAPY POLICIES & PROCEDURES

Professionalism

All music therapy students at Cleveland State are expected to treat university faculty, staff, and colleagues (i.e., fellow students) fairly, equitably, and respectfully. This includes demonstrating respect for the viewpoints of others, and if disagreement is experienced, agree to disagree in a graceful, calm manner. Music therapy students can expect to be treated in kind by faculty and colleagues.

All music therapy students are expected to address their professors and supervisors as “Professor (last name)” or “Dr. (last name),” unless otherwise informed by the instructor or supervisor.

Meeting with Professors

CSU music therapy professors hold at least two regularly scheduled, posted office hours each week. These office hours serve as wonderful opportunities for students to drop in and ask questions about courses and the music therapy program. Office hours are frequently offered in multiple formats, including in-person and virtually.

If a student wishes to meet 1:1 with a professor outside of office hours, they can request meeting times by emailing their professor. When emailing, please use your professor’s CSU email address. Office and cell phone numbers may also be utilized and are provided on the syllabi.

Class Attendance & Preparation

Graduate music therapy students are expected to actively participate in each course consistently. Students are expected to attend synchronous class meetings (via Zoom), as able. If you are not able to attend a class meeting, you are expected to view the recorded zoom in a timely manner to ensure important content has been reviewed.

Submitting Assignments

Students are expected to give their best effort. If something hinders the ability to engage with assignments, it is the student’s responsibility to contact the professor.

Assignments are expected to be typed and uploaded to Blackboard in a **Microsoft Office format (e.g., Word, PPT) or a PDF** unless noted in the associated grading rubric. No other format or email submissions of assignments will be accepted or graded. It is the student’s responsibility to ensure that assignments upload to Blackboard correctly – check to see if files and videos are displayed after upload!

Video assignments must be uploaded to Blackboard via Panopto. If students have difficulty with submissions, please inform the professor via email AND contact the Blackboard 24/7 Help Desk (216.687.5050) or the CSU Center for eLearning (elearning@csuohio.edu).

Assignment Due Dates

Assignments are due according to the class calendar. Issues or problems must be discussed and documented with the professor before due. Clinical documentation (SOAP/progress notes and journal entries) must be submitted within 24 hours of the session to be eligible for full credit.

Students may request additional time to complete a required course assignment by emailing the course professor. Be sure to provide a clear rationale for why you are requesting an exception.

Technology Requirements

Graduate music therapy students must have consistent access to Blackboard, other websites/apps (e.g., Panopto, VoiceThread, Perusall), as well as their CSU email. Please contact IS&T to access and check out a CSU laptop if needed. Additionally, students are licensed to install a FREE copy of Microsoft Office on up to five computers (directions available on the CSU website).

Class Confidentiality

Personal, clinical, or academic information offered or shared in class is confidential. No discussion with any identifying information is to be repeated or discussed with anyone outside of music therapy courses. The only exceptions to this rule would follow mandated reporting policies involving the Chair of the Department of Music Therapy, any CSU Counseling Center member, or CSU Police.

Academic Honesty Policy

Cleveland State University is committed to the growth and learning of its students and strongly believes that such growth and learning prosper best within a community of trust. We believe that academic honesty--the fair and straightforward representation of what one has learned, researched, and/or written--is the foundation of a healthy environment for learning. Instructors, professors, administrators, staff, and students alike are responsible for upholding high ethical standards of honesty in all academic endeavors.

Our academic community supports the policy that any form of academic dishonesty is a serious breach of ethics and shall be dealt with appropriately through the student judicial and shared governance systems of the student's member college/university.

Academic dishonesty includes claiming someone else's work as your own (e.g., plagiarism), seeking an unfair advantage over other students in taking a test or fulfilling an assignment, submitting fraudulent assignments or paperwork/documentation, and fraud. Any evidence of academic dishonesty will be immediately reported to the Chair of the Department of Music Therapy.

CSU faculty members are very attentive to infractions of the Academic Honesty Policy. While all violations of the Policy may not be detected and may result in short term gains (e.g., a slightly improved exam score, easier completion of an assignment, etc.), the long-term consequences of all infractions are costly. These consequences include lasting damage to one's work ethic, character development, sense of accomplishment, and self-respect. Any form of academic dishonesty can result in a failing grade for the course (at the discretion of the instructor).

Please help maintain our environment of academic integrity by completing all assignments honestly. **When in doubt, cite it out.**

AI Generative Tools

The Department of Music Therapy is aware of the importance and prevalence of AI tools. The use of generative AI tools (e.g., ChatGPT, etc.) is permitted for the following learning activities:

- Brainstorming and refining your ideas
- Fine tuning your research questions
- Finding information on a topic
- Drafting an outline to organize your thoughts
- Checking grammar and style

The use of generative AI tools is not permitted for the following learning activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board, wiki, or journal prompts assigned to you or content that you put into a Zoom chat or Blackboard
- Completing group work assigned to you
- Writing a draft of a writing assignment

- Writing entire sentences, paragraphs, or papers to complete class assignments

Any violation constitutes a violation of the university's Academic Honesty policy (see above).

Student Needs/Accommodations

Available Resources

Cleveland State University offers many free services to students that offer support in various areas of life. Students can take advantage of these resources to be successful in their college career.

[The Office of Career Development & Exploration](#)

[The Office of Disability & Testing Services](#)

[Health & Wellness Services](#)

[Lift Up Vikes Resource Center & Food Pantry](#)

[Counseling Center](#)

[CARE: Community Assessment Response & Evaluation](#)

[The Writing Center](#)

[Tutoring & Academic Success Center](#)

Educational Accommodations

Students with a disability should inform the professor during the first week of class and present documentation from the Office of Disability Services to ensure necessary accommodations can be discussed and implemented. Accommodations need to be requested in advance and will not be granted retroactively. Students must re-activate their accommodations each semester. Accommodations are **not** automatically renewed for subsequent semesters.

Educational access is the provision of classroom accommodations, auxiliary aids, and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services located in Rhodes Tower West 210, at (216) 687-2015 or ods@csuohio.edu.

Accommodations for clinical coursework, including internship, are required to be filed the semester prior to the clinical work. Students should schedule a meeting with ODS prior to the completion of finals to set up their accommodations for clinical work for the following semester.

CSU Master of Arts in Music Therapy

Degree Description

The Master of Arts degree program in Music Therapy provides students with the opportunity for board-certified music therapists to advance their knowledge and skills. Advanced training and specialization opportunities are vital to the growth and development of the bachelor's level music therapist. The Master of Arts in Music Therapy at Cleveland State University provides advanced music therapy training as well as interdisciplinary specialization in a chosen track: health care administration, special education, health sciences, or mental health. Graduate students in the Master of Arts in Music Therapy program will have the unique training opportunity to develop advanced clinical and research skills within music therapy itself, as well as a select area of related expertise.

Course Descriptions

Total number of credits required for Master of Arts in Music Therapy: 37 (16 credits in music therapy core; 9-12 in specialization courses; and 9-12 in electives). Courses in the music therapy core will be delivered fully online or hybrid, with a mix of synchronous and asynchronous components.

Each core music therapy course must be completed with a minimum grade of “B” or higher (or “S”):

- **MTX 580 Therapeutic Function of Music 1:** Provides an overview of the therapeutic function of music in treating physical/motor and language/communication needs in a variety of populations. This course focuses on increasing understanding of essential music neuroscience knowledge and connecting this research with evidence-based music therapy practice, while promoting higher level, evidenced-based practice skills involving the therapeutic function of music. Taken concurrently with MTX 582.
- **MTX 581 Therapeutic Function of Music 2:** Provides an overview of the therapeutic function of music in treating cognitive, behavioral, and social/emotional needs in a variety of populations. This course focuses on increasing understanding of essential music neuroscience knowledge and connecting this research with evidence-based music therapy practice, while promoting higher level, evidenced-based practice skills involving the therapeutic function of music. Taken concurrently with MTX 582.
- **MTX 582 Therapeutic Function of Music Advanced Practicum (taken twice):** This course is the clinical experience requirement for both Therapeutic Function of Music I and II. Each student will be placed in a community-based clinical site by the program and assigned a faculty supervisor. Students are required to complete at least 12 hours of clinical work in this course.
- **MTX 590 Research in Music Therapy 1:** This course promotes development of skills in reviewing research literature and creating theory-based research questions. Students will acquire a greater understanding of research design and appropriate data analysis method while developing higher level skills in reading, interpreting, and evaluating research studies.
- **MTX 690 Research in Music Therapy 2:** In this course, students will create theory-based, meaningful research hypotheses that advance music therapy knowledge while developing a greater understanding of research design, appropriate data analysis methods, and statistics. Students are required to complete a research proposal that is appropriate for the graduate degree capstone project.
- **MTX 691 Supervision in Music Therapy:** In this course, students will develop a greater understanding of competency-based supervision, with specific focus on music therapy supervision. This course focuses on student development theory as it relates to working with undergraduate music therapy majors and interns, as well as the different supervision needs of students, interns, and professionals. Multicultural and diversity issues related to supervision and supervisor effectiveness (including ethics and competency) will be explored.
- **MTX 692 Qualifying Exam:** Oral and written qualifying exam for music therapy graduate students. Grade: Satisfactory or unsatisfactory. Exams to be held during finals week of the semester in which student is enrolled. Must be passed with “S” (satisfactory) before enrolling in MTX 693.
- **MTX 693 Music Therapy Graduate Capstone:** Capstone research requirement for graduate music therapy students. Students may elect to 1) complete a research project and paper suitable for publication in a major music therapy (or related) journal, or 2) complete a thesis. If option 1 (research project and paper) is selected, the final paper must be suitable for publication consideration in a leading music therapy (or related field) journal. Grade: Satisfactory or unsatisfactory. Must be passed with “S” (satisfactory) to receive degree.

The remaining courses in the MA in Music Therapy are comprised of specialization and elective courses. Graduate students must complete 9-12 credits of specialization courses and 9-12 credits of electives. Please consult the graduate catalog and Dr. Layman, major advisor, for course options.

The MA in Music Therapy is designed to be completed within 2 years if the student attends full-time. However, there is great flexibility in the timing of courses. For example, students can elect to only take 1 course per semester if desired. Our graduate program is highly individualized according to each student's needs.

Recommended Course Map

If a student aims to finish the degree in 2 years, here is the recommended course map:

Master of Arts, Music Therapy, Year 1

Fall	MUS 580 Therapeutic Function of Music I	2 credits
	<i>MUS 582 Therapeutic Function of Music Advanced Practicum</i>	1 credit
	Specialization Course	3 credits
	MUS 691 Supervision in Music Therapy	3 credits
	Elective Course	3 credits
Spring	MUS 581 Therapeutic Function of Music II	2 credits
	<i>MUS 582 Therapeutic Function of Music Advanced Practicum</i>	1 credit
	MUS 590 Research in Music Therapy I	2 credits
	Specialization Course	3 credits
	Elective	3 credits

Master of Arts, Music Therapy, Year 2

Fall	MUS 690 Research in Music Therapy II	2 credits
	Specialization Courses (2)	6 credits
	Elective	3 credits
	MUS 692 Qualifying Exam in Music Therapy	0 credits
Spring	MUS 693 Music Therapy Graduate Capstone	3 credits

Admissions

Each candidate for the Master of Arts in Music Therapy must successfully complete the admission process in addition to the School of Music requirements listed to be invited to interview for the program. These requirements are:

1. Proof of an earned bachelor's degree in music therapy OR bachelor's degree in music with music therapy equivalency
2. Proof of a minimum 3.0 GPA in undergraduate/equivalency music therapy program
3. Earned MT-BC credential (Music Therapist - Board Certified)
4. Submission of a sample of scholarly writing on a chosen music therapy topic (e.g., literature review or other scholarly paper completed for a previous collegiate course; journal article submission; book chapter; clinical monograph; etc.).

Candidates who successfully complete the requirements will be invited to interview with graduate music therapy faculty. This interview will include verbal discussion plus demonstration of clinical musicianship competence (to ensure candidates meet AMTA Professional Competencies). Candidates who select the mental health track must

also provide evidence of successful completion of Research Methods (PSY 312 or equivalent) and Behavioral Science Statistics: Inference (PSY 317 or equivalent) in their undergraduate education to be admitted to that track.

Graduate Assistantships in Music Therapy

Cleveland State University offers stipend-only graduate assistantship (GA) awards to highly qualified students within the Master of Arts in Music Therapy program. Since funding is currently limited, this makes for a competitive selection process. When reviewing an applicant's submitted materials, we consider academic and professional background and attempt to align interests and qualifications with each position. If you are interested in learning more about a GA in the Department of Music Therapy, please contact Dr. Layman for more information.

Research

Music therapy graduate faculty members are active in a wide variety of research areas. Their research is regularly presented at major music therapy conferences, published in national music therapy journals, and featured in other related publications. Dr. Layman, the Coordinator of Graduate Music Therapy, is also an Associate Editor for *Music Therapy Perspectives*. Graduate music therapy students are required to successfully complete a research project or thesis, under the guidance of a Graduate Music Therapy faculty member, as a capstone to the Master of Arts in Music Therapy program.

Clinical Sites

The Cleveland State Department of Music Therapy affiliates with a large variety of community agencies and sites for clinical training in the greater Cleveland area. These sites include University Hospitals, the Cleveland Clinic Foundation, the Music Settlement, JFSA Youth Ability, a wide range of schools, mental health facilities, group homes & day programs, and elder care agencies. Cleveland State also houses a music therapy clinic which supports CSU interprofessional collaborations with the CSU Speech and Hearing Clinic and other on-campus programs.

Advising

Dr. Layman is the advisor for all graduate music therapy students. Be sure to carefully review the Master of Arts in Music Therapy degree map for required courses and sequencing of courses. Graduate students are welcome to meet with Dr. Layman at least once a semester by requesting an advising meeting or attending office hours.

Important College of Graduate Studies Links

- [College of Graduate Studies forms](#)
- [Graduate Student Resource Center](#)
- [Graduate Funding Sources](#)
- [Graduate Student Awards](#)
- [Graduate and Teaching Assistantships](#)
- [College of Graduate Studies](#)

Exxat Health Education Management System

What is Exxat?

Exxat is an electronic education management system. An Exxat profile is required for all students completing clinical training within the College of Health. All graduate students completing clinical work must create a profile within Exxat. There is a \$35 fee per semester.

What needs to be uploaded to Exxat?

Students will be required to upload yearly background checks as well as necessary health and immunization documents for approval by Exxat reviewers by specific due dates each semester. Details can be found in the Health Requirement and Background Check Requirements sections of this handbook.

If I need help with Exxat, who do I reach out to?

Students will be assisted in these processes by the Director of Clinical Education, Professor Lundeen-Smith.

Should I keep track of my Exxat profile?

Throughout the duration of their clinical course sequence CSU DMT students are required to maintain an electronic record in the Exxat database. It is ultimately each student's responsibility to maintain compliance by uploading all required paperwork to keep their electronic profile current. Profiles must always remain current. Both scheduled and random audits may be conducted by the department of music therapy faculty/staff.

What happens if I can't upload my required paperwork on time?

If a student will be delayed with completion of any item, they are expected to communicate in writing with the Director of Clinical Education prior to the expiration of the item and to describe their plan & timeline for expected completion. Failure to maintain a current profile may result in a delay in starting clinical experiences or removal from a clinical site.

MTX 582 MT Advanced Practicum Guidelines

Graduate Music Therapy Advanced Practicum (MTX 582)

All graduate music therapy students are required to complete at least 24 hours of advanced practicum experiences via completing two iterations of MTX 582 (either concurrently with MTX 580 or MTX 581, or in the summer following MTX 580.) Graduate music therapy students' placements occur at either the student's place of employment or at a community agency. The Director of Clinical Education assigns all clinical placements and is the instructor of record for the advanced practicum course (MTX 582).

Please note: If you wish to complete your advanced practicum hours at your place of employment, that facility must allow a CSU clinical supervisor to observe at least 4 session hours. These observations can be in-person, via live zoom, or recorded.

Background Check Requirements

Music therapy students are required to complete yearly FBI and BCI background checks through the CSU School of Nursing, Room 116, IM Building. Background checks must be current (completed no more than 12 months prior to the end of the semester) and uploaded into the Exxat system prior to completing any clinical assignments. Full instructions for scheduling background checks through the School of Nursing are included on the "Request for Electronic Background Check" form ([Appendix A](#)) and can be found via the student's profile within the Exxat Health Education Management System. Students must make an appointment with the School of Nursing, document evidence of their appointment with Exxat, and fill out and submit the request form at the time of their scheduled appointment.

Prior Convictions

The Department of Music Therapy cautions students who have conviction records to be aware that some types of convictions may prevent them from being placed at certain types of required clinical sites and thus delay or prevent successful completion of the master's degree program.

Health Requirements

The CSU Department of Music Therapy (DMT) has identified health and immunization requirements in order to protect both students and their patients/clients.

Students are required to provide proof of the following vaccinations or titers before receiving approval to complete practicum assignments:

- Annual Influenza Vaccination
- Poliomyelitis (Polio) Vaccination
- Tetanus/Diphtheria Pertussis Toxoid Vaccination with Tdap booster within 10 years
- MMR (Measles, Mumps, Rubella) Titers required
- Varicella (Chicken Pox) Titer required
- Hepatitis B Titer required (or signed declination)

In addition, students completing a practicum may be required by some clinical sites to undergo further testing and/or to provide additional documentation (e.g. 2-step TB testing, additional titers or vaccines, drug screening).

COVID-19 Vaccine Requirements

The COVID-19 vaccination is not required by the Department of Music Therapy. However, specific sites may require proof. Students may elect to upload proof of vaccination or an exemption to Exxat to expedite placement at sites that do require this documentation.

Vaccine Accommodations or Exceptions

Only accommodations granted by CSU's Office of Institutional Equity (OIE) (for a religious accommodation) or the Office of Disability Services (ODS) (for a medical accommodation) and agreed-upon by the clinical site are recognized. Failure to obtain these requirements in a timely manner may delay completion of the clinical course

sequence and graduation.

Getting Started

Students must confirm their background check is up to date (i.e., completed no more than 12-months prior to the end of the current semester). If it is expired or will expire prior to the end of the semester, they must complete a background check through the CSU School of Nursing. See above [Background Check](#) section for specific details. Additionally, all vaccinations, titers, or tests required by CSU and by the site must be completed and approved in the student's Exxat profile. For more information, see the [Health Requirements](#) section of the handbook. After receiving a practicum placement, students should contact their CSU assigned supervisor to confirm the details of their placement (location, date, and time) and arrange a time for the site visit.

After receiving their practicum placement from the Director of Clinical Education, graduate students should contact their CSU MT supervisor to confirm the details of their placement (location, date, and time) and arrange a time for the site visit.

Site Visit & Facility Tour – Clinical Hour 1

The Director of Clinical Education coordinates with each facility to ensure site contacts are notified of placements. At the site visit, students will be given a tour of the facility and have an opportunity to meet their site contact. Students are responsible for preparing clinical documents for their sessions and taking them to the site during the first weeks of their placement. During a site visit, students should have a copy of the Clinical Placement Agreement and participation forms (1 for each client).

During the site visit, students should:

- o Collect any Referral Forms for the clients from the site contact, as appropriate
- o Confirm the days and times of sessions
- o See the location where music therapy sessions will be held
- o Ask any questions they may have about the clients or facility

After the Site Visit...Providing Music Therapy Services

Before starting music therapy sessions, students must ensure that all participation forms and the Clinical Placement Agreement are completed, signed by the appropriate parties, and submitted. Be sure that your background check is completed.

Music therapy sessions should integrate a variety of therapeutic experiences, including (but not limited to) singing, movement, instrument playing, improvisation, etc. Each component in your sessions should be intentional, well-planned, and support the overall therapeutic goal/objective and the therapeutic function of music.

Clinical Documentation

Clinical Documentation

Session Documentation: Documentation for each clinical hour includes a SOAP/progress note (see Blackboard for templates) and a clinical reflection journal via Blackboard. *Remember, all clinical documentation must be uploaded within 24 hours of the session.*

- **Hour 1 documentation:** Clinical reflection journal entry on Blackboard.
- **Hour 2+ documentation:** SOAP/Progress Note and Blackboard clinical reflection journal entry. This documentation must be submitted weekly via Blackboard in the appropriate submission folder.

Assessment Report: Each graduate student must complete an Assessment Report*

**for acute settings, Clinical Reports are used in place of an Assessment Report*

Clinical Hour Requirements

During each iteration of MTX 582, graduate music therapy students must complete at least 12 hours, tracked and confirmed via submitted SOAP/Progress Notes.

Facilities may cancel sessions for several reasons, including a holiday or a sick/absent MT client. Students must

notify the MTX 582 course instructor and their clinical supervisor if a facility cancels a session.

If you are ill, you may need to cancel your session. Be sure to obtain accurate contact information for your facility contact and your CSU music therapy supervisor. If you need to cancel a session, you **MUST IMMEDIATELY INFORM** the following individuals via phone/text and/or email, within 24 hours prior to the session:

1. Your CSU music therapy supervisor
2. Your on-site contact person
3. The MTX 582 course instructor

The best, most efficient way to inform all the necessary individuals is to ***create a group text or e-mail***. This ensures that all appropriate individuals are informed.

Failure to show up for a session without contacting the facility (i.e., no show), your instructor, and/or your supervisor will result in a loss 10% of final grade. You will need to reschedule this missed session as soon as possible.

Failure to inform your CSU music therapy supervisor and instructor will result in a loss of 5% of final grade. You will need to reschedule this missed session as soon as possible.

In emergency situations, you are still obligated to contact the facility and your supervisor as soon as possible.

Clinical Supervision

Each graduate student enrolled in MTX 582 is assigned a CSU MT supervisor who will observe and provide feedback for at least 40% of music therapy sessions each semester (typically four sessions). Videotaped or remote observations may also occur at the discretion of the CSU MA in MT program. Supervisors will grade students using the graduate music therapy supervision rubric posted on Blackboard (in MTX 582). After the observation, students will receive their completed rubric via email from their supervisor. Students must upload completed supervision rubrics as directed by MTX 582 course instructor (either Blackboard and/or Exxat).

Graduate students will have a 1:1 supervision meeting with their CSU MT supervisor following each observed session at a mutually agreeable time and location. Students are expected to actively participate in this discussion and implement changes suggested by their supervisor.

Department of Music Therapy Lending Library

The Department of Music Therapy is very fortunate to have musical instruments, equipment, and other helpful resources for clinical use. Instruments, equipment, and resources are stored in the Music Therapy Lending Library, located in the CSU Music Therapy Suite on the 1st floor of the Music & Communication building. These resources are available for students to check out for clinical sessions. To ensure students are following all Lending Library policies and procedures, refer to [Appendix B](#).

Lending Library Inventory and Hours

Students have access to virtually view the Library's instruments, books, and more by click on [this link](#)!

Each semester, a schedule is sent out to the Department listing specific times the library is open. All instruments, equipment, and resources are signed in and out during these open library times. ***Items may not be checked in or out at any other time.*** Once the instruments/equipment are in the student's possession, they are accepting full financial responsibility of damages and/or loss.

All instruments must be returned by the last day that the Lending Library is scheduled to be open during finals week. Failure to do so will result in a grade of "Incomplete" being assigned until all instruments are returned.

APPENDICES

APPENDIX A: Request for Electronic Background Check

Instructions: Background checks will be completed by appointment only through the CSU School of Nursing in Julka Hall, Room 238, between 9:00 a.m. and 4:00 p.m., Monday-Friday. Please email Mr. Roy Pitchford at r.e.pitchford@csuohio.edu or call 216-687-3598 to make an appointment. Bring completed form to appointment.

For Fingerprinting Use At The CSU School of Nursing Main Office ONLY:

REQUEST FOR A BACKGROUND CHECK VIA ELECTRONIC FINGERPRINTING DEPARTMENT OF MUSIC THERAPY

- | | |
|--|------------------------------|
| <input type="checkbox"/> Undergraduate Music Therapy Student | <input type="checkbox"/> BCI |
| <input type="checkbox"/> Graduate Music Therapy Student | <input type="checkbox"/> FBI |
| <input type="checkbox"/> Music Therapy Faculty | |

Name _____ Date of Birth _____

Address _____ SSN _____

City _____ State _____ Zip Code _____

FBI Background Check Only

Sex _____ Race _____ Height _____ Weight _____ Hair Color _____ Eye Color _____

Reason for Background Check (3319 39B1):

Address for results to be mailed to:

- ☐ Yearly Background Check - Student
☐ Background Check - Faculty

☐ CSU School of Nursing

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Ohio Bureau of Criminal Identification & Investigations to conduct a criminal records check for the information relating to me. I also voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction, and juvenile delinquency adjudication records to Cleveland State University. I voluntarily and knowingly release and discharge the Ohio Attorney General's office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

Signature: _____ **Date:** _____

ShopNet Payment Reference Number: _____

For internal use only:

Administrator's Initials

Date Performed

Date Results Received



Appendix B: Department of Music Therapy Lending Library Policies and Procedures

Lending Library Policies

- Only music therapy majors are allowed in the lending library.
- Items in a box stay in a box; they must be checked out, transported, and returned in box.
- Items must be secured in bag, wagon, or other safe method for transport – there are extra carrying bags available to check out from the lending library.
- Mallets and frame drums are checked out in sets of two.
- Only MT librarians are allowed access to the library and the computer.
- Instruments and equipment may only be checked in/out during library hours.
- Items may be borrowed for up to two weeks and then must be checked back in, or renewed.
- The lending library is a skill-development space. We encourage you to develop your skills and utilize our expansive instrument and equipment collection. However, it is not a social lounging space. Be productive.

Borrowing Policies

- Borrower is responsible for utilizing bags, wagons, or other safe methods for safe transport of equipment.
- Borrower is responsible for ensuring items are in good working condition **prior** to checking them out.
- Borrower is responsible for safety of items.
- Borrower is financially responsible for damage to or loss of items in their possession. *
- Borrower is responsible for disinfecting items thoroughly as librarian checks them back in.
- If borrower placed batteries in the equipment, remove them before returning the item(s).
- After the librarian checks items in and borrower has disinfected/cleaned the equipment, borrower is responsible for returning items **back to location from which they were borrowed**.
- Failure to follow these policies will result in losing borrowing privileges.

Librarian Policies

- Your role, when on duty, is Music Therapy Librarian.
- The librarian is responsible for inspecting items as they are checked out and checked in. Please note damage on the Damage Report Form.
- If the librarian cannot work in the library during assigned day/time, they must attempt to find coverage AND notify the Coordinator of Lending Library, Professor G.
- Failure to following the lending policies will result in loss of work in the library.
- As a Librarian, other responsibilities include:
 - Checking shelves to make sure that items are tidy, clean, and in the correct location
 - Checking boxes to verify that the number of items (e.g., eggs) expected to be in the box are actually present.
 - Tuning autoharps, guitars, ukuleles, etc.
 - Changing autoharp, guitar, and ukulele strings, as needed.
 - Wiping shelves.
 - Checking “to do” list from Coordinator of Lending Library for specifically assigned tasks.
 - Conducting inventory once per semester and reporting any discrepancies to the Coordinator.

**refer to Borrowing Agreement, approved through CSU Legal Department*