



Undergraduate 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. Utilize this handbook in conjunction with the undergraduate music therapy degree maps, the undergraduate catalog, the College of Health policies and procedures, and your course syllabi for the most up-to-date information about the department.

You will refer to this handbook throughout your journey as a music therapy student. Your music therapy professors are excited to help you grow and develop and are committed to doing everything possible to help you learn and develop your abilities.

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

How should I address my professors?

All music therapy majors will address their instructors, professors, and supervisors as “Professor (last name)” or “Dr. (last name).” This expectation honors the student/professor relationship and exhibits professionalism and respect.

How can I meet with my professors?

Attend office hours:

All 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.

Arrange a meeting:

If a student wishes to meet 1:1 with a professor outside of office hours, they can request meeting times by emailing their professor using the following recommended template:

“Dr./Professor (last name),

I would like to schedule a meeting to discuss (reason for asking for the meeting). What is your availability during the next week or two?

Thank you,
(Student’s name)”

Can I email, text, or call my professors if I need to reach them?

Yes! Refer to the contact information above or your course syllabi for updated contact information.

Email:

Utilize the professor’s CSU email address. All email communication from music therapy majors to professors must be respectful and honor the student/professor relationship. See template above as an example of proper email communication.

Phone:

Office and cell phone numbers may also be utilized and are provided on the syllabi.

How can I get a letter of recommendation?

Students must demonstrate a high level of competence to request and receive a letter of recommendation. Any music therapy major seeking a letter of recommendation for internship, etc., must complete the FERPA-required Recommendation & Evaluation Request Form ([Appendix A](#)) and submit it to the appropriate professors(s). These forms should be submitted **at least 2 weeks prior** to the requested due date.

Dr. Olszewski requires all recommendation requests and requests for letters of eligibility to be submitted as a hard copy to her faculty mailbox inside the MT clinic space. Letter of eligibility for internship will automatically accompany any internship recommendation letter from Dr. Olszewski.

Note: If it has been more than six months since the student has been formally supervised in clinical work, the

student must complete a competency hearing (e.g., MTX 393 competency exam) before letters of recommendation for internship can be written and/or the pre-internship evaluation and internship agreement can be completed.

What are the expectations for professionalism in the music therapy program?

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

All MT majors registered for fieldwork are required to complete the Professional Disposition rating form to track professional and interpersonal development.

Advising

Who advises music therapy majors?

Dr. Olszewski is the advisor for all undergraduate music therapy students. Dr. Layman is the advisor for all graduate music therapy students. They provide advising for all music therapy and music courses. Jennifer Brown (j.e.brown44@csuohio.edu) is the College of Health advising partner for all music therapy majors. She will be integral to registering and staying on-time for graduation.

Be sure to carefully review the music therapy degree course maps ([Appendix B](#)) for important information on required courses and sequencing of courses.

How often should I meet with my music therapy advisor?

Students are welcome to meet with their advisor at least once a semester by requesting an advising meeting utilizing the email template above. Additionally, please plan to attend the February colloquium as it is specifically dedicated to advising and scheduling for the following year. You will be provided with a recommended schedule at that meeting.

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. Undergraduate students registered for MTX 290 or any of the courses within the clinical sequence (i.e., MTX 291, MTX 392, and beyond) 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. Specific requirements will be different for those enrolled in MTX 290 as compared to those registered for the clinical course sequence. Be sure to review Blackboard for course-specific guidelines.

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.

Background Check & Health Requirements

What are the background check requirements?

Beginning in MTX 290, 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 D](#)) and can be found via the student's profile within the Exxat Health Education Management System. Students must make an appointment and pay through ShopNet using the electronic scheduling/booking system accessed via [this link](#), document evidence of their appointment with Exxat, and fill out and submit the request form at the time of their scheduled appointment.

My background check is current, why do I need an updated one?

Some affiliated sites may require that background checks be conducted through their own agency procedures and/or on a different timeline (e.g., just prior to start of sessions regardless of the date of the most recent check).

What if my background check isn't "clean"?

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 music therapy degree program. Additionally, an individual is ineligible to apply for certification and to take the Certification Board for Music Therapists' Board Certification Exam if they have been convicted of specific types of felonies related to the music therapy profession or public health and safety that occurred up to seven (7) years prior to application (CBMT Candidate Handbook, page 22).

What are the immunization requirements to observe clinical work or provide music therapy sessions?

The CSU Department of Music Therapy (DMT) has identified health and immunization requirements in order to protect both students and their patients/clients. Students in MTX 290 are required to provide proof of an influenza vaccination prior to completing their clinical observations.

Students enrolled in the courses within the clinical sequence (i.e., MTX 291, MTX 391, and beyond) 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).

Is the COVID-19 vaccine required?

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.

Are there accommodations or exceptions granted for these requirements?

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.

For assistance with accommodations, students should reach out to:

Office for Institutional Equity (religious accommodations)	Office of Disability Services (medical accommodations)
https://www.csuohio.edu/institutional-equity/institutional-equity	https://www.csuohio.edu/disability/disability
Administration Center, Room 236 2300 Euclid Ave.	Rhodes Tower West 210 2124 Chester Ave.
Phone: 216-687-2223	Phone: (216) 687-2015

Music Therapy Practicum

What is a practicum?

All music therapy students are required to complete a total of 1200 clinical hours, from pre-internship through internship, during their training. The Department of Music Therapy Practicum courses serve as a scaffolded learning experience for students to accumulate pre-internship hours. Each semester of practicum, students will be placed with clients/patients at an affiliated off-campus site or in the CSU Department of Music Therapy Clinic and provided with supervision from a Board-Certified Music Therapist. Pre-internship clinical placements will include at least three different communities varying in age and diagnoses or clinical need, as required by AMTA.

Is there a dress code for practicum sessions?

Yes, music therapy majors engaged in fieldwork are required to follow the program dress code while in session ([Appendix C](#)).

When can I register for a practicum course?

Students must demonstrate basic proficiency in guitar, piano/keyboard, voice, musicianship, and percussion before entering the clinical course sequence. This proficiency is obtained through completing the following courses with a minimum grade, as indicated.

If the below courses are not officially completed (i.e., appear on the student's transcript), the student must contact the instructor of each course or instrument area listed and obtain written verification of proficiency from that instructor and/or complete an official "test out." The student must also submit a Petition for Exception Form ([Appendix D](#)) to request a prerequisite waiver. Both documents must be submitted to the Coordinator of Undergraduate Music Therapy, Dr. Olszewski, and approved prior to the student entering the requested course.

Note: These exceptions are carefully reviewed via case-by-case basis. Be sure to provide a clear rationale for why you are requesting an exception.

For MTX 291 – Pre-Practicum

MTX 280 Therapeutic Musicianship I (B-) MUS 241/242 Musicianship I and II (C)
MTX 281 Therapeutic Musicianship II (B-)
MTX 290 Introduction to Music Therapy (B-)

For MTX 391 – Practicum I

MTX 291 Pre-Practicum Development* (B-) MUS 117 Keyboarding I (C)
*and competency exam MUS 243 Musicianship III (C)

For MTX 392 – Practicum II

MTX 391 Practicum I* (B-) MUS 118 Keyboarding II (C)
*and competency exam MUS 244 Musicianship IV (C)

For MTX 393 – Practicum III

MTX 392 Practicum II* (B-)
*and competency exam

For MTX 394 – Practicum IV

MTX 393 Practicum III* (B-)
*and competency exam

Please refer to the CSU Course Catalog as well as course syllabi for further prerequisite details.

What are the rules for auditing a practicum course?

There are many different reasons a student may request or be encouraged to audit a practicum course. Students who are auditing courses have similar requirements to students who are actively enrolled in the course. In all cases (except MTX 291), the expectation is that students will schedule a minimum of 12, and no more than 20 clinical hours during the semester. Students auditing a clinical course are required to complete all student and client forms (i.e., Clinical Placement Agreement, Background Check, Participation Forms, etc.)

Auditing a practicum course allows students to receive extra time to work on specific clinical skills. As such, students are required to engage in clinical supervision/feedback and complete *all* clinical documentation appropriate for their site. To receive clinical hour credit, all documentation must be submitted before the course closes. Students may also be encouraged to attend intermittent virtual meetings to ensure their success in the course. If a student has received feedback that their therapeutic musicianship skills are below the expected level of competence, they will benefit from attending course meetings focused on musical skill development.

If the student chooses to complete only the clinical hour requirements (i.e., not other course assignments or attendance requirements) the grade earned for the audited course will be equivalent to the grade earned when the student last completed the course.

If students are auditing a course to improve their grade from the last time the course was taken, they must attend class and turn in all assignments and documentation as if they were actively enrolled and participating in the course for the first time. If an auditing student does not attend class and turn in all assignments, they will earn a grade equivalent to the grade earned when they last completed the course. The student will also accrue as many additional clinical hours as they have successfully completed and documented towards their pre-internship hours.

What if I have completed a course at another university that I think should count for an AMTA-required course?

Students may request a course substitution for an AMTA-required course by submitting a Petition for Exception Form (Appendix E).

Note: *These exceptions are carefully reviewed via case-by-case basis. Be sure to provide a clear rationale for why you are requesting an exception.*

Course Policies and Procedures

Class Attendance & Preparation

Why is it important to come to class?

Music therapists often work with vulnerable populations for whom prompt and regular attendance is extremely important (and sometimes critical). As such, music therapy majors are expected to attend class on a consistent, timely basis.

Students are allowed two absences with written or telephone notice in advance. After two free absences, additional absences will be reflected in their final grade, as per the course syllabus. Two tardies equal one absence. Students are strongly encouraged to take an active role in class projects and discussions. Class participation is included as a part of the "attendance" component of grading structure. When students miss class, it hinders their learning. Music therapy majors are expected to attend class prepared to discuss the day's identified topic(s).

Note: *There are no excused/unexcused absences; an absence is an absence. All absences beyond the two allowed will impact the final grade. However, if a student notifies their professor of their absence (rather than a "no show"), the professor is more likely to take this courtesy into account if a student's final grade is between two.*

What is the absence policy for clinical practicum courses (MTX 291, 391, 392, 393, & 394)?

Students need to refer to the specific practicum course syllabus for the absence policy. However, be aware that excessive class absences (i.e., more than 2 in 2 weeks) will result in a meeting with the course instructor(s) and Coordinator of Undergraduate Music Therapy. Continued absences will result in possible suspension from clinical field experience associated with the course.

What should I do if I am absent?

Students should notify their professor via email or text. If absent, assignments must still be turned in when due in class. It is the student's responsibility to make up any assignments when absent from class. Students who fail to make up an assignment will not receive points towards that assignment.

What happens in the case of inclement weather?

In case of inclement weather, the Department of Music Therapy will follow CSU policy regarding cancellations of classes. If classes are canceled due to a delayed start or closure, professors will send an email to students via their campus email accounts.

What can I do if I have an extenuating circumstance that prevents me from attending class (or attending class on time)?

Students may request an exception to the music therapy course attendance policy by submitting a Petition for Exception Form ([Appendix E](#)).

Note: *These exceptions are carefully reviewed via case-by-case basis. Be sure to provide a clear rationale for why you are requesting an exception.*

What if I am absent on an exam or demonstration day?

Students who are absent on an exam or graded demonstration days must complete a Petition for Exception Form ([Appendix E](#)) for an alternate day. You must provide a solid, rational explanation for and documentation of your absence (e.g., a doctor's note). This exception form must be approved by the course instructor(s), the Coordinator of Undergraduate Music Therapy, and/or the Chair of the Department of Music Therapy. If the

Petition for Exception Form is not approved, the student will receive a zero (0) for the missed exam or graded demonstration. Assignment Expectations

How should I complete and submit my 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.

All items must be typed and uploaded to Blackboard in **PDF or Word Document form** unless noted in the associated grading rubric. In-class assignments may be hand-written and must be legible. No other format or email submissions of assignments will be accepted or graded (i.e., students will receive a zero). 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).

Department of Music Therapy Policy on File Submission and File Names

The Department of Music Therapy anticipates students utilizing CSU's free download of Microsoft Office Suite ([Appendix F](#)). Files should be submitted in Word, Excel, PPT, or PDF format (other presentation programs may be acceptable). Pages, Keynote, etc. are not acceptable formats for submitting files for grading and students will receive a zero.

When naming files, the course number, student's last name, and assignment name should be contained in the file name (e.g., MTX 290_Olszewski_Final Paper; MTX 392_Guthe_Assessment Draft). Saving files this way serves two purposes. 1) it allows students and faculty to search files easily and efficiently and 2) it prevents professors from having 63 files all named "final paper" from different courses and different students, or sometimes, even the same student.

The Department *highly* recommends setting up a folder for the semester with subfolders labeled for each course you are taking (e.g., Fall 2023 → MTX 291). This type of organization will save students a great deal of time searching for files. Feeling organized will help students feel more in control when the semester gets busy.

When are assignments due?

Assignment deadlines are firm and are due according to the class calendar. Issues or problems must be discussed with the professor before deadlines and documented via the Petition for Exception Form ([Appendix E](#)).

For courses that meet more than once a week, if an assignment is not turned in when due, it may be submitted by 8pm of the following class period for a 20% grade deduction. **After this extension, no assignments will be accepted and students will receive a 0.**

For music therapy ensembles or courses that meet once a week, if an assignment is not turned in when due, it may be submitted within 48 hours of the deadline for a 20% grade deduction. **After this extension, no assignments will be accepted and students will receive a 0.**

What is the expectation for clinical documentation?

Clinical documentation (session plans, progress notes, and journal entries) must be submitted within 24 hours of the session to be eligible for full credit. If clinical documentation is submitted within 48 hours, students will receive a 20% grade deduction. In order to receive full credit for clinical hours completed, **any** outstanding paperwork must be turned in by the last day of the course (as indicated by the professor); clinical hours will be credited, however, no grade credit for the submission will be given.

What can I do if I have an extenuating circumstance that prevents me from completing an assignment on time?

Students may request additional time to complete a required course assignment by submitting a Petition for Exception Form ([Appendix E](#)) to the course professor.

***Note:** These exceptions are carefully reviewed via case-by-case basis. Be sure to provide a clear rationale for why you are requesting an exception.*

Electronic Devices in Class

Students are expected to be engaged and attentive in each class. Music therapy courses will frequently involve group working conditions and interactive communication. As such, use of cell phones, smartwatches, and other electronic devices should be minimized. All notification sounds should be silenced prior to the start of class. If students have extenuating circumstances, please alert the professor in advance and sit near an exit to take emergency calls.

What are the technology requirements for class?

Each class will have different requirements. However, students must have consistent access to Blackboard and their CSU email throughout their courses. Please contact IS&T to access and check out a CSU laptop. Additionally, students are licensed to install a FREE copy of Microsoft Office on up to five computers. See [Appendix F](#) for installation instructions.

Can I use my iPad or laptop in class?

Laptops and tablets may be used in class for taking notes and accessing pertinent class information. However, if the professor suspects or detects that a student is using a device for any non-academic purpose (e.g., browsing the internet, checking email, social media), the student may be instructed to keep the device in a backpack or bag for the remainder of class and subsequent classes.

What is the cell phone policy for class?

Music therapy students are expected to be engaged and attentive in class. As such, cell phones are not to be used during class unless special permission is given. If the student is expecting an emergency call that may occur during class time, the student must inform the professor prior to the start of class. In only that instance, once permission is granted, the student's cell phone may be set to vibrate and placed on their desk.

Class Confidentiality

All rules and guidelines for clinical confidentiality apply to all aspects of music therapy courses.

Why is it important to respect the confidentiality of the clinical classroom?

Music therapy students are considered therapists-in-training and, as such, have ethical responsibilities toward their peers, colleagues, course professors, clients they serve or have served, and the clinical community at large. 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, the Dean of the College of Health, any CSU Counseling Center member, or CSU Police.

Can I record class meetings?

Class meetings may not be recorded without specific permission from the course professor and all classmates. If any portion of a class is recorded without express permission from the professor and participants, it is the professor's prerogative to report the student to Judicial Affairs for disciplinary action.

Student Needs/Accommodations

What resources are available to me as a student?

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](#)

How do I receive an educational accommodation if I need one?

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.

Academic Honesty Policy

How can I be sure that I am doing my own work?

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.**

Can I use 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).

MTX 392-394 Clinical Guidelines

(MTX 291 & 391: see syllabi)

Note: Due to COVID-19, clinical policies and procedures may shift according to practicum site access and needs. Students will be informed by their professor as these changes occur. Please be very familiar with current course syllabus and stay informed in class by checking Blackboard.

MTX 392-394: Getting Started

What do I need to do first?

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 coordinate plans to meet during the site visit.

Site Visit & Facility Tour – Clinical Hour 1

What should I wear to my first site visit?

All music therapy students observing or completing clinical requirements off campus must follow the Department of Music Therapy Dress Code ([Appendix C](#)). **In addition, a mask must be worn if required by the site.**

What happens at the first site visit?

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 be prepared with:

- o Facility Tour Form
- o Clinical Placement Agreement
- o Referral Form(s)
- o Client Participation Form(s)

**includes release of information and consent or dissent for audio and video recordings*

During the site visit, students should:

- o Complete the Facility Tour Form
- o Exchange contact information with site contact
- o Confirm the days and times of sessions
- o Determine a possible make-up day & time to be used, if necessary
- o See the location where music therapy sessions will be held
- o Ask questions about parking and entrance procedures (e.g., sign-in, etc.) as well as facility policies that must be followed at the site
- o Ask any additional questions they may have about the clients or facility

Clinical Forms Due

- o Clinical Journal
- o Facility Tour Form

Observation Session – Clinical Hour 2

MTX 392-394 - Complete at least one more visit where you observe your clients/students/patients in the setting. Collect any referral forms from your site contact, as appropriate. Then, submit observation session notes and the clinical journal within 24-hours of the observation.

Clinical Forms Due

- o Clinical Journal
- o Observation Session Notes

MTX 392-394: After the Site Visit...Providing Music Therapy Services

What do I need to turn in or complete before I can start using music with my clients/students/patients?

Before proceeding to Clinical Hour 3, all students must make sure that all forms are completed, signed by the appropriate parties, and submitted. If a student begins music sessions without completed forms that are appropriately signed, the hours will not count.

To proceed to Clinical Hour 3, students must turn in or complete:

- o Background Check & All Health Requirements, uploaded to Exxat profile
- o Clinical Placement Agreement, signed/dated by all parties
- o Client Participation Form(s), for each client, as appropriate, signed/dated by all parties
- o Clinical Signature Log Schedule Draft, with planned supervision dates indicated
- o Facility Tour Form
- o Brief Overview Assignment

**These forms are not required*

Once the background check and health requirements are approved in Exxat, all the forms are received and checked, the students must receive approval from the course professor to start music sessions. If a student begins sessions without approval, any sessions completed **will not** count towards that student's required pre-internship hours.

Clinical Hour 3+

My assessment sessions are done...what's next?

Once assessment sessions are done, students will begin working on their Assessment Report and Initial Treatment Plan. For more information about these documents, see the dedicated sections below under "Clinical Documentation". The Assessment Report and Initial Treatment Plan must be submitted and approved by the instructor.

What should I do in my sessions?

Students are responsible for planning sessions that meet the clinical needs of their clients/students/patients. 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 assessment of strengths and challenges, the overall and specific therapeutic goal/objective, and the therapeutic function of music. Be creative and try new ideas.

MTX 392-394: Clinical Documentation

What clinical documentation am I required to complete for my sessions?

Students doing clinical fieldwork are expected to demonstrate clear organization of required clinical paperwork. All clinical hours must be documented to receive full credit for hours completed. Students will be required to submit clinical documentation appropriate to the phase of treatment.

MTX 392-394: Documentation for Each Session

Documentation by Clinical Hour - Documentation for each clinical hour will include a session plan, progress note, and clinical reflection journal. *Remember, all clinical documentation must be uploaded within 24 hours of the session.*

- **Hour 1 documentation:** Facility Tour Form, any related notes, and clinical reflection journal entry. These documents must be submitted via Blackboard in the appropriate submission folder.
- **Hour 2 documentation:** Observation Session Notes and clinical reflection journal entry. This documentation must be submitted via Blackboard in the appropriate submission folder.
- **Hours 3+ documentation:** Session Plan, Progress Note, and clinical reflection journal entry. This documentation must be submitted weekly via Blackboard in the appropriate submission folder.

Required Session Documentation

- **Session Plans:** For each session conducted, each student must complete a written Session Plan. If the session is to be a scheduled observation with a supervisor, Session Plans must be submitted to them at least 24 hours prior. Students are required to use the Session Plan forms posted on Blackboard which may vary based on MTX course.
- **Progress Notes:** For each session conducted, each student must write a Progress Note (i.e., SOAP note). Students are required to use the Progress Note forms posted on Blackboard which may vary based on MTX course.
- **Clinical Reflection Journal:** For each session conducted, each student must complete an electronic journal entry to be submitted on Blackboard. These journal entries should encompass the student's self-growth and experiences in providing music therapy services throughout the semester. Journals must be submitted in the appropriate submission folder to receive credit.

Additionally, in various stages of treatment, students will be required to submit additional documentation. See the following descriptions for more information.

Brief Overview: Each student will be responsible for completing background research on their clinical community. The brief overview assignment allows students to become familiar with common strengths and needs as well as evidence-based music therapy approaches and techniques.

Assessment Report: Each student must complete a written Assessment Report (or a Clinical Report if student is in MTX 394) following assessment sessions. See Blackboard for Assessment Report Form Template and Grading Rubrics. The instructor must approve the assessment report draft (along with an initial treatment plan) before sessions are allowed to progress from assessment to treatment.

Treatment Plan: Each student must complete a written Treatment Plan based on results from assessment sessions and turned in with the Assessment Report. In MTX 393 & 394, each goal on the Treatment Plan must be supported by music therapy research literature indicated via the Therapeutic Function of Music (TFM) plan. A data collection form must also accompany the treatment plan. See Blackboard for Treatment Plan Form Template and Grading Rubrics. The course instructor must approve the treatment plan and data collection form (along with the

assessment report) before sessions are allowed to continue as planned.

Note: Students must meet 1:1 with the professor to discuss these documents (as scheduled on the course calendar). If a student moves on to treatment sessions without approval of the Assessment Report and Initial Treatment Plan, any sessions completed **will not** count towards that student's required pre-internship hours.

Clinical Reports: Students in MTX 394 who are in non-traditional settings (e.g., sites that do not have consistent patients/clients each week) may be required to submit four Clinical Reports in place of an Assessment Report and Treatment Plan. For example, a student in a medical setting may not see the same patient every week. The Assessment Report and Treatment Plan do not fit the clinical need for these situations, therefore, Clinical Reports throughout the semester will be expected as a substitute.

Treatment Summary: Each student will complete a brief (2-3 page, double-spaced) written Treatment Summary of the semester to be submitted at the end of the semester.

Clinical Hour Requirements

How many session hours do I have to complete?

Each semester, students must complete the minimum required number of clinical hours (usually approximately 12 hours) indicated on the specific course syllabus. AMTA pre-internship hour requirements state that students must complete the required clinical hours to pass the course. The student's on-site contact and/or other designated site representative must verify completion of each session by signing the Clinical Log to account for all hours. This document must be submitted by the end of the semester on Blackboard.

What if I experience extenuating circumstances that prevent me from completing my required clinical hours?

Students may request additional time to complete required pre-internship clinical hours by submitting a Petition for Exception Form ([Appendix E](#)) to their course professor.

Note: These exceptions are carefully reviewed via case-by-case basis. Be sure to provide a clear rationale for why you are requesting an exception.

What if my facility cancels my session?

Facilities may cancel sessions for several reasons, including a holiday or a sick/absent MT client. Students must notify their practicum instructor and supervisor if a facility cancels a session.

What do I do if I need to cancel my 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. Your course instructor
4. The Director of Clinical Education

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.

What happens if I miss a session and fail to inform the above individuals?

Failure to show up for a session with no prior contact to 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.

What happens if I don't tell my MT supervisor, instructor, or Director of Clinical Education, but I did tell my site contact?

Failure to inform the above individuals 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.

MTX 392-394 Supervision

How am I supervised during my sessions?

Students are 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 music therapy supervisor. Supervisors will grade students using the undergraduate music therapy supervision rubric posted on Blackboard. After the observation, students will receive an email from the supervisor with the rubric included. Students are required to upload it on a secure site (either Blackboard or Exxat, as instructed) for the course instructor, Dr. Olszewski, and Professor Lundeen-Smith to view.

Students will have a supervision meeting with their MT supervisor following each of the observed sessions at a mutually agreeable time and location. Students are expected to participate in this discussion and implement changes to improve the quality of music therapy services. Failure to implement changes will result in a lower grade.

All supervised clinical hours must be posted/accounted for to count towards AMTA pre-internship requirements.

What does my MT supervisor need from me?

If a session is to be observed, students must submit the session plan to their CSU MT supervisor at least 24 hours before. Students should also share their completed assessment reports and treatment plans with their supervisors for approval.

MTX 392-394: Other Assignments

What are the other assignments am I expected to successfully complete in the Clinical courses?

MT Component Workshops: Each student will participate in assigned music therapy component workshops designed to support students in demonstrating functional clinical skills. For each assigned component workshop, the student must complete and submit any required documentation as indicated by the instructor.

MT Repertoire Development: Each student will complete assigned repertoire-building tasks in class which will vary by MTX course. Students may be required to submit lead sheets (melody line plus chord symbols, minimum) on Blackboard. As repertoire is assigned, students will be encouraged to add the music to their Portfolio.

Seminars: In some clinical courses, students will have the opportunity to read assigned research articles or texts that support their learning. They will then participate in a student-led discussion (i.e., seminar) to analyze and explore the important topics within the readings. During each seminar, one student will be assigned a discussion leader and one student will be a timekeeper.

MTX 392-394 Final Poster Presentation: Each student will develop a poster summarizing their clinical experiences during the semester and will participate in the Biannual Practicum Poster Symposium. More specific guidelines and a grading rubric will be provided and posted on Blackboard.

Competency Exam Hearings

What are competency exam hearings?

Students must pass a competency exam by the end of each clinical course (MTX 280-393) to move on to the next course in the clinical sequence. Details will be posted on Blackboard and discussed in class.

How do I sign up for a competency exam hearing time?

A sign-up for competency exam hearings will be opened at the end of the semester. Course professors will direct students to sign up for a time that is convenient for their schedule.

What if I sign up for a time but my schedule changed, and I cannot attend?

Once a student has signed up for a time, the student may not cancel or remove their name from the sign-up

without approval from the course instructor. If a student removes their name without approval, this will be considered an unsuccessful hearing. Additionally, a “no show” for a competency exam is considered an unsuccessful hearing attempt. Any changes to the scheduling of sign-up times must be made **at least 24 hours in advance** or the student will be marked as completing an unsuccessful hearing attempt. The classification of “unsuccessful hearing attempt” immediately advances the student to the next attempt.

Competency Exam Hearings Policy:

Each competency exam hearing will be heard by two (2) music therapy faculty members. Each student is allowed up to three (3) attempts to successfully pass the required competency exam for their specific clinical course. If a student does not pass the competency exam during the third attempt, no further attempts are available, and the student may not register for the next course in the clinical sequence. Third and final attempts are typically scheduled during exam week. Competency exam hearings must be completed by the course’s official exam day/time for that semester to proceed to the next course in the clinical sequence.

Other Department Information

Department of Music Therapy Lending Library

How do I borrow instruments/equipment from the 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. Be sure to choose instruments and resources that are developmentally appropriate for clients. To ensure students are following all Lending Library policies and procedures, refer to [Appendix G](#).

How can I see what is in the Lending Library inventory?

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

When can I check out instruments/equipment?

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.

Department of Music Therapy Colloquium

Is there ever a time where the department gathers as a whole?

Yes! The department meets once a month during common hour from 11:30-12:15. These dates are often given at the beginning of each semester. Students are encouraged to attend to receive important department-specific information. Students can expect to learn more about these meetings at the first colloquium meeting in September. These colloquium meetings are also the monthly Cleveland State Student Music Therapy Club meetings.

Cleveland State Student Music Therapy Club

Does the Department have a way for students to become involved in leadership positions?

The Cleveland State Student Music Therapy Club is a great way to become more active in the department overall. The club meets at least once a month and has a student officer elected cabinet of President, Vice President, Secretary, and Treasurer. They are responsible for hosting student events, actively engaging the Cleveland State community, and more!

APPENDICES



APPENDIX A: Recommendation/Evaluation Authorization and Waiver

Name of Student: _____ Student ID: _____ Date: _____

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. In order to submit recommendations or evaluations in accordance with FERPA regulations, school officials must request that students submit this authorization/waiver or its equivalent prior to providing FERPA-protected student information to third parties. For additional information regarding FERPA, please visit CSU's FERPA information page at <https://www.csuohio.edu/registrar/family-educational-rights-and-privacy-act>.

SECTION A - CSU faculty member making recommendation or evaluation:

SECTION B -Type of information requested to be shared:

☐ Letter of Recommendation ☐ Evaluation Form ☐ Verbal Recommendation/Evaluation ☐ Other: _____

SECTION C - Purpose of information release:

☐ Music Therapy Internship ☐ Employment ☐ Admission to Educational Institution ☐ Other: _____

SECTION D - Person(s) to whom educational information/records may be provided (check one):

☐ Potential Internship Director ☐ Potential Employer ☐ Admissions Dept. at Educational Institution ☐ Other: _____

SECTION E - Site contact information:

Site/Agency Name: _____ Individual: _____
site/agency *person to whom this information is sent (incl. credentials)*

Street Address: _____ City: _____ State: _____ Zip Code: _____

Email Address: _____ Due Date: _____ Date Requested for Pick-Up/Email: _____

SECTION F – Information to be sent via:

☐ Hard Copy, signed and sealed in envelope ☐ Electronic copy, emailed ☐ Other: _____

SECTION G – Waiver of Access (check one):

- ☐ I waive the right to review the requested recommendation(s)/evaluation(s).
☐ I do not waive the right to review the requested recommendation(s)/evaluation(s).

By signing below, I authorize the CSU faculty member named in Section A to consult my educational records at CSU, and to disclose such educational records as that member considers appropriate in accordance with the above-stated purpose(s).

I understand that I have the right to revoke this authorization/waiver at any time by delivering a written revocation to the CSU faculty member named in Section A. above, but that such revocation will not affect any waiver of access to records obtained or received prior to delivery of such written revocation. I also understand that a copy of this authorization/waiver may be sent with the recommendation(s)/evaluation(s).

Student's Signature: _____ Date: _____

This information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulation.



APPENDIX B: Music Therapy Degree Maps

to be added upon final approval



APPENDIX C: Practicum Dress Code

MUSIC THERAPY CLINICAL DRESS CODE

REQUIRED

The CSU Department of Music Therapy clinical dress code includes:

SHIRTS

- A CSU polo, button-down, or pullover sweater/sweater vest in one of three colors CSU green*, black, or dark charcoal gray. **CSU green is the preferred color*
- The CSU logo must be on the front of the shirt in the upper left-hand corner.
- The CSU polo, button-down, or pullover sweater/sweater vest must be worn either on its own or with a plain white or black top underneath and/or a white or black cardigan sweater over it.

PANTS

- Black (or dark charcoal gray) full-length pants, no leggings

FOOTWEAR

- Black socks and black shoes are preferred; however, for settings where safety and agility are required (e.g. schools, psych settings, hospitals, etc.) tennis shoes are acceptable. Shoes must be clean and well-kept.

HAIR

- If hair is longer than chin-length, it must be pulled back out of student's face.

ID BADGE

- Student IDs must be always worn as an ID badge, unless deemed a safety issue by your music therapy supervisor or the site contact.

ACCESSORIES/TATTOOS

- Body piercings must be covered or removed, except those in the earlobes.
- Body tattoos must be fully covered.

The following items are prohibited.

- No white shirts are allowed.
- No sweatshirts or hoodies are allowed.
- No open-toed shoes are allowed.

The dress code **MUST** be followed during **any off-campus clinical work**. If a student seeks to obtain a waiver for any dress code policy above, the student must obtain written permission from the Chair of the Department of Music Therapy. Refusal to follow dress code policy will not be accepted and will result in the loss of music therapy clinical experiences.

Direct any questions to the Director of Clinical Education.

APPENDIX D: Request for Electronic Background Check

Instructions: FBI and BCI background checks are required yearly for Music Therapy students completing observations at clinical sites and music therapy practica. These checks are completed by appointment only through the CSU School of Nursing Main Office in the IM Building, Room 116, Monday-Friday. Make an appointment and pay ahead via ShopNet at [THIS LINK](#). Complete this form and bring it with you to your 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

☐ Undergraduate Music Therapy Student
☐ Graduate Music Therapy Student
☐ Music Therapy Faculty

☒ BCI
☒ FBI

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 E: Petition for Exception Form

Student's Name:

Date:

Exception Request

- ☐ Additional time to complete a required course assignment. (*Petition must be submitted to your course instructor at least one week prior to the assignment's original due date.*)

Assignment:

Original Due Date:

Requested Due Date:

- ☐ An exception to a music therapy course attendance policy. (*Petition must be submitted to the Coordinator of Music Therapy during the first two weeks of course.*)

Course:

Requested Exception:

- ☐ Additional time to complete required pre-internship clinical hours for

Hours Completed: of

Requested Finish Date:

- ☐ Retake competency exam for: ☐ MTX 291 ☐ MTX 391
 ☐ MTX 392 ☐ MTX 393

- ☐ AMTA-required course substitution.

Required Course:

Proposed Course Substitution:

- ☐ Prerequisite waiver.

Required prerequisite request to be waived:

For Course:

- ☐ Other exception not listed above:

Requested Exception:

Rationale for exception you are requesting:

I understand that this petition is a request for an exception to a requirement of the Department of Music Therapy. I also understand that completing this petition does not guarantee that I will be granted an exception. I will be notified in writing by email when a decision is reached. If an exception is granted, I understand that I must honor and fulfill the indicated alternative requirement and/or timeline for successful completion.

MT Student Signature:

Date:

This Section Completed by Department of Music Therapy Faculty

Date Petition Form Received:

Date Reviewed by MT Faculty:

- ☐ Approved
☐ Not Approved
☐ More Information Needed

Comments:

Date of Emailed Written Notification to Student:

Music Therapy Faculty Signature:

As needed:

Coordinator of Undergraduate Music Therapy Signature:

Date:

APPENDIX F: How to Install Microsoft Office

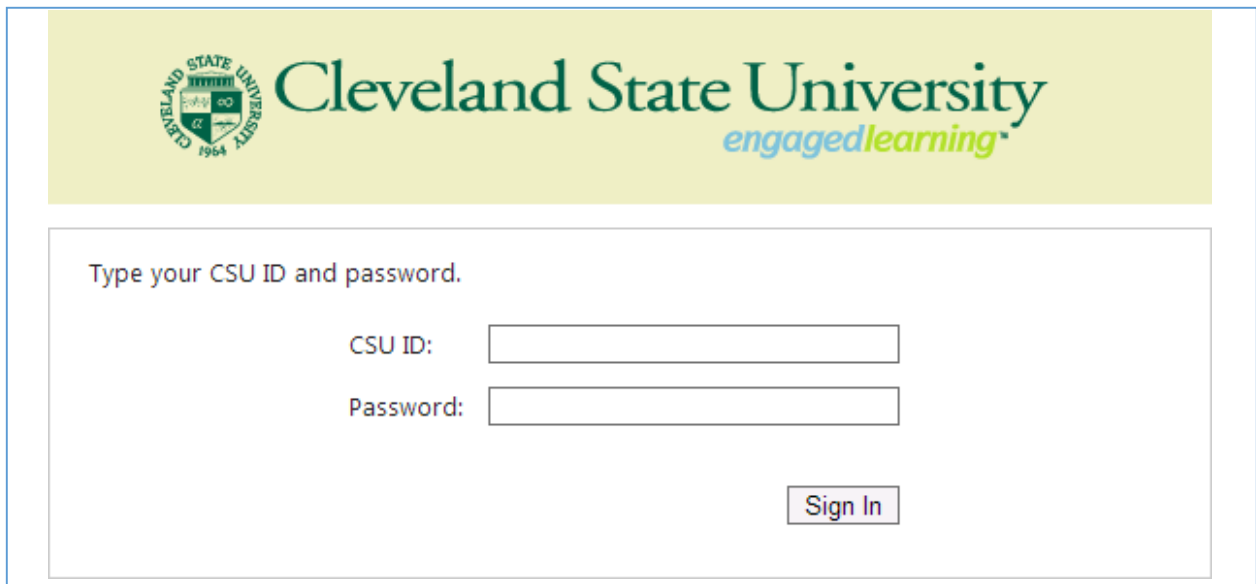
How to install Microsoft Office 2016 on a Mac through engage365

Cleveland State University students, faculty, and staff are licensed to install a free copy of Microsoft Office on up to 5 computers.

These instructions will help you install Microsoft Office on your Mac – not to be confused with Microsoft Office Online which does not get installed and is accessed only through a browser.

Note: MS Office is only available to active students, faculty, and staff. Software expires one year after your enrollment ends or you are no longer an employee or faculty member.

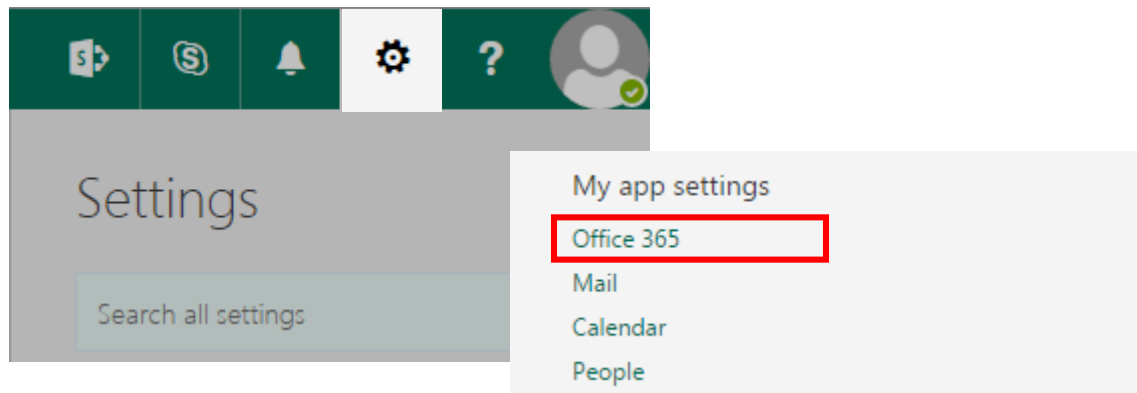
1. On the computer on which you want to install MS Office, using your browser, visit <http://engage365.csuohio.edu>:



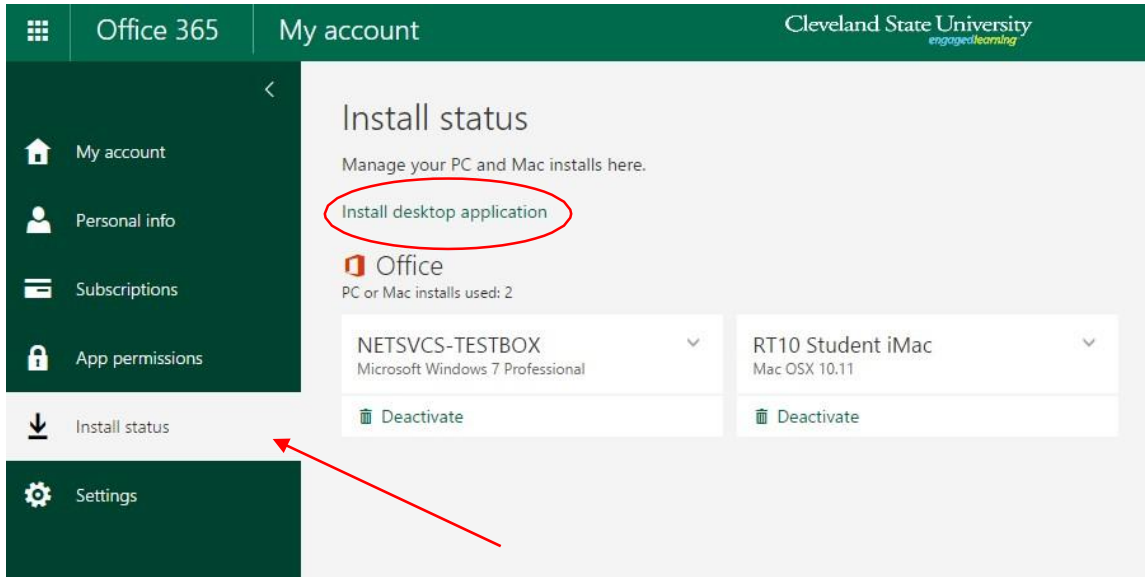
The screenshot shows a web page for Cleveland State University. At the top, there is a header with the university's seal and the text 'Cleveland State University' and 'engagedlearning'. Below this, a white box contains the text 'Type your CSU ID and password.' followed by two input fields: 'CSU ID:' and 'Password:'. A 'Sign In' button is located at the bottom right of the white box.

Input your CSU ID number along with your password in order to bring up your Outlook email page.

2. In the top right corner of Outlook you will see a settings column as shown below, click on the settings column and select **Office 365** under My app settings.



3. Within **Office 365 settings**, you will see an “Install status” option, select this option and then select “Install desktop application” to bring you to the next page.



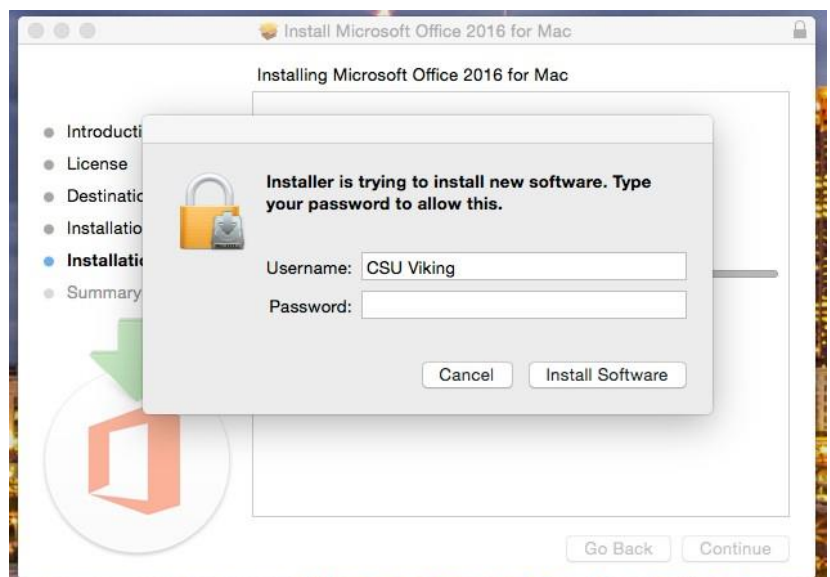
4. On the **Software** page you will see a column on the left again, this time select **Office**, then select your language and click the **Install** button.



5. Select **Install** and allow the program to be downloaded, once downloaded, run the Office Installer.



6. Accept the User Agreement and then Click Install.
Note: You will be prompted to enter your computer password, which is **different** from your CampusNet password.



7. Microsoft Office must be activated before you can use it.

When prompted for your user information, you will have to enter your CSUID@vikes.csuohio.edu (for students) or CSUID@csuohio.edu (for faculty/staff) and your CampusNet password.

Note: You will be asked to enter this when it's asking for your email address.

Example:

2345678@vikes.csuohio.edu – students

1234567@csuohio.edu – faculty/staff



Sign In to Activate Office

Use a Microsoft account or the account assigned to you by your work or school.

Sign in

Sign In

What email address would you like to use to sign in to Office? (If you already have an account that you use with Office or other Microsoft services, enter it here).

1234567@csuohio.edu

Next

Users may install Office on up to 5 computers.

In order to deactivate a device to free up a license, you may find the machine's name under the Office 365 Settings page and the Install Status tab. Select the machine you wish to deactivate and click the deactivate button on the bottom.

<

My account

Personal info

Subscriptions

App permissions

↓

Install status

Settings

Install status

Manage your PC and Mac installs here.

Install desktop application

Office

PC or Mac installs used: 2

NETSVCS-TESTBOX

Microsoft Windows 7 Professional

Deactivate

RT10 Student iMac

Mac OSX 10.11

Deactivate

For Information or help, please visit <http://bit.ly/office365help> or call our help desk at 216-687-5050.

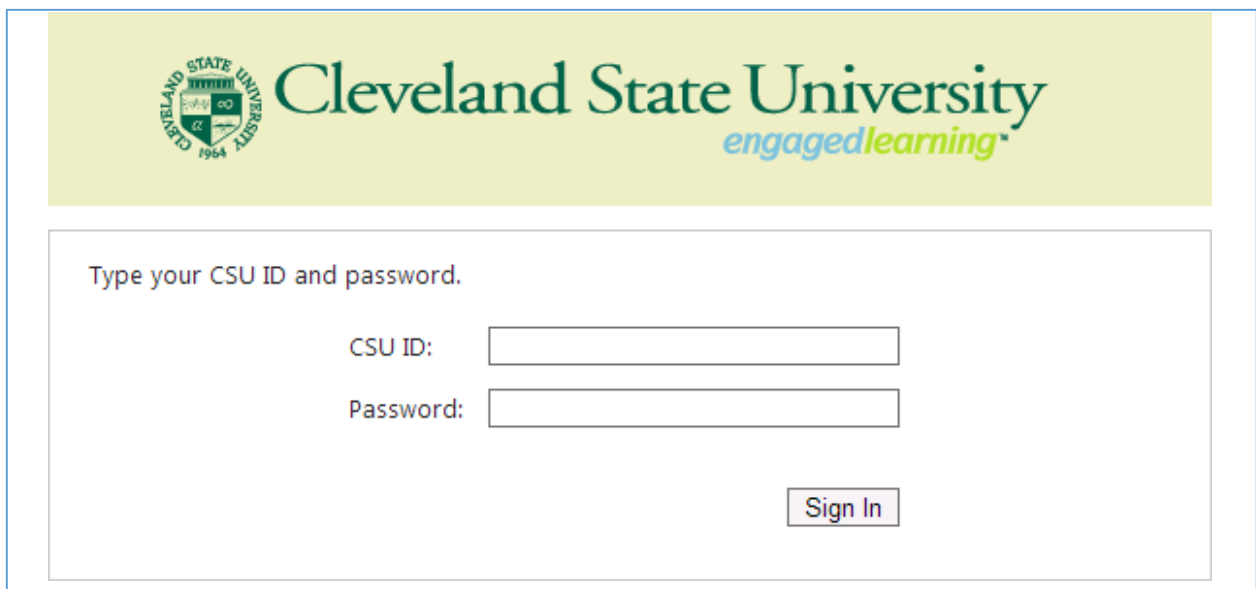
How to Install Microsoft Office 2013 on a PC through engage365

Cleveland State University students, faculty, and staff are licensed to install a free copy of Microsoft Office on up to 5 computers.

These instructions will help you install Microsoft Office on your computer's hard drive – not to be confused with Microsoft Office Online which does not get installed locally and is accessed only through a browser.

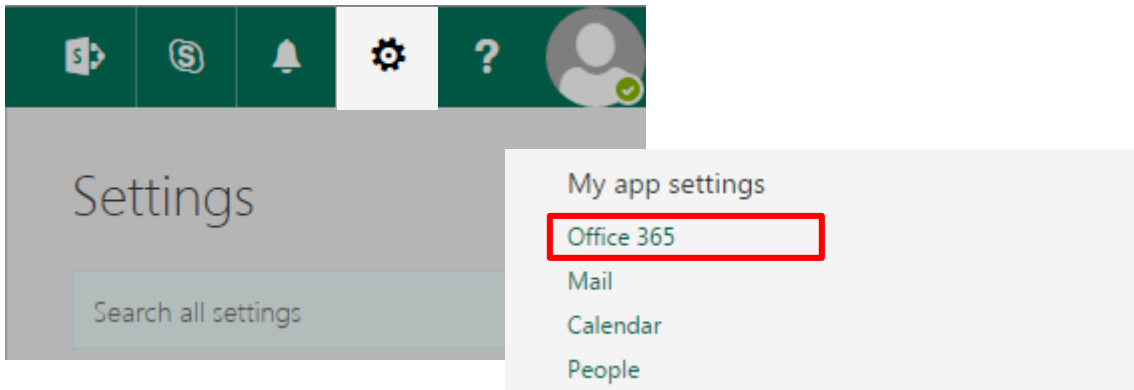
Note: MS Office is only available to active students, faculty, and staff. Software expires one year after your enrollment ends or you are no longer an employee or faculty member.

- 1) On the computer on which you want to install MS Office, using your browser, visit <http://engage365.csuohio.edu>:

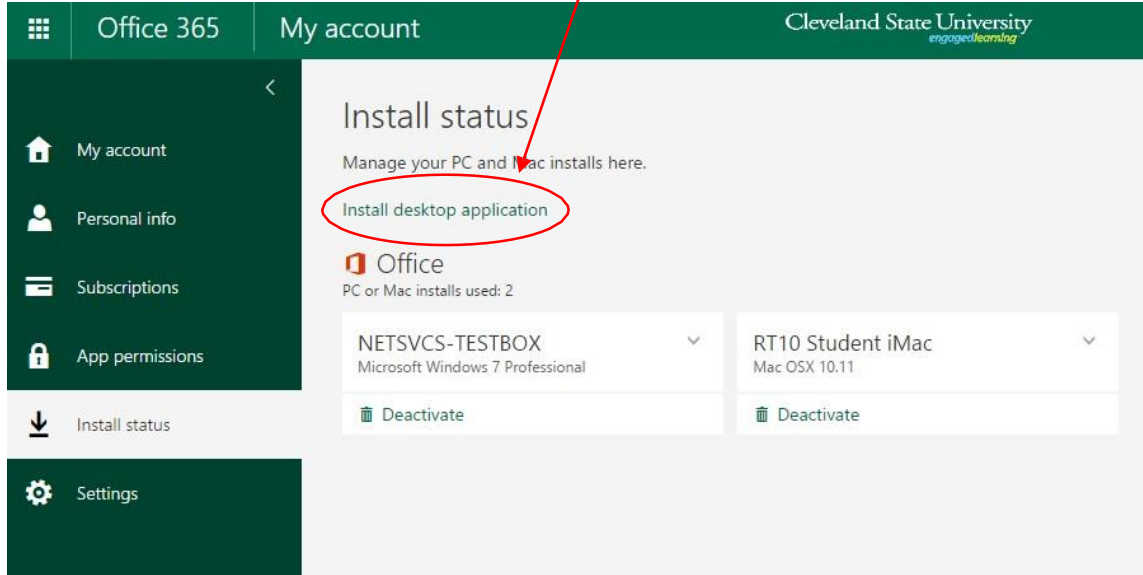
The image shows a login page for Cleveland State University. At the top, there is a header with the university's logo on the left and the text "Cleveland State University" in a large, dark green serif font, with "engagedlearning" in a smaller, blue sans-serif font below it. Below the header is a white rectangular box containing the login form. Inside this box, the text "Type your CSU ID and password." is displayed in a dark purple font. Below this text are two input fields: the first is labeled "CSU ID:" and the second is labeled "Password:". To the right of the "Password:" label is a small eye icon. Below the input fields is a "Sign In" button with a dark purple border and text.

Input your CSU ID number along with your password in order to bring up your Outlook email page.

- 2) In the top right corner of Outlook you will see a settings column as shown below, click on the settings column and select **Office 365 settings**.



- 3) Within **Office 365 settings**, you will see an “Install status” option, select this option and then select “Install desktop application” to bring you to the next page



On the **Software** page, you will see a column on the left again, this time select **Office**, scroll down and locate the heading of “Install Office 365 ProPlus with the 2013 apps” and then select your language and click the **Install** button.

Install Office 365 ProPlus with the new 2016 apps (Recommended)

Note: Your admin has enabled **First Release**, so you get early access to the latest Office features. If you have feedback or problems, please contact your admin.



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Skype for
Business



OneDrive
for Business

Language:

English (United States) ▼

Version:

32-bit (Recommended) Advanced

Don't see the language you want? Install one of the languages in the list above and then [install a language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)

[Troubleshoot installation](#)

Install

▼ [Install Office 365 ProPlus with the 2013 apps](#) [Why would I install Office 2013?](#)

5) When prompted to **Run** or **Save** the setup, select **Run**.



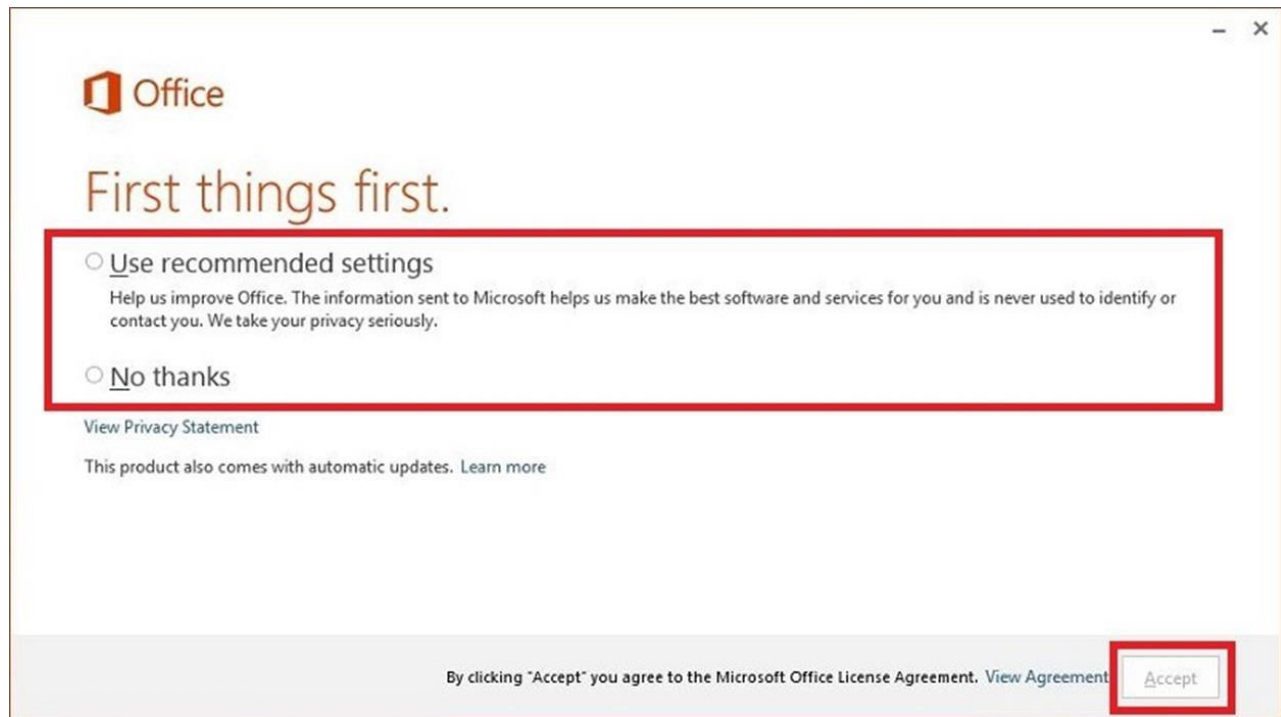
^6) Accept the **User Account Control** prompt if prompted.



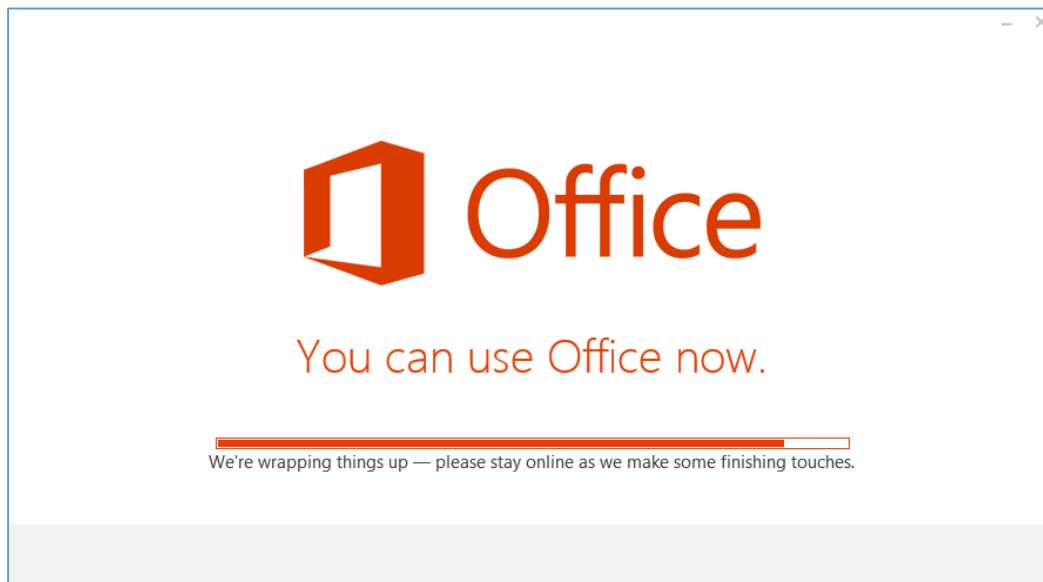
7) On the Welcome to your new Office window click **next**.



8) Select **Use recommended settings**, then click **Accept**.



9) Continue to click **Next** until you come to the Installation progress bar screen.



10)The installer will prompt you you're all ready to go and installation is done, you may now open any Microsoft Office program desired.

11)Microsoft Office must be activated before you can use it. When prompted for your user information you will have to enter your CSUID#@vikes.csuohio.edu (for students) or CSUID#@csuohio.edu (for faculty/staff) and your CampusNet password.

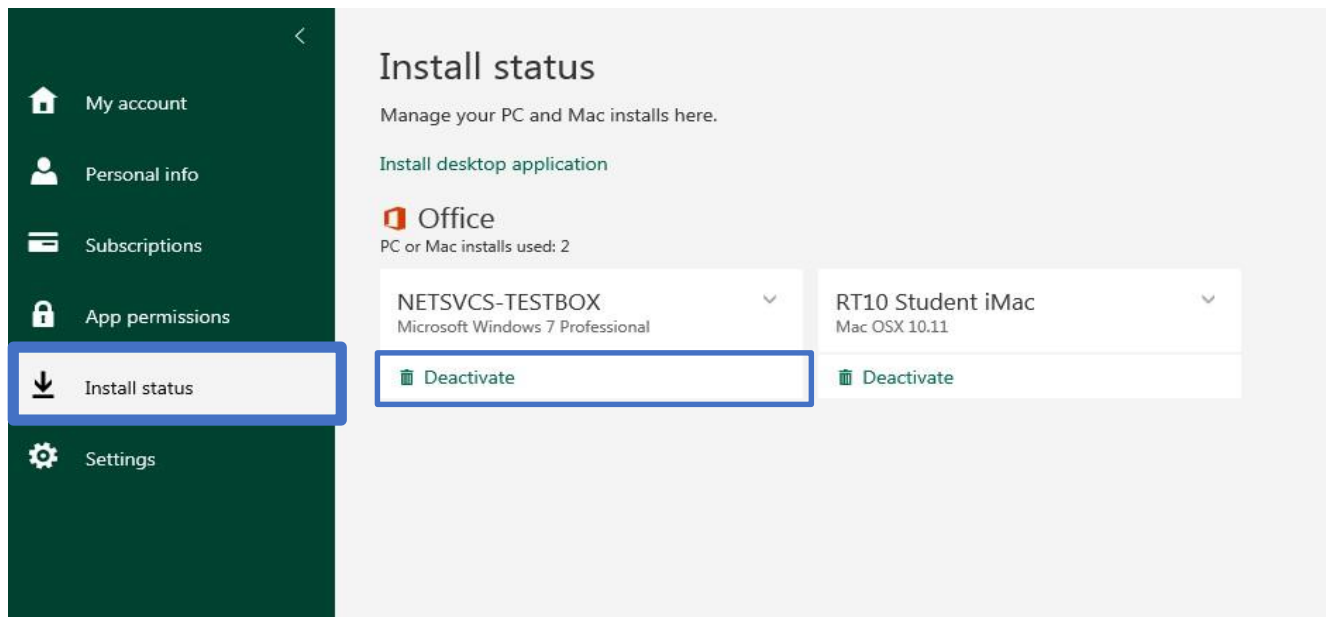
Example:

2345678@vikes.csuohio.edu – students

1234567@csuohio.edu – faculty/staff

Users may install Office on up to 5 devices.

In order to deactivate a device to free up a license, you may find the machine's name under the **Office 365 Settings** page and the **Install Status** tab. Select the machine you wish to deactivate and click the **deactivate** button on the bottom.



For Information or help, please visit <http://bit.ly/office365help> or call our help desk at 216-687-5050



College
of Health

DEPARTMENT OF
MUSIC THERAPY

Appendix G: 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*