



Dear Clinical Site Supervisor,

Thank you for partnering with Thomas University and allowing our fieldwork students the opportunity to gain valuable fieldwork experience at your facility. We are excited to have this chance to work cooperatively with you and our faculty so that our interns gain the skills required to be successful professionals in the field. We recognize that supervision is an invaluable part of the process of training students to become knowledgeable practitioners, and we are thankful for your time and commitment to our clinical mental health and clinical rehabilitation-counseling interns.

In order to streamline the process of record keeping, Thomas University's Clinical Mental Health and Clinical Rehabilitation Counseling (CMHCRC) program has gone to a completely online format of inputting time, case notes, and evaluations. Within the first week of student placement, an account will be set up for you on the Typhon system, which will allow you to electronically view and approve your intern's hours and progress notes. Once you receive an email from Typhon Group confirming your account has been set up, you will have 24 hours to reset your password to a permanent one that you will use to access the site throughout the semester. The email will direct you to visit <http://www.typhongroup.net>.

Once at the site, you will click on the green AHST (All Health) link and enter your log-in information, which will bring you directly to your intern's account. You will see a hyperlink for "Case Log Details." When you click on this link, you will see individual links for all of your intern's submissions. Just click on the case log number linked in blue, review your student's time and notes, and in the upper left hand corner, you will see a link for "Add/Edit Comments." Click on this link and a drop down menu will open allowing you to change the status of the case log from "Pending" to "Approved." It is recommended that you view and approve logs on a weekly basis so that we can keep our students' progress on track. Also available on the home screen is a link to a tutorial for the system if you need a more detailed orientation.

At midterm and at the end of the semester, we ask that you submit the intern's evaluation electronically from this same account. On your landing page, you will see a link called "My Evaluations." Just choose the evaluation that matches the time (midterm or final) and semester/year of the intern's placement and complete the electronic evaluation. You will be sent an email by your intern's faculty supervisor when these evaluations are to be completed as a reminder.

If you ever have any questions along the way with Typhon or if you have a concern with your intern's performance or behavior, you can always contact your intern's faculty supervisor, the Fieldwork Coordinator, Stacie Reilly, or the Program Coordinator, Cristina Jones, and we will be happy to assist you in any way we can. We are looking forward to a great semester and hope your experience with our interns is a positive one. Thank you again for your time and assistance in providing our students with this valuable opportunity.

Sincerely,

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