



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 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 counseling interns.

In order to streamline the process of record keeping, Thomas University's Master of Science in Counseling program has gone to a completely online format of inputting time logs, case notes, and evaluations. Within the first week of student placement, an account will be set up for you in the Tevera system, which will allow you to electronically view and approve your intern's hours and progress notes. Once you receive an email from Tevera 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.

It is your intern's responsibility to input the site and site supervisor information into Tevera so that you, as the site supervisor, will be sent a notification to complete the registration of your account. Once this process is completed, you will get weekly notifications to sign off on your intern's time logs, which can be done by inputting your password into the signature field or by signing with your mouse. Your intern should be sending time sheets to you weekly so that the faculty supervisor can keep up with the number of hours the intern is accruing. If you notice a discrepancy in the hours that are logged, simply hit the "request changes" link and type in the comments section what needs to be changed. This will send the time sheet back to your intern for changes.

At midterm and at the end of the semester, we ask that you submit the intern's evaluation electronically from this same account. Your intern will initiate the evaluation, which will again send you an email notification to complete the evaluation. Please be as open and honest as possible with your ratings so that the faculty supervisor knows if there are any areas in need of remediation. Also, please let the faculty supervisor know immediately if you have any concerns with your intern's professional disposition. This is an area we take very seriously and want to know if any behavioral issues must be addressed. At the end of the semester, you will also be given an evaluation of the Master of Science in Counseling program where you can give us input on our strengths and weaknesses. We always appreciate the feedback of our stakeholders.

If you ever have any questions along the way with Tevera 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, Stephanie Palmieri, or the Program Director, Dr. 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,

Cristina Jones, Ph.D., CRC (cjones@thomasu.edu)

Stephanie Palmieri (spalmieri@thomasu.edu)

Cristina Jones, Ph.D., CRC
Program Coordinator

Stephanie Palmieri
Fieldwork Coordinator