

## *Student*



## *Playbook*

## Student Coaching Practicum Playbook Contents

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## OVERVIEW

Practicum Participation is an immersive experience with a group of three to five participants where they will coach, be coached and observe the coaching of their colleagues under the guidance of a Certified Coach. All those observing can participate by taking notes about where they saw *specific* examples of excellence in coaching and why, as well as where they saw potential missed opportunities or alternative paths.


Practicums accelerate student learning because we know that learning comes from doing the coaching itself (with feedback). Adults learn best in context - we learn how to swim by swimming, how to lead by leading, and how to coach by coaching. In the practicum, the Practicum Certifier provides immediate verbal feedback as to the strengths and opportunities for improvement. Afterward, a written assessment is provided as to whether their coaching was at ACC, PCC, or MCC level with specific feedback on how to improve. This assessment becomes part of the student's record - a requirement for graduation.

The Practicum is a safe environment for learning that transforms the students mindset **from**: “I am uncomfortable receiving feedback; I avoid it at all costs” **to**: “I love feedback; it helps me focus my energy on how to coach better.” It helps students get comfortable with coaching while others are observing. The student begins to see that participating in a practicum is a gateway to mastery that magnifies focus and accelerates the learning process.

## OBSERVE ONE PRACTICUM

A graduate requirement for both the Starter Program and the Complete Program is to attend at least one practicum as an *observer*. Observing one practicum orients you to the process, and gives you an opportunity to practice your skills. You do this by listening for examples of excellence in coaching, and why you think they were excellent. Also looking for possible missed opportunities or alternative paths the coach could have taken. It is a tremendous learning experience, and it prepares you to become a practicum participant.

### How to sign up (No Limit)

- **Starter Program** members may sign up through contacting [membersupport@coachville.com](mailto:membersupport@coachville.com) or [lindadrake@coachville.com](mailto:lindadrake@coachville.com).
- **Complete Program** members may sign up in the Registration Center accessed through the **Register** icon . You can **observe** up to three practicums and earn coach specific training hours - beyond that is considered personal learning.
- There is no limit to the number of people that can join as an **observer** in a Practicum Event, so there is never a waiting list.

## PRACTICUM PARTICIPATION:

As a practicum *participant*, you will coach and be coached.

### How to sign up – (Limit to 5 participants)

- **Starter Program** members may sign up by contacting [membersupport@coachville.com](mailto:membersupport@coachville.com) or [lindadrake@coachville.com](mailto:lindadrake@coachville.com).
- **Complete Program** members may sign up by contacting [membersupport@coachville.com](mailto:membersupport@coachville.com) or [lindadrake@coachville.com](mailto:lindadrake@coachville.com).



## Timing

A minimum of **one** month between Practicum Participation events is required to allow time for you to review, internalize and master the suggestions for pursuing coaching mastery provided to you by the practicum certifier.

CoachVille Member Services Team students are permitted to take one Practicum every other month providing:

1. they have received their debrief,
2. have practiced the suggestions received,
3. there is space available,
4. and they are in good standing.

## Available Practicum Dates and Waiting List

All Current Practicum Participation and Observer available dates are listed in the Registration Center . If the Practicum states **join waiting list**  next to a Practicum Participation event (right side), then that event is currently has five registered participants and is **full**.

Joining the waiting list DOES NOT guarantee that you will be enrolled in a Practicum Event, only that you will be notified to participate if an opening occurs.

To inquire as to the status of openings in upcoming practicums, contact [membersupport@coachville.com](mailto:membersupport@coachville.com) or [lindadrake@coachville.com](mailto:lindadrake@coachville.com).

## On-Call Telephone Waiting List for Last Minute Cancellations

A phone list has been created for last minute Cancellations. (Cancellations the day before or the day of the live Practicum event). To be included on this list, please provide your phone number to [lindadrake@coachville.com](mailto:lindadrake@coachville.com).

## Attendance Confirmation

**Two weeks prior** to a Practicum Participation event, you will be sent an e-mail reminding you that you are enrolled in and are scheduled to attend the event.

**One week prior** to the Practicum Participation event, you will be sent an e-mail asking you to confirm that you will be attending the event. **It is required that you confirm within 24 hours.** Your spot may be taken if you do not confirm your participation.

## Starter Program Practicum Feedback and Scores

Starter Program students must complete **three** live Practicum events as a **participant** where you deliver a coaching session followed by a debrief, and also participate as a player being coached.

You will receive immediate verbal feedback on your strengths and opportunities for improvement, and a verbal assessment as to whether the session's demonstrated competency level was ACC, PCC or MCC. Following, you will receive written feedback on a CoachVille score sheet depicting scores on the core competencies along with your final competency assessment of ACC, PCC or MCC. Practicing between events will only increase your mastery and certainty.

One of these Practicums must pass at an ACC level. Even if you pass your first or second one at an ACC level, you will still need to attend three events in total to meet the requirements of certification.

### Complete Program Practicum Feedback and Scoring

Complete Program students must complete six live Practicum Events as a participant where you deliver a coaching session followed by a debrief, and also participate as a player being coached.

You will receive immediate verbal feedback on your strengths and opportunities for improvement, and a verbal assessment as to whether the session's demonstrated competency level was ACC, PCC or MCC. Following, you will receive written feedback on a CoachVille score sheet depicting scores on the core competencies along with your final competency assessment of ACC, PCC or MCC. Practicing between events will only increase your mastery and certainty.

One of these Practicums must pass at a PCC level. Even if you pass your first or second one at a PCC level, you will still need to attend six events in total to meet the requirements of certification.

## EQUIPMENT AND TECHNICAL REQUIREMENTS

**Phone Line:** A phone is required. A landline provides the highest voice quality. If a cell phone is used, we recommend having a second battery available for swapping, a charger available, or a second phone in order to last through 5 hours of class time. A headset with microphone is required – do not use the speakerphone because it will cause echoes or feedback.

**Skype:** For those dialing in using their computer's broadband connection and Skype, a headset and microphone that provides clear and distinct sound quality so that your voice is clearly heard is required. If the headset is battery powered, it must last through 5 hours of class.

**Do not use** your computer's *built-in* microphone and speakers. This causes echoes and poor quality sound.

**Backup Plan:** Be prepared with a backup plan in the event of equipment failure whether you are using a phone or Skype.

- What will you do if your phone battery dies? (Another phone line? Another battery?)
- What will you do if the electricity goes out? (Use of a cell phone?)
- What will you do if your high-speed internet connection dies? (WiFi Hotspot? Secondary connection? Depend on an assistant?)
- What will you do if your computer dies? (Backup computer?)
- What will you do if your headset battery dies? (Alternate headset? Use the handset?)

### Emergency Assistance:

**Who to call:** If you experience any problem that prevents you from connecting to class, **CALL LINDA DRAKE IMMEDIATELY AT (626) 260-2837 for immediate assistance.** She will contact Deanna Stull or Dave Buck if necessary.

If there are technical difficulties with MaestroConference check for an email from one of the leadership team regarding a site-wide outage and instructions on what to do.

## PRIOR TO PRACTICUM

### Call Info

Print or write down your MaestroConference bridge and pin numbers and have them readily available the day before.

### Blank CoachVille Practicum Scoring Sheets

For each coaching session that you observe, practice identifying the proficiencies and competencies, take notes, and highlight what you are noticing by using the CoachVille Practicum Scoring Sheets. Take advantage of this immersive learning opportunity. [CoachVille Practicum Scoring Sheet-Word Version](#) or [CoachVille Scoring Sheet - PDF](#).

## DAY OF PRACTICUM

### Hours Requirements

Students are required to attend for five hours. If there are less than five people scheduled for the practicum and it lasts less than the five required hours, the participants **MUST** make up the time by attending a **Coaching Practicum** as an Observer to make up the required time.

### Attendance Code Words

The practicum differs from most classes because they have **four sets** of attendance code words. One set for every 1.25 hours (75 minutes). Be sure to write them down when they are announced and enter them into the syllabus immediately after the practicum is complete.

### Breaks

Brief stretch/bathroom breaks are given in between coaching sessions.

### Practicum Schedule Breakdown Sample

Sample Five-Student Practicum (5 hours)		
Minutes	Accum	Description
8	0:00 - 0:08	Brief Introduction and Overview
		1st word of 1st set of code words
25	0:08 - 0:33	Coaching Session 1
30	0:33 - 1:03	Coaching Session 1 debrief and verbal preliminary assessment
3	1:03 - 1:06	Break
25	1:06 - 1:31	Coaching Session 2
		2 <sup>nd</sup> word of 1 <sup>st</sup> set of Attendance Codes
30	1:31 - 2:01	Coaching Session 2 debrief and verbal preliminary assessment
3	2:01 - 2:04	Break
25	2:04 - 2:29	Coaching Session 3
		2nd set of Attendance Codes
30	2:29 - 2:59	Coaching Session 3 debrief and verbal preliminary assessment
3		Break
25	2:59 - 3:27	Coaching Session 4
		3rd set of Attendance Codes
30	3:27 - 3:57	Coaching Session 4 debrief and verbal preliminary assessment
3		Break

Sample Five-Student Practicum (5 hours)		
Minutes	Accum	Description
25	3:57 - 4:25	Coaching Session 5
30	4:25 - 4:55	Coaching Session 5 debrief and verbal preliminary assessment
5	4:55 - 5:00	Wrap Up
		4th set of Attendance Codes

## AFTER THE PRACTICUM

Enter the attendance code words into the syllabus immediately after the practicum.

Begin incorporating the feedback you received immediately into your practice coaching. Schedule a minimum of one month in between practicums to give yourself plenty of time to practice and improve.

Your written assessments using the CoachVille Practicum Scoring Sheets will be emailed to you by your practicum certifier **no later than 3 weeks** after the practicum date.