

# FORWARD PSU Clinical Learning Community (CLC) Fair

## Intern Navigation Guide

Thank you for attending our upcoming virtual CLC Fair! The essential objectives of the fair are the following:

1. You can visit CLCs to identify potential mentors for the coming years. Please visit a minimum of four mentors during the fair!
2. This is a great way to network and share your common experiences of the last few months, in addition to planning for your future in clinical careers.
3. You can meet other Interns and FORWARD Staff in the lobby

The [event website](#) will have links to a series of Zoom rooms in which you can meet potential clinical mentors. Mentor names will appear under each Zoom room alphabetized by first name. You can enter your Zoom room by clicking on the Zoom room link above the mentor's name on this website.

**When:** Friday, April 25th from 3 pm-5 pm Pacific Daylight Time; [here](#) is a time Zone converter if needed.

**Where:** The fair will be held in 5 virtual Zoom meetings, accessible from our [event website](#). Each room will host 4-6 clinical mentors, with breakout rooms where mentors can meet in private with Interns. We've provided a list of [suggested talking points](#) for your breakout room conversations. **You can enter the Zoom room that contains your mentors of interest by clicking the Zoom link above their name.**

**Matching:** A list of FORWARD CLCs attending the fair can be viewed [here](#). After the CLC Fair, you will be required to submit your list of top CLCs. Information will be sent via email after the event. You are responsible for checking your email and submitting your list.

## Before the Event

### How to Prepare for the Event

In order to get the most out of the CLC Fair event, there are several ways that you can prepare yourself ahead of time:

1. Review the *Getting Ready for CLC Matching slides* (Canvas; Spring session #2)
2. Watch the recording from the 2nd Spring workshop (Canvas; Spring session #2)
3. Browse through the [FORWARD CLC List](#). Make a list of the CLCs that you are interested in and would like to meet at the CLC Fair. Please note that this list of CLCs is up to date as of now, but minor changes may be made up until the event. Make sure to check back often!
4. Review the [Suggested Talking Points handout](#). We suggest preparing answers to some of the questions listed in the handout ahead of the event so that you will be prepared if you are asked any of these or similar questions by the CLC leads that you meet. Also, make sure to prepare a list of questions that you would like to ask the CLCs as well. Remember, you are also interviewing them!
5. Reach out to Dr. Shandee Dixon at [psuforward@pdx.edu](mailto:psuforward@pdx.edu) if you still have questions about how to prepare.

## Please find some helpful Zoom tips below

### Download the Zoom App

FORWARD highly encourages Interns to download the Zoom app and use the app while attending the CLC Fair. Using the app ensures that you have access to all the Zoom features, including breakout rooms. Using Zoom in a web browser may cause some features to be disabled or not work as intended. However, FORWARD understands that

you may be unable to download the app, and we will take all available steps to ensure you can participate in the CLC Fair.

### Instructions to Update Zoom

Having the newest version of Zoom is important to ensure Zoom works correctly. Please check for updates.

- Sign in to the Zoom desktop client.
- Click your profile picture, then click Check for Updates.
- If there is a newer version, Zoom will download and install

### Change your Name and Profile Picture

Please customize your profile: [Here](#) is the Zoom instruction page, but the instructions are also below. To access your Zoom profile, sign in to the Zoom web portal and click Profile.

#### Customization #1: Name/Pronouns

Please update your Zoom user name to your name so we can identify you and keep track of attendees.

- To change your name, click Edit on the right side. You can also include your pronouns in your Zoom name.  
Example: Percy Jackson (he/him)

#### Customization #2: Picture

Please add a picture so FORWARD staff and fellow Interns can get to know you, even if you are not comfortable sharing your webcam. While the best relationships may be made with both parties using a webcam, FORWARD understands some attendees (CLCs and Interns) may not be comfortable using the webcam. If this is the case, it is helpful to build the CLC/Intern relationship if you have a picture on your profile rather than a:



- To add or change your profile picture, click Change
- Then adjust the crop area on your current picture or upload a new one.
- You can also delete your profile picture by clicking Delete.

### Make sure you can share your resume in Zoom

To enable the in-meeting file transfer for your own use:

- Sign in to the Zoom web portal.
- Click **Settings**.
- Navigate to the **File Transfer** option on the **Meeting** tab and verify that the setting is enabled.
- If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change. *Note: If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.*
- **You can share the resume by clicking on the file icon at the bottom of the chat box**

### Review the FORWARD CLCs to Identify the Ones You Want to Talk To

Please review the list of possible CLCs [here](#). In most cases, the CLC lead will be attending the fair. However, they could send a representative (another faculty member in the lab, lab manager, graduate student, undergraduate student, or current student).

### Live Transcript (subtitles)

Room Hosts should have live transcripts turned on, so you should see them automatically. If you do not see them, try to request that they turn on by clicking the live transcript button and clicking request. If that is not an option,

please message the host to enable them. If there are any issues or you would like assistance, pop into the lobby and chat with the staff there.

## During the Event

### Using a Zoom virtual background for privacy

The Virtual Background feature allows you to display an image or video as your background during a Zoom Meeting. This feature works best with a green screen and uniform lighting, to allow Zoom to detect the difference between you and your background.

You can also upload your own images or videos as a virtual background. There are no size restrictions when adding your own virtual backgrounds, but we recommend cropping the image to match the aspect ratio of your camera before uploading it.

A background image with an aspect ratio of 16:9 and minimum resolution of 1280 by 720 pixels. Sources for royalty-free images: Pexels, Unsplash, Pixabay.

To enable virtual backgrounds for your Zoom Rooms:

- Sign in to the Zoom web portal
- Navigate to the Zoom Rooms page and click **Account Settings**.
- Toggle the **Virtual Background with the Greenscreen** option.
- Click Upload Image to add more background choices to the default library.

### Hop around Zoom Rooms to Talk to CLCs

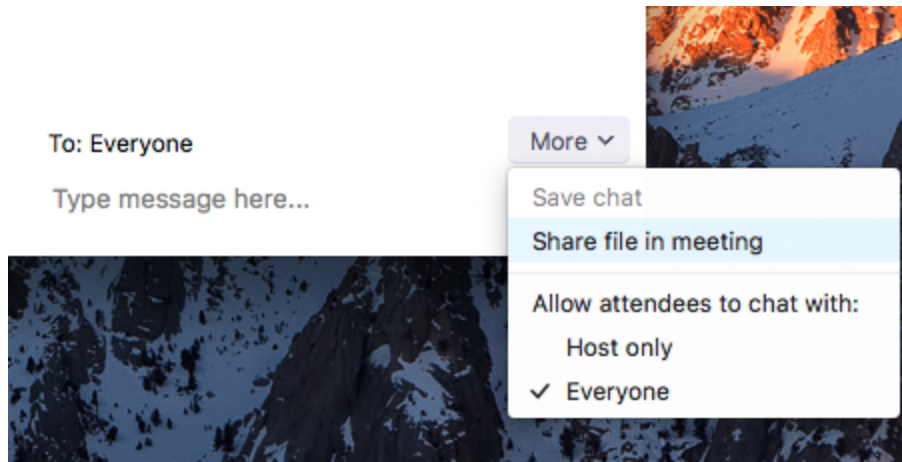
Interns should meet with at least 4 CLCs, but you can meet with more. During the event, you will go to the [event website](#) to find the Zoom room for the first CLC you want to meet with. A staff member will be the room host. Let them know who you want to meet with, and they will put you in a breakout room with the CLC of your choice.

If the CLC you want to meet with is busy, the room host will let you know when to come back to talk with them.

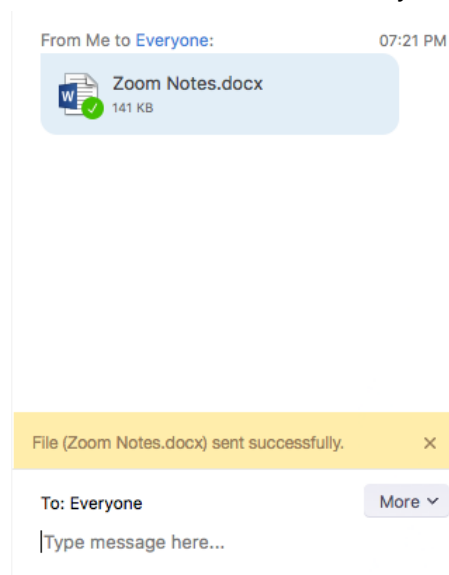
If you don't know where to go, need CLC recommendations, or have questions, you can go to the [lobby](#) to talk with Shandee Dixon and Cassandra Ramirez.

### You can share your resume with CLCs in the breakout rooms

- During a Zoom meeting, click on Chat. 
- Select **More** and choose the option to **Share file in meeting** to send a file.



- The following indication will be seen once the file is successfully sent.



- The participants will see a notice when a file is sent and will be given the option to download the file. Once Download is selected, they will be able to view the file.

### What do you do if a CLC you are interested in did not attend

Please note, not all CLCs can attend the Fair (due to scheduling conflicts) - this is indicated on the list of CLCs. Interns can still be matched with these CLCs. If a CLC you are interested in does not attend the CLC Fair, please reach out to FORWARD ([psuforward@pdx.edu](mailto:psuforward@pdx.edu)) by April 25th. Dr. Shandee Dixon may reach out to students to schedule 1:1 meetings if the CLC can still host students and if their clinical work aligns with a student's interest.

## After the Event

### By 4/29: Submit your Top CLC Choices

After the CLC Fair, you will be required to submit a list of your top 4 CLC choices in Canvas. Information will be sent via email after the event. You are responsible for checking your email and submitting your list.