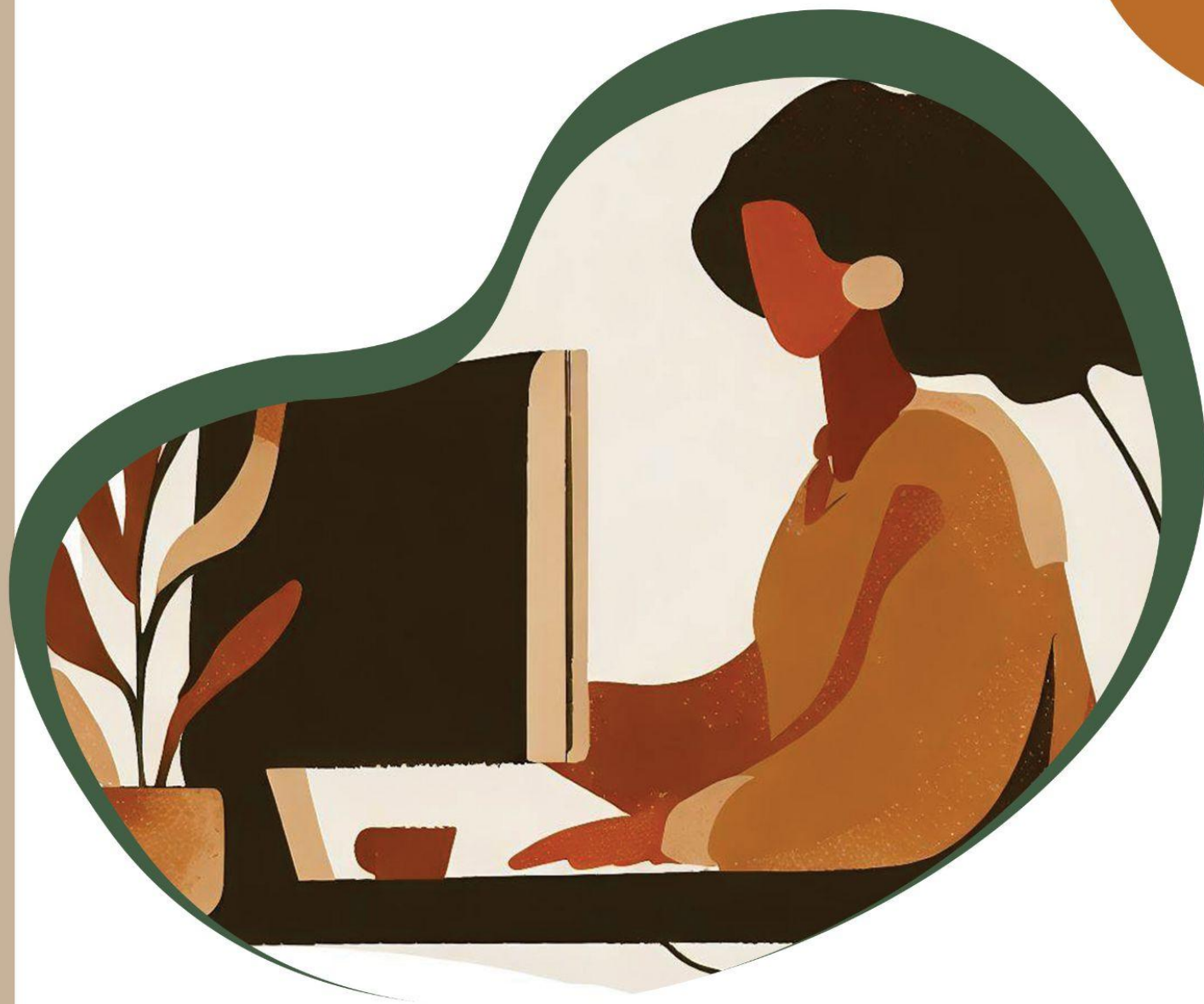# Course Syllabus

CONDUCTING THE PARENT CONFERENCE

Conducting the Parent Conference
15 Hours or 1 Graduate Credit

Course Access: Upon enrollment, you have 180 days to complete your online course in our Learning Management System. If you have any questions about course access, please email support@cecreditsonline.org, or call 425-788-7275 extension 104.

Course Description:

This course provides teachers and administrators with a persuasive and effective strategy for conferencing with uncooperative or difficult parents. This 7-step interview will move parents from being part of the problem to being committed participants in the solution.

Course Objectives: By the end of the course, participants will:

- To investigate a technique designed to improve teacher/parent interaction.
- To perform the skill and develop mastery of the technique.
- To adopt Safety, Order, and Rights™, and utilize it as a fundamental tool for teacher/parent interaction.

Student Expectations:

Students will be required to:
- Rehearse the skills and report on the results.
- Complete written self-reflection exercises.
- Collaborate with peers using the online forum.

Grading Policy

100%-90% = A
89%-80% = B
79% and below is Not Passing

Course Component	Percentage of Final Grade
Forum Post Exercises/ Reflective Journals	70%
Quizzes	10%
Final Exam	20%

You must have an 80% average in order to pass and obtain University credit for this course unless your district has specified otherwise.

Learning Management System Sign In
support@cecreditsonline.org
www.cecreditsonline.org

Credit:

- For those taking this course for credit, upon completion, the necessary paperwork will be submitted to the university that was selected at the time of purchase. Please see [University Partners](#) on our homepage for more information.
- For those taking this course for a Certificate of Completion, one will be emailed upon successful completion that may kept for your records.

Class Outline:

- Lesson 1
  - 1.a Conducting the Parent Conference Introduction
  - 1.b Parents as Allies
  - 1.c The Constructive Discipline Approach
  - 1.d The Safety, Order, And Rights® Value Set
  - 1.e Overview of the 7 Steps
- Lesson 2
  - 2.a Planning the Interview
  - 2.b Planning What You Need to Say
  - 2.c The Disruptive Student
  - 2.d Discipline Log for Disruptive Students
  - 2.e The Disruptive Student
  - 2.f The Behavioral Contract
  - 2.g Review
  - 2.h Plan How To Say It
  - 2.i Guiding the Interview
- Lesson 3
  - 3.a Step One: Establish the Goal
  - 3.b Plan How To Say It
  - 3.c Step Two: State the Behavior Problem
  - 3.d Step Three: Support Your Position
  - 3.e Step Four: Communicate Your Commitment
  - 3.f Step Five: Solicit a Commitment
  - 3.g Step Six: Develop or Propose an Effective Plan
  - 3.h Student Behavior Contract
  - 3.i Step Seven: Plan a Follow-Up
  - 3.j Follow-up Plan Notes
  - 3.k Review of the 7-Step Plan
- Lesson 4

- - 4.a Overcoming Resistance
    - 4.b Overcoming Resistance: Emphasizing the Goal
    - 4.c Overcoming Resistance: Resistance With Empathy
    - 4.d Overcoming Resistance: Paradox
    - 4.e Overcoming Resistance: Expand the Problem
  - Lesson 5
    - 5.a Putting an End to an Unproductive Interview
  - Lesson 6
    - 6.a Creating a Worksheet for the Parent Conference
    - 6.b The Worksheet
    - 6.c Your Final Thoughts
  - Evaluation
  - Final Exam

Compliance with and Commitment to the American Disabilities Act:

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, participants who have any condition, either permanent or temporary, which might affect their ability to complete this course, are encouraged to reach out to support@cecreditsonline.org at the beginning of the course. We will make reasonable academic and accessibility accommodations to the course.

Academic Integrity Policy:

Honesty is an essential aspect of academic integrity. Individual students are responsible for doing their own work and submitting original assignments as per the course directions. Individual students are responsible for doing their own work. Plagiarism and cheating of any kind will not be tolerated. This includes using information from the Internet without citing the website. Avoid plagiarism by appropriately acknowledging the source of the author's words and ideas.

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