

Parenting Coordination Online Training Expectations:

Welcome to Parenting Coordination Online Training with Susan Boyan from the Cooperative Parenting Institute. I am looking forward to supporting you on your learning journey of parenting coordination. Feel free to contact me at 404-273-3370 or cpiandfs@gmail.com. I will mail each of you two books to use during the training and in your practice. One is a parent guide to use with your coparents (more guides can be purchased on our site at www.cooperativeparenting.com.) The other is a training and resource manual that I encourage you to start reading. It will help you to better understand the material.

There will be two lessons each week for a total of 12 lessons for the 24 hr course (with another 2 hours for the LA professionals.) Each lesson will include narrated presentations, similar to PowerPoint, along with supplementary material such as handouts and articles, etc. There will also be quizzes after each lesson. Most lessons will have additional assignments. Each Friday there will be a live class that covers the two lessons for that week. Plan to take notes during the weekly lessons to make a list of your questions to bring to the Zoom meeting. You will post your questions in the chat of the zoom prior to the start of the live class. Most participants go onto the Zoom around 12:45 est to get their questions posted. Your questions are your way to “signing into” the class and it will give me an idea of what needs to be reviewed. Note: You will be expected to participate and you will need to keep your video on during the complete class.

There will be an optional Introductory live session on Zoom on the Friday before from 1:00pm -2:00pm EST. We will introduce ourselves and I will walk you through the course site and answer any questions you might have. I will send you each a link a few days prior.

ONLINE PORTION OF COURSE:

1. The presentations, handouts, resources, quizzes and assignments are all accessed on the course site at <https://www.cooperativeparentinginstitute.com/>. PLEASE NOTE: the training site will not be available to you through this link until January 1st so do not panic if you can not get onto the site. Lessons #1 and #2 will not be available to you until the week of the training.
2. Beginning each Friday, after the live lesson, the material for the next week’s lesson will be made available to you beginning each Saturday.
3. Review the presentation and any additional material and complete the brief quiz for each lesson.
4. Assignments:
 - a. Please submit all completed assignments as a PDF uploaded to the course site. You will not be able to submit a link to or share an online document.
 - b. Please DO NOT email your completed assignment to the instructor.
 - c. We highly recommend the use of a Word Processor that allows you to save a document to your computer (such as Microsoft Word) and not just an online editing tool.
 - d. You may be asked to make changes to an assignment before receiving final approval and completing the course.
5. Deadlines:

- a. You will be expected to complete Lessons and Assignments by 12:00pm EST on Thursday of each week so I can review them before Friday's class.
 - b. You will be expected to have your assignments complete in order to progress to the next week's lesson.
 - c. Individual assignment extensions must be approved by the facilitator, before they are due.
6. The course site tracks your progress. It is important that you Complete each page in each lesson as you progress through the course or we will not be able to issue you a Certificate of Completion at the end of the course.
 7. You will have access to all the materials on the course site until the end of March, for any additional your review.

LIVE PORTION OF COURSE:

1. You will be required to attend and participate in the live Friday class, via Zoom, in order to receive course completion.
2. Even if you have requested an extension for an assignment, please at least review the lesson prior to class. You will not be able to participate without having reviewed the lesson.
3. Please come to each Zoom class with two questions regarding the weekly material or topic.
4. Make sure to sign into the Zoom class by 12:50 EST so you can add your two questions to the chat room prior to the beginning of the live class. The Zoom meeting will be open at 12:45 EST so you can chat with one another, enter your lesson questions in the chat or address any log in problems. We will start promptly at 1:00. Your attendance will be determined by your chat questions being recorded prior to 1:00 pm. Please be on time as it is very disruptive to come into Zoom late.
5. Make sure you know how to use the "Chat Function" on Zoom to enter your questions to the class. If you type your two questions into a document in advance you can simply cut and paste into the Chat box once you log into Zoom. Here are instructions on using Zoom Chat: <https://support.zoom.us/hc/en-us/articles/203650445-In-meeting-chat#:~:text=While%20in%20a%20meeting%2C%20tap,person%20or%20group%20of%20people>
6. In exceptional circumstances you MAY be granted permission to miss ONE live lesson (except the last zoom meeting). If so, you will be required to listen to the recording of the live class and answer a few questions afterwards. The recording will be posted to the course site.
7. For our live class on Zoom each week please ensure that you have:
 - a. a functioning webcam and microphone
 - b. a strong internet connection. This is important; a weak Wi-Fi connection will mean lag, freezing and disruptions during class. If possible, connect directly to your wi-Fi modem. modem).
 - c. Two prepared questions for the chat. These can be both on the same lesson or one from each lesson.
 - d. Keep your video camera on throughout the two hour Zoom class.
8. If you need assistance with using Zoom, below are some great instructional videos on how to use this technology:
 - a. How to Join a Zoom Meeting <https://youtu.be/vFhAEoCF7jg>
 - b. Joining & Configuring Audio & Video in Zoom <https://youtu.be/HqncX7RE0wM>

Additional Notes:

- Some of the lessons reference either the PC Manual or the Parent's Guide workbook. All of Susan's lessons can also be found in the Reference Manual.
- You will receive your Certificate of Completion approx. 1 week after your course is completed.