**How to submit your practicum sessions**

It is important that your graduation material is named and stored correctly so that you can easily share it with me, when you submit your practicum sessions.

Please use the following format to submit your material. Note that I will return items to you that are not presented in the below format.

You’ll use Dropbox to store the practicum sessions. You can create a free Dropbox account online.

Create a Dropbox folder named “FIRSTNAME LASTNAME”. This is the main folder for all your practicum session.

Create 6 additional folders in that MAIN folder as follows:

1. Practicum1 folder labelled: ‘FIRSTNAME \_1”

2. Practicum2 folder labelled: ‘FIRSTNAME \_2”

3. Practicum3 folder labelled: ‘FIRSTNAME \_3”

4. Practicum4 folder labelled: ‘FIRSTNAME \_4”

5. Practicum5 folder labelled: ‘FIRSTNAME \_5”

6. Practicum6 folder labelled: ‘FIRSTNAME \_6”

Practicum 1 Folder

* upload here the 1st practicum session video
* upload here the 1st practicum session facilitator word document

Practicum 2 Folder

* upload here the 2nd practicum session video
* upload here the 2nd practicum session facilitator word document

Follow this formula for Practicum 1-5 Folders

Practicum 6 Folder

* upload here the 5 practicum videos (given for the same person), by labelling them 1st sessions, 2nd session, 3rd session, 4th session, 5th session
* upload here the facilitator word document to each session, with labelling them 1st sessions, 2nd session, 3rd session, 4th session, 5th session

**Sharing you material**

I request that you share the MAIN folder via a SHARABLE LINK in an email with the subject line “Practicum submission: FIRSTNAME LASTNAME”.

My email: [info@chandrapolyak.com](mailto:info@chandrapolyak.com)

In Dropbox, there is also the option of sharing the folder with one email in particular. DO NOT use this option.

Send me your material of the Practicum Folders 1-5 until 03.02.2021.

Send me your material of the Practicum Folder 6 until 5.03.2021