



A Student's Guide to ISSTD PTP teleseminars

Welcome to your PTP teleseminar. For some of you, this may be the first time that you are taking a teleseminar, for others, you may have more experience. This guide is created to help you to have the best possible learning experience and contribute to the best possible learning experience of your fellow students. Here are some things to keep in mind.

- We use the ZOOM platform, so please become familiar with it, before your first teleseminar class. You will be sent instructions on how to use ZOOM, on your computer or your tablet, etc. All students and instructors are visible in the "classroom" in individual boxes. So, the larger the screen, the larger the boxes. Please make sure that your camera and your microphone and speakers are working. If you have difficulty, please email professionaltraining@isst-d.org and a staff member will set up a time to help you troubleshoot the problem.
- All course materials are available at the time of registration through the course portal in the Online Learning Center (cfas.isst-d.org). All students are provided with access to the course syllabus and portal immediately upon registration. The only materials added after the course begins are case study materials for the Level I Part I and Level II Part I courses. Your instructor will provide details on when these will be released in advance of the first portion being posted. If you need assistance with navigating the Online Learning Center, please email professionaltraining@isst-d.org and a staff member will set up a time to help you troubleshoot the problem.
- This is a seminar course, and though there may be some "instruction", we encourage the course to be discussion of the readings and of case material, whether provided within the course, or your own case material, etc. Thus, it is imperative that you have done all the reading before the class and if you have questions that arise from the readings, please present these to the class, as it will assist all to clarify and to discuss. Do not expect the instructor to "teach the readings", but instead to bring up salient points from the readings to animate discussion.
- Students may all be at different levels, depending on the course (especially for the Complexities of Complex Trauma Part I Course). Please keep questions pertaining to more advanced knowledge to a minimum, to respect the level that is required for the course. You can always contact the instructor before or after the class or send a chat during the class to the instructor (via the ZOOM

platform). While we encourage sharing of knowledge and experience, we do our best to maintain the described level of the course.

- Given that everyone will be in their own environment (most in their homes), we ask that some basic rules be followed.
 - Please arrange for food and drink before the class starts so that you do not have to keep getting up from the computer to get them.
 - As well, as much as possible, please use the bathroom before class starts. The classes are 2.5 hours, and we understand that for some, a bathroom break is inevitable, but please do your best.
 - Please also make sure that you are in a space where others in the home will not be walking in or through, and if you can, avoid interruptions. This is especially important as we will be discussing case material, which, though disguised, should not be heard by others not in the class.
 - Lighting is important as otherwise you can't be seen by the other students, so please test it out (make sure there is limited or no back lighting)
 - Please place yourself close enough to the camera and in full frame, so that all faces are visible
 - We love that you have your pets, but please do not bring them to class.
 - If you must get up from the computer, please use the "turn off video" on the ZOOM platform, during that time, and resume video when you return to your computer.
 - If you are not talking, consider using the mute button on the ZOOM platform (and remember to unmute when you want to speak). Too many attendees that are not muted, causes a sort of echo in ZOOM. Also, if you are going to be using your keyboard, please use the mute button as typing can be heard by all.

- Your instructor(s) wants your feedback. Every instructor has their own style and we hope that we can provide what you need to further your knowledge and make the learning process enjoyable. Feedback allows instructors to further tailor classes as needed. However, keep in mind that these teleseminars are clinical courses, where theory and knowledge are applied to clinical cases. If there is a particular area where you want more information, beyond what is in the course, please contact the instructor for suggested further reading, not covered in the course.