

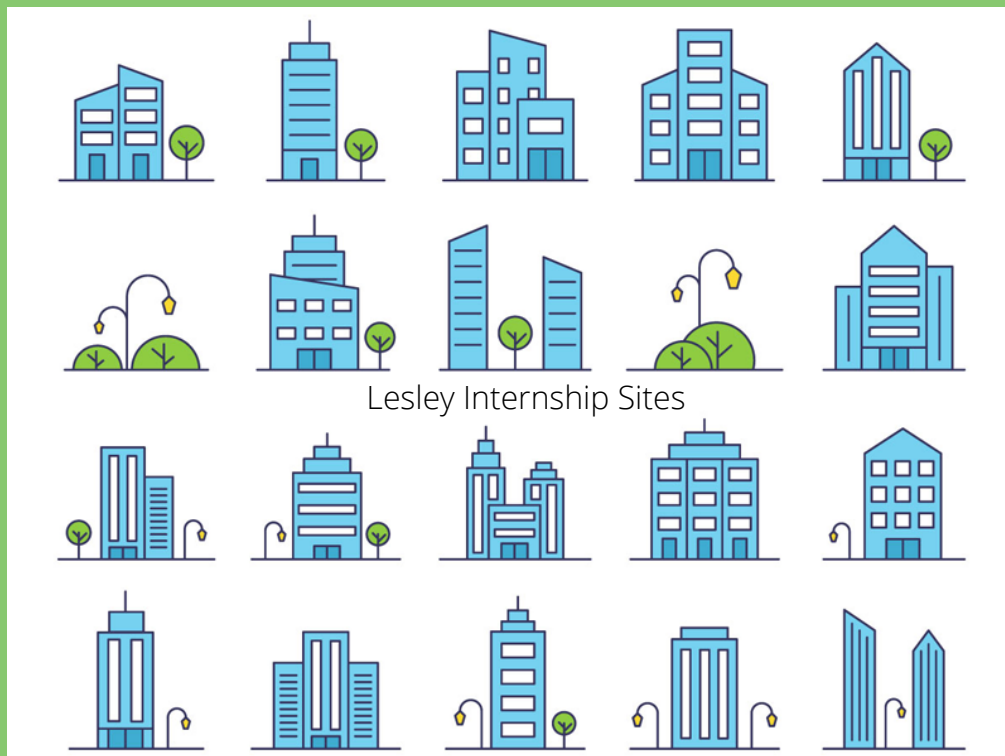
How To

ADD AN EXPRESSIVE THERAPIES INTERNSHIP SITE

STEP-BY-STEP

Is there a site you would like to intern at but they are not in the Tevera internship database?

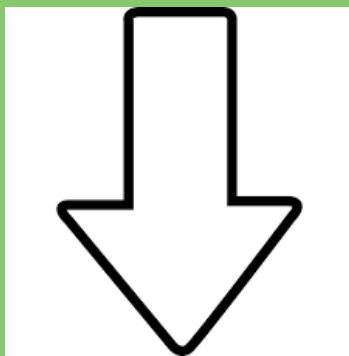
If the site meets our internship site criteria and the site is a willing participant, we can add them!



Lesley
UNIVERSITY

01

Listen to the
VoiceThread to find
out the steps you
must take before
adding a site.



Link to Voice Thread to be Here

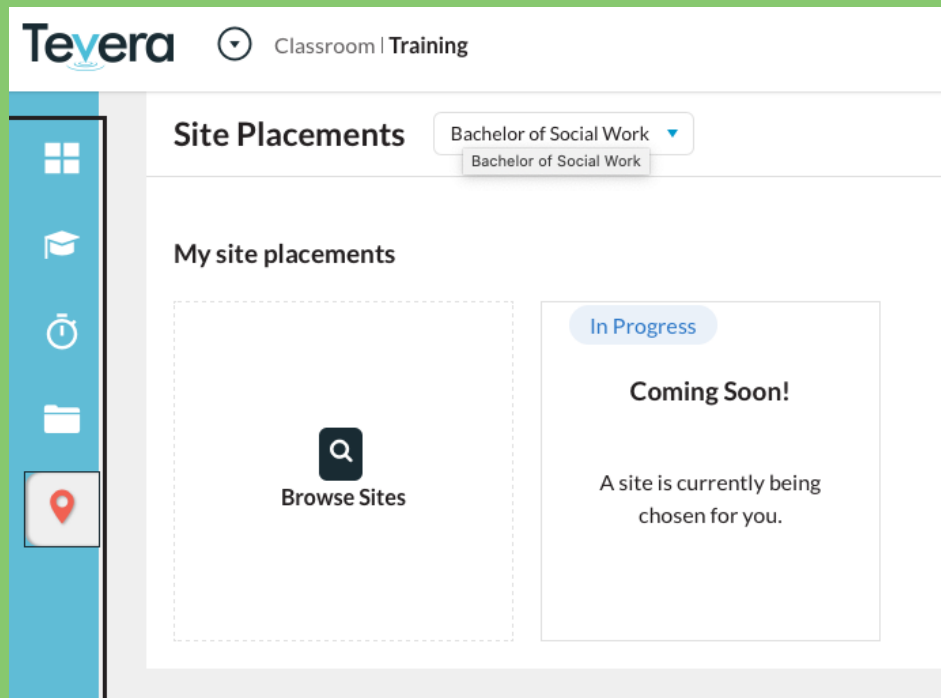
Once you've completed all the
steps outlined in VoiceThread
you may proceed.

02

Select your degree program from the drop-down menu at the top.

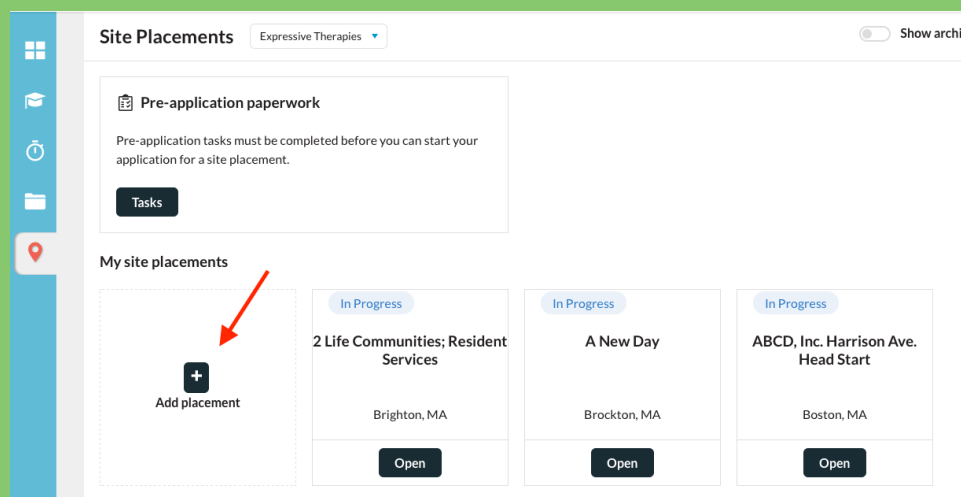
03

Select Browse Sites.



05

Select Add Placement.



04

Scroll to the bottom of the page.

05

Hit the Suggest a Site button. (to be edited to say Add a Site or New Site Application with new screenshot)

Can't find your site?

Help others by adding sites that are not currently listed

Suggest a Site

06

Type in the name of the site you wish to add.

The screenshot shows a web application interface with a list of sites. The list includes columns for site name, location, status, and a 'Start' button. A modal window titled 'Suggest a new site not listed in Tevera' is open, prompting the user to enter a unique site name and click 'Suggest'. The modal text reads: 'Enter a unique site that you cannot find in Tevera. A list of potential matches will show below. Please expand possible matches to verify site does not match a site already in Tevera.' The background list shows sites like 'Beaverbrook STEP Inc.; Options Day Services', 'Beckett Springs Hospital; Outpatient', 'Bedford VA', 'Belmont VI', 'Benchmark', and 'Beth Israel Lahey Health at Home; (formerly: CareGroup Parmenter Home Care & Hospice, Inc.)'. At the bottom, there are pagination controls: '< First', '< Prev', '1', '2', '3', '4', '5', 'Next >', and 'Last >'.

Site Name	Location	Status	Action
Beaverbrook STEP Inc.; Options Day Services	Watertown, MA	Approved	Start
Beckett Springs Hospital; Outpatient	West Chester, OH	Approved	Start
Bedford VA		Approved	Start
Belmont VI		Approved	Start
Benchmark		Approved	Start
Beth Israel Lahey Health at Home; (formerly: CareGroup Parmenter Home Care & Hospice, Inc.)	Wayland, MA	Approved	Start

« First < Prev 1 2 3 4 5 Next > Last »

07

Matching sites may come up.
Confirm your site is not already
in the database.

Suggest a new site not listed in Tevera

Enter a unique site that you cannot find in Tevera. A list of potential matches will show below. Please expand possible matches to verify site does not match a site already in Tevera.

Site name

	Name	City	State	Status
<input type="checkbox"/>	Lahey Behavioral Health Services (LBHS); Solstice School	Rowley	MA	<input type="button" value="Start"/>
<input type="checkbox"/>	Holliston High School; Guidance	Holliston	MA	<input type="button" value="Start"/>
<input type="checkbox"/>	Northeast Behavioral Health; Solstice House	Rowley	MA	<input type="button" value="Start"/>

08

When you confirm your desired site is
not in the database, hit the Suggest
button to proceed.

Suggest a new site not listed in Tevera

Enter a unique site that you cannot find in Tevera. A list of potential matches will show below. Please expand possible matches to verify site does not match a site already in Tevera.

Site name

	Name	City	State	Status
<input type="checkbox"/>	UHS of Timpanogos Inc, DBA Center for Change; Clinical Services/Cottonwood PHP, IOP	Orem	UT	<input type="button" value="Start"/>
<input type="checkbox"/>	Memory Care Assisted Living in Newbridge on the Charles; Program Department: Music Therapy	Dedham	MA	<input type="button" value="Start"/>
<input type="checkbox"/>	The Whitmarsh Art Center; Childrens Art Grades K-6th	Conshohocken	PA	<input type="button" value="Start"/>
<input type="checkbox"/>	Moccasin Bend Mental Health Institute; Adjunctive Therapy Department	Chattanooga	TN	<input type="button" value="Start"/>
<input type="checkbox"/>	Unique Steps Dance Academy; Dance Therapy	North Attleboro	MA	<input type="button" value="Start"/>

09

Once you have researched, contacted and interviewed with your proposed site you may proceed with adding your site name. Hit the + sign next to New Site Application.

Hit Start.

Type in or select the email addresses the New Site Application will be sent to. You will choose the contact person at the site for the top two emails (Brian or Chris) for the last signature.

Baystate High Street General Pediatric; BHN Integration Approved

Baystate Hospitalization Hospitalization Approved

Beaverbrook Approved

Beckett Springs Approved

Bedford VA Approved

Belmont Veterans Approved

Benchmark Approved

Beth Israel Hospice, Inc. Approved

Can't find your site?

Suggest a new site not listed in Tevera

Enter a unique site that you cannot find in Tevera. A list of potential matches will show below. Please expand possible matches to verify site does not match a site already in Tevera.

Site name Suggest

	Name	City	State	Status
+	UHS of Timpanogos Inc, DBA Center for Change; Clinical Services/Cottonwood PHP, IOP	Orem	UT	<button>Start</button>
+	Memory Care Assisted Living in Newbridge on the Charles; Program Department: Music Therapy	Dedham	MA	<button>Start</button>
+	The Whitmarsh Art Center; Childrens Art Grades K-6th	Conshohocken	PA	<button>Start</button>
+	Moccasin Bend Mental Health Institute; Adjunctive Therapy Department	Chattanooga	TN	<button>Start</button>
+	Unique Steps Dance Academy; Dance Therapy	North Attleboro	MA	<button>Start</button>

10 When the New Site Application has been completed in Tevera by the proposed site, the Field Training Office will review it and then approve it in Tevera.

Hooray! You're Done!



If you need assistance, contact Mary Plouff at the FTO at mplouff@lesley.edu.
Please specify you are an Expressive Therapies student in your email.