

SU Extension Department Online Course Group Facilitator Agreement

Technology Requirements

As the group facilitator, you will be responsible for providing course content and materials to your group. All of the course materials are available online, so you need to make sure that your computer meets the following technical requirements in order to access the content. No materials will be provided through email or the mail; downloading of audio and video content is not allowed. The computer that you use with the group will need to meet the requirements below. Most computers made in the last few years will meet these requirements. The following is necessary to take an online course at Summit University:

A Windows, Macintosh or Linux Computer with:

- Sound card / speakers
- High speed Internet access (768Kb/second or faster; if you are using a dial-up connection or equivalent, the course quality may be less than optimal)
- Email Account
- Word Processing Program
- Current anti-virus software (such as AVG, McAfee or Norton) optional

The latest version of one of the following Internet browsers: Firefox (recommended), Internet Explorer, Safari, Google Chrome

**Note: Version requirements are subject to change without notice.*

Additional Software: The following additional software is required and can be obtained for free from the websites listed below.

- Adobe Acrobat Reader (<http://summituniversity.org/adobereader>)
- Flash Player (<https://summituniversity.org/flashplayer>)

Computer Literacy Requirements

As a group facilitator, you need to feel comfortable and confident using your computer, since you will be the one who is providing course materials to the rest of the group. If all of the following statements apply to you, then you have the computer skills needed to facilitate a group taking an online course at Summit University:

- I know how to connect to the Internet using a web browser.
- I can navigate around the Internet.
- I have my own email account and I know how to send and receive e-mail in this account.
- I know how to do basic word processing, including cutting and pasting.
- I know how to open, save, and manage files.
- I can use basic Windows or Macintosh features, including opening and closing programs and scrolling.
- I know how to watch online videos and listen to online audios.
- I can confidently set up and access a password-protected website member area (such as an online email account, LinkedIn, or Facebook).
- I can print and photocopy documents.

Guidelines for Course Material Reproduction/Translation and Group Facilitation

As the group facilitator, you will be responsible for disseminating course resources to the group. In some cases you will also be required to organize the translation of materials for your group members and/or facilitate group discussion around course topics and questions. Please abide by the following guidelines:

YOU MAY:

- Print and photocopy (for group members only) any written text and downloadable documents in the course.
- Translate any written text in the course (including documents, key points and written context and commentary) and reproduce this written text as printed/photocopied documents for group members only if each document contains the original copyright/trademark statement, which appears at the bottom of every online course page.
- Provide simultaneous translations of audio and video clips in the course.
- Facilitate group discussions based on forum discussion questions and other questions posed throughout the course.
- Submit questions to the course instructor on behalf of the group. (Course instructors will only respond to questions submitted in English.)
- Share the group online course username/password with other group members to allow them to access online course content.

YOU MAY NOT:

- Request CDs, DVDs or transcripts of audio and video content or text copies of written content. These materials will not be provided under any circumstances.
- Download audio or video course content or course images to your computer.
- Transcribe audio and video clips for personal or group use.
- Share course content or the group username/password with individuals who are not registered to take the course as part of the group.

Relationship with Summit University

As a facilitator, you are not a representative of Summit University or a Summit University Teaching Assistant (unless you have received separate SU TA training and/or are otherwise associated with Summit University in another capacity). As such, you should not represent yourself as a member of the SU faculty. You also should not provide spiritual and/or psychological counseling and/or guidance to group members (unless you are also a CUT Minister and/or a professional counselor).

Group Facilitator Agreement

I understand that as a Summit University online course group facilitator, I am responsible for meeting the Technology and Computer Literacy Requirements listed above. I realize that the absence of the required technology and skills can negatively impact my group's ability to complete the course. I also agree to abide by the guidelines above regarding Course Material Reproduction/Translation, Group Facilitation and my Relationship with Summit University.

First name _____ Last Name _____

Group _____ Country _____

Signature _____ Date _____

Email this completed form to the SU Registrar (registrar@summituniversity.org).