FA OU
FATIMA AL-FIHRI
Open University

Short Courses Guide

For Professors

Preface

    This guide is designed to walk you through the tools and information needed to get started with FAOU courses. It is made to be practical and useful for you, to facilitate your course delivery and teaching experience. Timely and comprehensive support and assistance of all our teams will be offered whenever needed. Having you on board will certainly unleash vibrant insights into this thriving scholarly environment.

    We hope that you find this guide as practical and useful, and we also welcome any feedback you wish to share on how the guide could be improved to better serve you. We are convinced that a new adventure is right ahead of you, us, and whoever decides to embark on this educational journey.

Word of the Scientific Community Director

Welcome to Fatima Al-Fihri Open University, a non-profit international university, based in Estonia and open to the world! This university believes that education should have no boundaries, and quality education should be accessible by the youth around the world, especially in developing countries. Therefore, FAOU is bringing together professors from well-known universities and experts from leading international organizations to build competitive educational programs that allow students to gain new skills and knowledge.

This year, 2021, the university decided to extend largely its platform and prepare more than 50 new courses in various specialties. This new agenda was possible to be achieved only after the great reputation that we could create during 2019. Moreover, the university is planning to launch 3 new Master Degrees programs by 2021.

For this reason, all the new courses on our platform should be designed in a way that will allow us to merge them in future academic programs. We have prepared this guide that will eventually facilitate the preparation and delivery of your courses

Hristina Crenn
Director of SC Office

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Why Short Courses?

Short Courses are specialized programs in different specialties from Natural Sciences to Social Sciences. The courses intend to offer students access to higher education that covers their academic and professional needs ensuring quality education at a low cost. The tutors of the short courses are selected based on a competitive process destined to hire strong profiles from diverse backgrounds, who have been working at well-known universities and institutes or have been working at leading international organizations.

The Short Courses, are self-paced programs, which allow students to start and finish with a flexible schedule, the programs are also designed to fit in under academic programs such as Master Degrees and Bachelor Degrees. Therefore the Short Courses duration is from 1 month to 3 months with weekly sessions and reading materials or references.

And for who?

The audience of the Short Courses audience is composed of students who are seeking knowledge and skills from a specific course. These students can be high school graduates, students who are preparing to join a university program, or students of Bachelor Degrees or Master Degrees who intend to deepen their skills and knowledge on one of the subjects related to their education career. In some cases, they are professionals who are seeking specific training.

The admission for these courses is open, without any pre-conditions or requirements, but there will be a description indicating for which audience each Short Course is prepared.

Basic Information

A Short Course is an independent program, when a student takes it, will not need to get a complementary program!

The Short Courses are also designed to fit in under academic programs such as Master Degrees and Bachelor Degrees.

The duration of short courses should be between 4 weeks (1 month) and 12 weeks (3 months), while in special cases and based on the content of the course, it can exceed this duration whereas the minimum is 4 weeks. Each week should have a teaching session with 60 minutes to 90 minutes split over 10 to 15 mins videos. The reading material or suggested references are highly requested and the Grading Policy is important to be set and explained at the beginning of the course. The course should have a final exam and quizzes that should be taken after completing each Unit (week).

Short Courses Design

Well designed courses, are always easy to complete!

Weeks / Units	Parts of the Unit	Additional parts
Unit 1: Example (Introduction to Finance)	Video 1: Definitions ... Video 2: Theories ...	Report 1, Video 1, Book1, Report 2, Article 1, etc.
Unit 2: Example (Public Finance Tools)	Video 1: Bonds ...	Report 1, Video 1, Book1, Report 2, Article 1, etc.
Unit 3: Example (State Budget Planning)	Video 1: Yearly Plan Video 2: Medium Term Plan	Report 1, Video 1, Book1, Report 2, Article 1, etc.

The design of Short Courses must be very clear, each unit (week) should have a specific title, to allow students to recognize every step of the course. Each unit should have several parts, which can be videos, presentations, reading materials, or quizzes. The content of the units should be the work of the professors, while the reading materials can be articles, books or reports, etc that will support the students' understanding of the topics explained in each course.

Note:
It is mandatory that all professors respect the scientific copyright and referencing. The source should always be mentioned.

The course will have also, discussion spaces, at each unit or parts of the course, quizzes after each unit, and a final exam at the end of the course that can be graded automatically by the system or by the professors (If the professor decides to). Professors are allowed to assign exercises or give other practical materials that will be taken by the students, can do live sessions to answer students' questions, or can offer their email addresses to communicate directly with them.

Step 1

Choosing the course, choosing the audience!

After the University and Professor agree on a course, the professor will need to prepare a teaching proposal which consists of the following:

- Brief Biography of the professor (will be published on the course page and will make students get familiar with their professor's background and experiences), a picture of the professor also will be needed.

- Description of the course, which should explain the main focus of the course, topics that will be discussed, objectives of the course and targeted audience, etc.

- Syllabus with an action plan, the syllabus is the most important part of the teaching proposal, because it will list all units and parts of the course (Titles of units and sub-titles of each part within the units). The action plan attached to this syllabus will explain when every part of the course will be prepared and when it will be finished (Dates) and also can explain what will be the focus of each part (small paragraphs).

Note: The teaching proposal is flexible for future modification, always in coordination with the university.

- A short video, of 1 - 3 minutes explaining the course description will be needed as well. This video will be posted as a 'Free Preview' of the course and will be shared on social media.
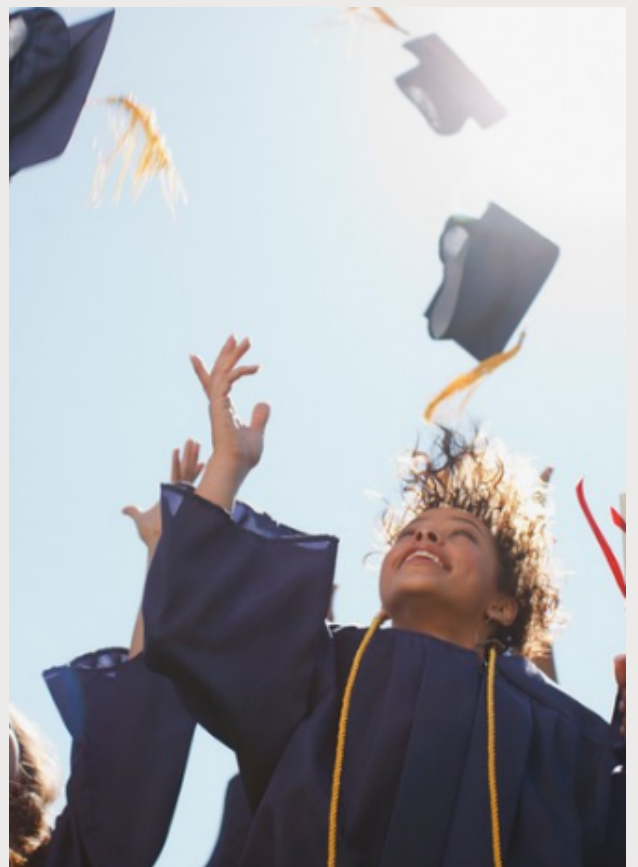
Step 2

ToR, a WIN WIN Collaboration!

The Terms of Reference (ToR), is the type of contract signed between the professor and FAOU, based on the teaching proposal. The agreement made between the two parties will be a legal contract to share the copyright of the course prepared by the professor and supported by FAOU. This contract will precisely define the name of the course, duration, price, and other relative information.

- **Name of the course:** Based on the negotiation between the professor and FAOU, the name of the course, its focus, and objectives will be announced in the ToR.

- **Duration:** The duration of the course will be a minimum of 4 weeks (1 month) to 12 weeks (3 months), and in some cases, the professor can exceed this duration but can't be less than 4 weeks. Each week (Unit) should have a minimum of 60 minutes to 90 minutes which also can be exceeded if there is a need to.

- **Pricing:** The course should be sold for a price between 10 $ to 50 $, depending on the course length and the profile/experience of the professor.

- **Payment:** Since the efforts of the professor will be done only for a short period, the monthly payment will not be the best decision. In fact, the university will place a percentage of 40 to 60% from the income of the course for the professor either on a monthly or a quarterly basis as long as the course is active on the platform. This payment can be done monthly only if the professor makes more than $300 income per month. The income will be transferred to his/her bank account or other money transfer methods.

Step 3

What is the process?

After signing the ToR, the professor will be able to start working on the course, with respect to the action plan (dates). The first unit should be sent part by part to the Scientific Community Office to review it. Then, when the professor is more comfortable working on the course, sending it unit by unit will be possible as well.

When FAOU receives more than 50 % of the course material, the work on the platform will be started, but when the teaching material is already done, reviewed, and approved, then the Social Media Department and the Marketing Office will start to publish the course and market it on the diverse social media platforms.

Note:
If the professor isn't able to send parts of the course or meet deadlines at any point in time, the scientific community office should be informed.
If a professor fails to send materials to the scientific community office in the first two months, the ToR contract could be canceled.

The professor will have access to the platform only when the Platform Team opens a section for the course, and this step will be done after receiving more than 50 % of the course. Our team will review every part of the course and upload it directly. The professor can always modify or update the course by notifying the Scientific Community Office.

While working to prepare the course, professors will always receive support from the team of the Scientific Community Office. The office can also offer IT consultation and any other service that professors may need.

The Scientific Community Office is your bridge to FAOU, contact them for any request you may have. They will assist you with anything you may need.

Recording a Video? How to do it?

The best online course is a course that clearly shows the face of the professor. The slides should also be seen at the same time.

- Slides or Flashcards: This will be your board. The professor needs to create slides using applications like PowerPoint. The slides should be saved in separate pictures. Flashcards can also be created using certain apps.
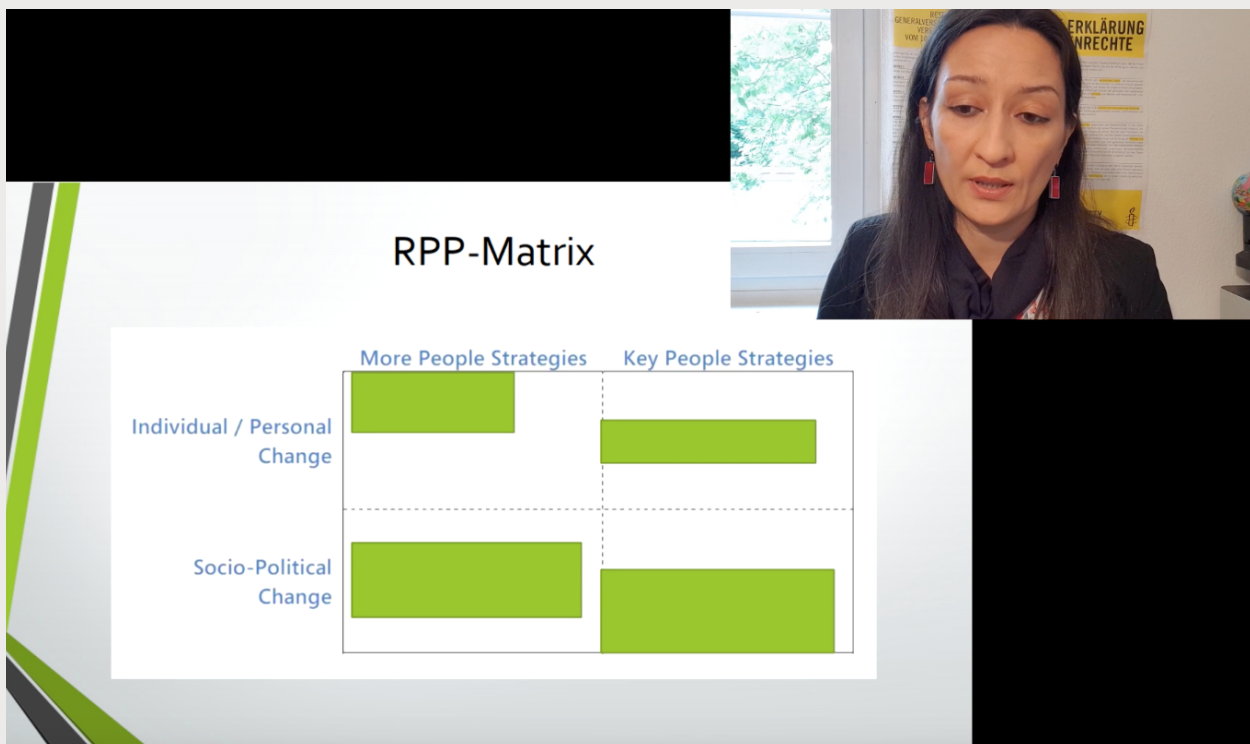
- Your video, The the students will enjoy looking at you, while you are teaching, your expressions and your face signs will bring for them the real experience of learning. You can record your video by using a good mobile camera.

- Video editor application, the last part of your course editing, is where you need to merge the slides with the video (as in the picture below). This can be done using some free apps like iMovie (If you are a MAC user), or Biteable and Clideo (If you are using Windows).
More apps are available for free on the internet. You can consult our team for more info.

Note:
The key to a great video is your camera. Try to use it closely with a good lighting condition. Make sure that your background is silent, for a good audio recording.
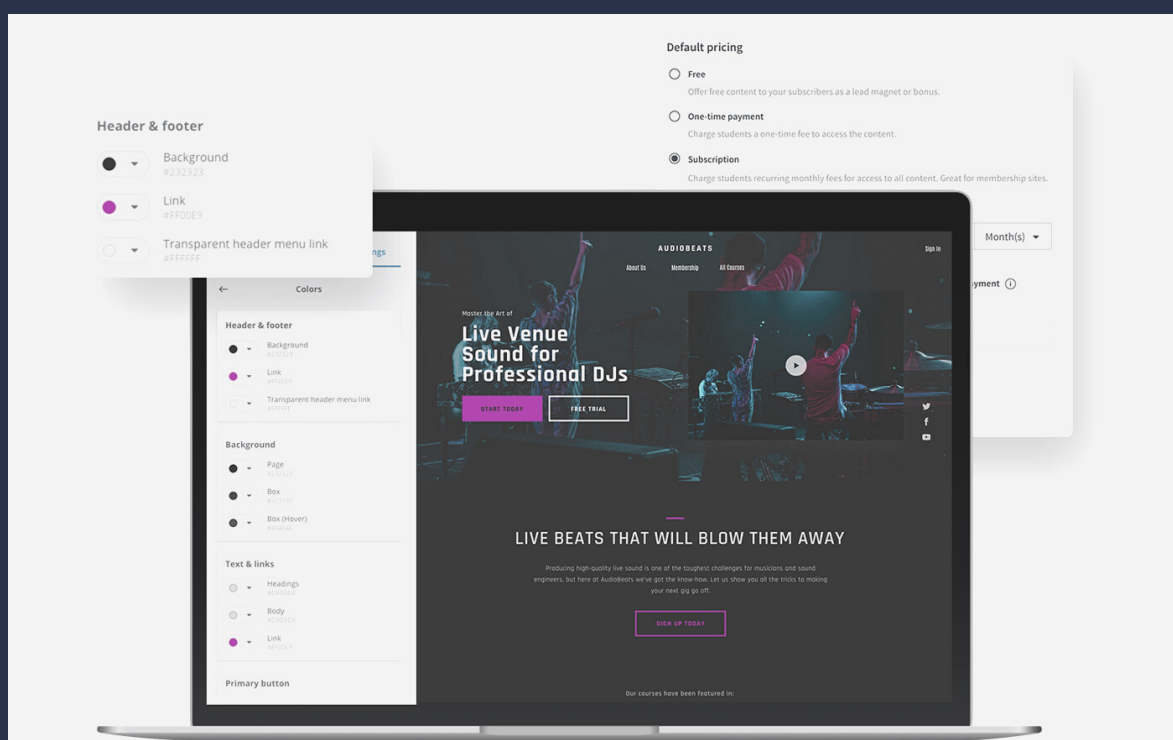
The Platform

Modern Platform for an Excellent Learning Experience

The FAOU Platform is a flexible learning space that offers various teaching options for professors. The platform allows us to upload video files, audio, ppt, pdf, txt, opening an external link or downloading a file, and much more.
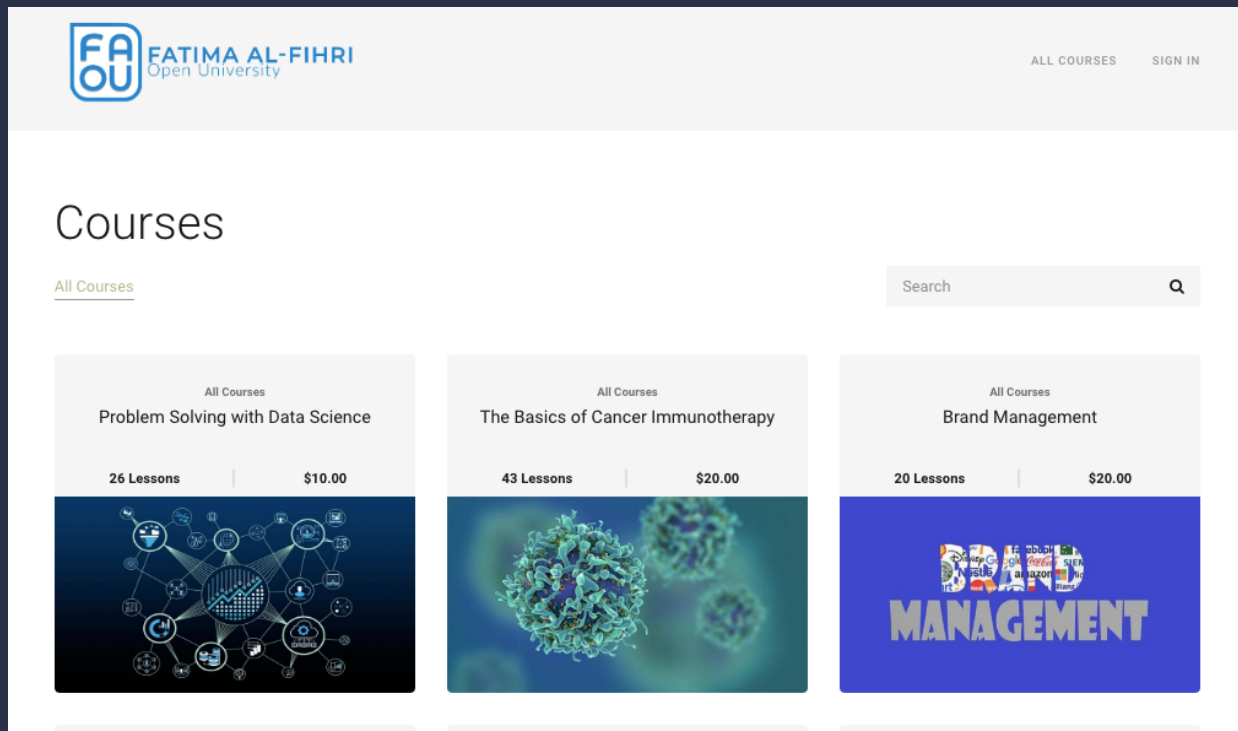
In addition to the teaching material that we can use, the possibility to add discussion sections where the students can interact and comment or ask questions is available. Thus, students can also add exams, quizzes, surveys, host a live session, etc.

The Platform is offering various services, such as a free preview of some parts, adding more than one tutor, opening the course for a specific period, etc.

Note: All support services can be requested from our IT Team rather than the Thinkific team.

Easy to subscribe, faster to scroll and to surf ...

The platform makes the process of signing up and course purchasing easier. You just need to click on Sign up, or click on the course, which will take you to the main page of information where you can write your full name, email, and nationality. After you submit successfully the application, you will receive an email necessary for confirming and setting up your account.

purchasing a course can be done in a very easy way. Students need to fill out their credit card information and then will be granted access to the course after their payment is accepted. The platform accepts all kinds of known payments such as PayPal, MasterCard, Visa, and American Express.

Contact us

Meet our amazing Team!

- **Hristina Crenn** (Director of SC Office).
- **Soukaina Boukhar** (Platform Manager).
- **Mariam Bouaoud** (Communications Manager).
- **Bao Thu Nguyen Vu** (Communications Officer).
- **Gabrielle Dantas** (Communications Officer).

For general inquiries about the university, please contact us at: contact@alfihri.org

For all activities related to Short Courses, contact Scientific Community Office via Ms. Hristina Crenn.

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