



***CommonSense Mediation
Mediation Services & Mediation Training***

CommonSense Mediation Academy 12-Week Online Mediation Certification Overview

Our 12 week online mediation certificate program is broken into modules which you can choose to take individually, or sign up for the full 12 weeks and receive a module for free!

*To receive the mediation certificate you must take all 12 weeks, however, you can take them at your own pace and sign-up for each module whenever works for your schedule. *You do not have to take the modules consecutively.* The free module discount will be applied when we receive your registration for your final module.*

Modules:

- ❖ Introduction to Dispute Resolution Processes
- ❖ Introduction to Mediation
- ❖ Mediating Workplace Disputes
- ❖ Mediating Estate and Elder Matters
- ❖ Introduction to Family Law
- ❖ Mediating Family Disputes

Individual modules are \$550 + taxes and are 2 weeks each; the full 12 week program (6 modules) is \$2,750 + taxes (one free module!).

What you will need to participate:

- ✓ A computer
- ✓ A stable internet connection
- ✓ Back-up technology (smartphone, tablet, computer, public computer, hotspot capacity, public internet, etc.)
- ✓ An email address
- ✓ Webcam (usually included in a laptop, but it's always a good idea to double check to make sure it's functioning and has good image quality)
- ✓ Microphone (this is also usually included in a laptop, but it's always a good idea to double check to make sure it is functioning and that the quality is good)
- ✓ Speakers (this too is usually included in a laptop, but double checking the audio quality is a good idea)
- ✓ Adobe Reader/the capacity to open a PDF/export to PDF
- ✓ Microsoft Word/the capacity to open and edit a Microsoft Word document
- ✓ A Zoom account (the free version will work perfectly!)
- ✓ Familiarity with Slack (check out this video about using [Slack](#) – you will receive your login information/access to the course's Slack Channel upon registration)

- ✓ This course is designed for PC users; if you use Apple products please let us know, because there might be hiccups along the way we will need to navigate
- ✓ An appetite for learning 😊
- ✓ A good work ethic – this program moves quickly and the content is intense! Be prepared to be challenged!

You can expect a minimum time commitment of approximately 10 hours per week, consisting of the following:

- ✓ 1.5 hour pre-recorded lecture – please watch prior to the live-roleplay session; the lectures are all posted on the module’s Slack Channel
- ✓ 2 hour live-roleplay session on Zoom
- ✓ Reading assignments of up to 50 pages (additional reading may be assigned at the discretion of the instructor – should additional reading be required, there may be less audio/visual material to review)
- ✓ Video or audio assignment of up to 60 minutes (example: TedTalk, PodCast, Etc.) (additional audio/visual assignments may be assigned at the discretion of the instruction – should additional audio/visual assignments be required, there may be less reading to review)
- ✓ 500-1,000 word written essay assignment
- ✓ 5 minute reflective journal video assignment
- ✓ To provide & receive peer-to-peer feedback on written assignment
- ✓ To provide & receive peer-to-peer feedback on reflective journal video assignment
- ✓ Instructor/instructor assistant feedback

In addition, upon the completion of each module you can expect the following:

- ✓ 1 hour video assignment
- ✓ Reflective journal written assignment of 500-1,000 words
- ✓ Instructor/instructor assistant feedback

All reading material will be provided to participants digitally through the Slack Channel and Course Syllabus.

All visual and audio assignments will be provided to participants digitally through the Slack Channel and Course Syllabus.

It is helpful for participants to read all materials, watch all videos, listen to all audio materials, and to watch the lecture prior to the weekly live-roleplay session.

All live sessions will begin at 6 PM Central Standard Time (GMT-6); roleplay sessions will be held every Thursday and attendance is mandatory. If for whatever reason a participant cannot attend a roleplay session, they may ask to be scheduled into a roleplay session the next time the module is offered. *No certificate of completion will be issued until the participant has attended a substituted roleplay session.*

All written assignments are due Fridays and all video assignments are due Saturdays.

Final video assignments and written assignments are due the Saturday following the conclusion of the module.

All peer to peer feedback is to be posted on the Slack Channel.

Instructor/Instructor Assistant feedback will be posted on the Slack Channel.

Certificates will be issued no later than a month after the conclusion of the module, unless a participant has asked for an extension on an assignment or in the event that they have been scheduled for a substituted roleplay session.

No late submissions will be accepted unless an extension is requested in writing at least 48 hours prior to the submission deadline.

Schedule Example

Week 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>All Video & Audio Materials for the module will be provided</i>	Read all course material for week 1	Watch all videos/listen to all audio material for week 1	Watch the pre-recorded lecture on the Slack Channel	Roleplay Session	Written Assignment Due	Video Assignment Due
<i>All Reading materials for the module will be provided</i>						
<i>All Assignment Instructions will be provided</i>						

Week 2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Read all course material for week 1	Watch all videos/listen to all audio material for week 1	Watch the pre-recorded lecture on the Slack Channel	Roleplay Session	Written Assignment Due	Video Assignment Due
						Final Written Assignment Due
						Final Video Assignment Due