



To: Pang's Music Therapy Centre

Room 1403, Loon Kee Building

275 Des Voeux Road C., Sheung Wan

Hong Kong

We are initially interested to be one of the co-organizers of your program "Professional Certificate in Music Therapy (Children with special needs)". As co-organizer, we understand that we have to provide various supports for your intern(s) during their period of on-site practicum; and we are pleased to provide the following information:

**Name of organization:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Principal/Centre in Charge:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Co-ordinator (person-to-contact):** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Contact Tel:** \_\_\_\_\_ **Best contact time:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Web site (if any) / FAX:** \_\_\_\_\_

**Intern(s) is allowed to work:**  during school hours  a.m.  p.m.  Both

(please tick one or more)  after school hours from \_\_\_\_\_ to \_\_\_\_\_

Saturday from \_\_\_\_\_ to \_\_\_\_\_

**Work setting allowed:**  Individual  Group (3-6 persons)  Both

**Video taping allowed:**  Yes (subject to agreement of parents)  No

**Room provided: Size:** \_\_\_\_\_ sq. ft. music room / activity room / class room / hall

**Age of children provided for this internship:** From \_\_\_\_\_ to \_\_\_\_\_

**Maximum number of interns accepted:** \_\_\_\_\_  with experience only \_\_\_\_\_  fresh graduate ok

**Instruments provided:** \_\_\_\_\_

**Remarks (if any):** \_\_\_\_\_

**Agree to put the name/logo of your organization on our advertisement?**  Yes  No

(Note: It is understood that Pang's Music Therapy Centre might not be able to put all co-organizations' name / logo on their advertisements. The Centre reserves the right to select only some of them and preference will be given to those who could accept more interns.)

**Agree to release the above information to our course attendants?**

Yes  No, until further notice or until \_\_\_\_\_

**From:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Name of organization Sign with organization chop

**Date:** \_\_\_\_\_