

SU Self-Study 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. The course materials are available online, so you need to make sure that your computer meets the following technical requirements to access the content. No materials will be provided through email; 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:

Computer & Internet

- A Windows, Mac, or Linux computer
- A reliable sound card and speakers (or a headset)
- Stable high-speed Internet connection (minimum 1.5 Mbps recommended; slower connections may result in reduced quality)
- An active email account

Security

Current anti-virus software (e.g., Windows Defender, AVG, McAfee, Norton) is recommended but not required.

Web Browser

The latest version of one of the following browsers:

- Google Chrome (recommended)
- Mozilla Firefox
- Safari
- Microsoft Edge

Additional Software (Free Downloads)

- Adobe Acrobat Reader – <http://summituniversity.org/adobereader>

Computer Literacy Requirements

As a group facilitator, you need to be comfortable and confident using your computer, since you will be responsible for providing course materials to your group. If all 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 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 Mac features, including opening, 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, course portal, or secure social platform).
- I can participate in and manage online video meetings (e.g., Zoom).

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 to allow group members 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 Classroom Assistant (unless you have received separate SU CA 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).