



# Student Practicum Tech Guide

## Team Development Essentials

We've prepared this Tech Guide to ensure you have an optimal learning experience during your live Practicum sessions.

### Prerequisites

During Practicum sessions, we will be using a Zoom feature called Breakout Rooms. To access this feature, you will need to download the latest version of the Zoom app to your computer or cellphone. This can be downloaded here: <https://zoom.us/support/download>

**NOTE: Dialing in from your phone or using the browser version of Zoom will not work.**

### Video & Audio

Please test your camera and microphone before the session, as you need working video and audio capability to participate.

### Recording

Remember that Practicum Mastery sessions are not recorded. These are live, interactive sessions, so come prepared to participate!

### Time

Please be on time! To ensure everyone's most optimal experience, after 10 minutes, latecomers will not be able to join the session.

## How to join your Practicum

### STEP 1:

Before each session, please review your Activities Guide. This will be posted on the respective Practicum section within **the Modules page inside your Membership Area**. Bring this guide to the session.

### STEP 2:

Join the session through the link found inside your calendar event, found under the Practicum page of your Membership Area. As you enter the session, please ensure that:



1. **Your name and surname are entered correctly**
2. **Your microphone is muted**

Each Practicum session will have its individual agenda, listed in the Activities Guide. For the practice aspects of the session, you will be assigned to a Breakout Room with your assigned Learning Group.

In case you have any specific questions that don't get covered, please feel free to post them in the **Community**.

**Note:** Your Learning Group conversations and chat notes are confidential to your group, and any of your activities and conversations **are NOT recorded**.

### **STEP 3:**

From Practicum 2, you should have the option to select the same Learning Group you were assigned to in Practicum 1. Make sure to select the same group from the Breakout Room button upon joining.

### **STEP 4:**

You will receive a 1-minute **reminder** on your screen before the end of your Breakout Room. Once the time is up, you will be automatically directed to the main room (plenary) for the final activity and/or announcements before the Practicum session ends.

**During the session, please do NOT click "Leave Breakout Room" or "Leave Meeting."** If you click one of these you will either return to the main room or exit the Zoom session entirely and lose connection to your Breakout Room.

Thank you for reviewing these instructions! If you have any further questions, feel free to contact us at [stcsupport@coaching.com](mailto:stcsupport@coaching.com). We'll be delighted to provide additional support where required.