

Summer Open Professional Development *Summer 2024*

Participant's guide

This guide is intended for faculty members who are interested in joining the **Summer Open Professional Development (SOPD)** program during the Summer session.

It is worth noting that the Excellence in Teaching and Learning Center (ETLC) will not be able to offer any support for participants in this program during summer. This is why we share this document with our learners with the intent to provide them with all necessary information for an optimal learning experience.

A. About the Summer Open Professional Development (SOPD) program

The SOPD program is an online professional development initiative, which is based on an agreement between QU and the Coursera platform. It is a free of charge training opportunity for QU faculty members who are selected to join it (through the invitation to join sent out after the application phase).

B. Important dates

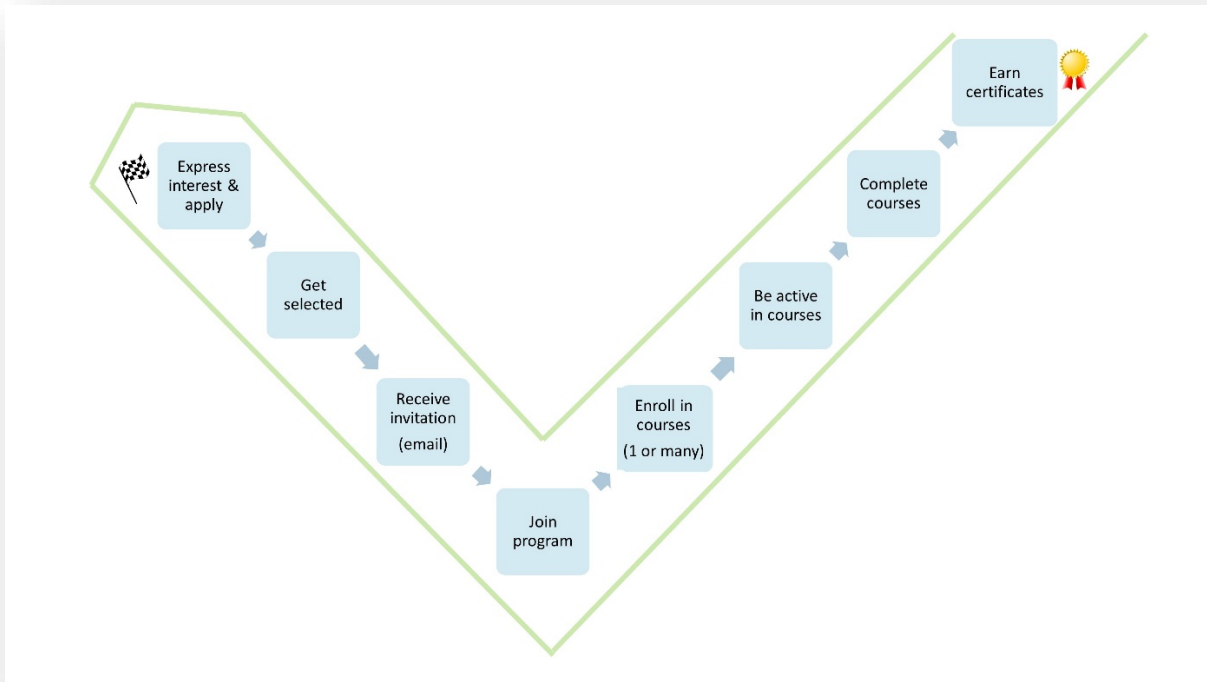
The SOPD program official start date is the 30th of May 2024. It ends on the 18th of August 2024, the date by which the participants are required to complete the courses in which they are engaged. At the end date of the program, all participants will be removed from the program to free the licenses. Learners can enroll in the courses whenever they want within the program's official timespan.

C. How to participate in the SOPD: from application to certification

To join the SOPD program, you have to follow these steps:

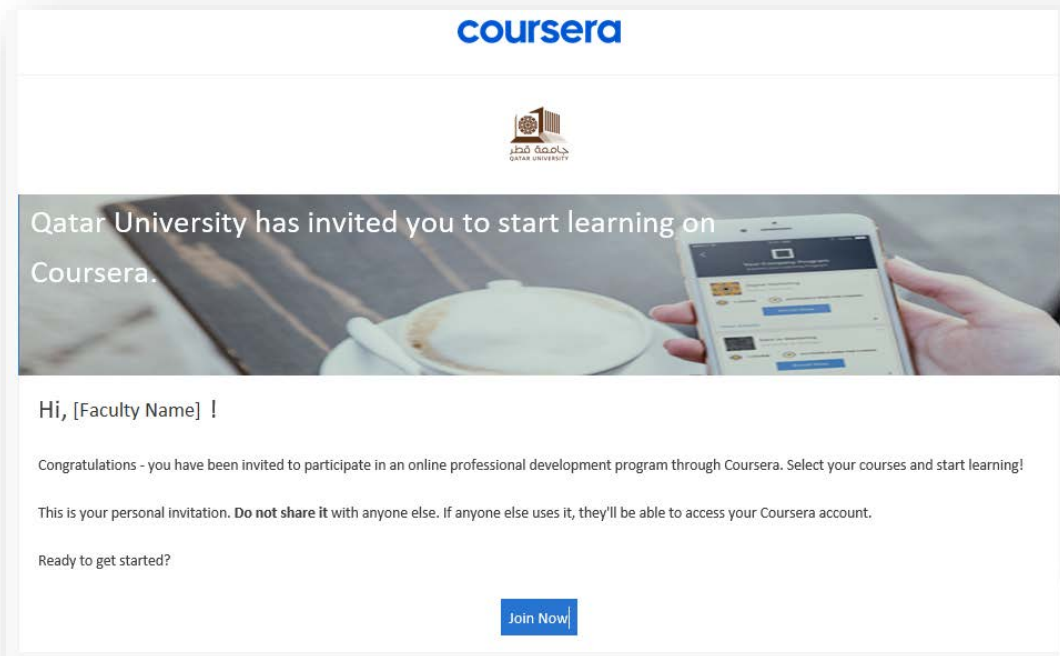
1. Identify your professional development needs to make relevant choices of the courses that you intend to enroll in. Your goal should be to fill a gap in your professional competency profile regardless of whether the targeted skills are related to pedagogy, research or topics from your field of specialization. We have provided you with a list of courses that might interest you (see the document " Program structure and requirements ").
2. Express your intent to join the SOPD by filling and submitting your application through an online form. Before applying, please make sure that you will be committed to be an active learner in any course you will have taken in this program. This will ensure that the license allocated to you is well utilized.
3. Join the SOPD program by following the instructions provided in the invitation to join that you receive from Coursera (if you are not selected, you will not receive an invitation).
4. Enroll in one or many courses that you have identified in step 1. Please make sure to be aware of the courses' needed learning hours when deciding to enroll, especially towards the end date of the program (18th of August 2024).
5. Engage in your chosen courses and make progress with the aim of obtaining a certificate for each completed one.

The figure below represents the whole process that you, as a participant, will be following in the context of the SOPD program.



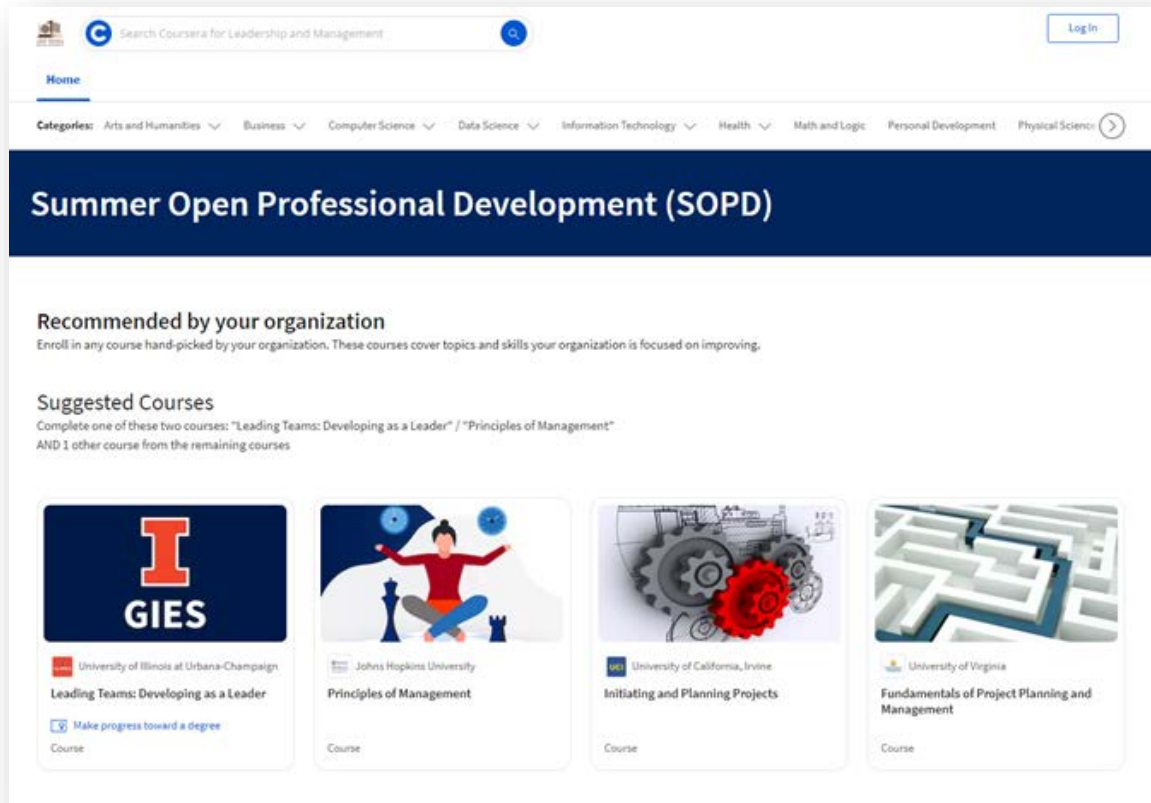
The SOPD application and enrollment process

The following screenshot represents the invitation email that selected participants receive. By clicking on the blue button "Join Now", you will take you to the Coursera platform where you have to create an account or to login (if you have an account) using your QU email address.



The invitation email sent to selected participants

After clicking the "Join Now" Button in your invitation email, you will be redirected to a page like this one, where you have to login/signup using the button on the top right corner.



D. Attending the courses: course schedule

When you enroll in a course, you can learn at your own pace. The course's start date corresponds to the day of enrollment and the end date is estimated based on the course duration as explained in the example below:

Example

Course: Get Interactive: Practical Teaching with Technology

I enrolled on the **12th of September, 2023**

Commitment 3 weeks of study, approximately 4 hours per week plus assessments.

Schedule

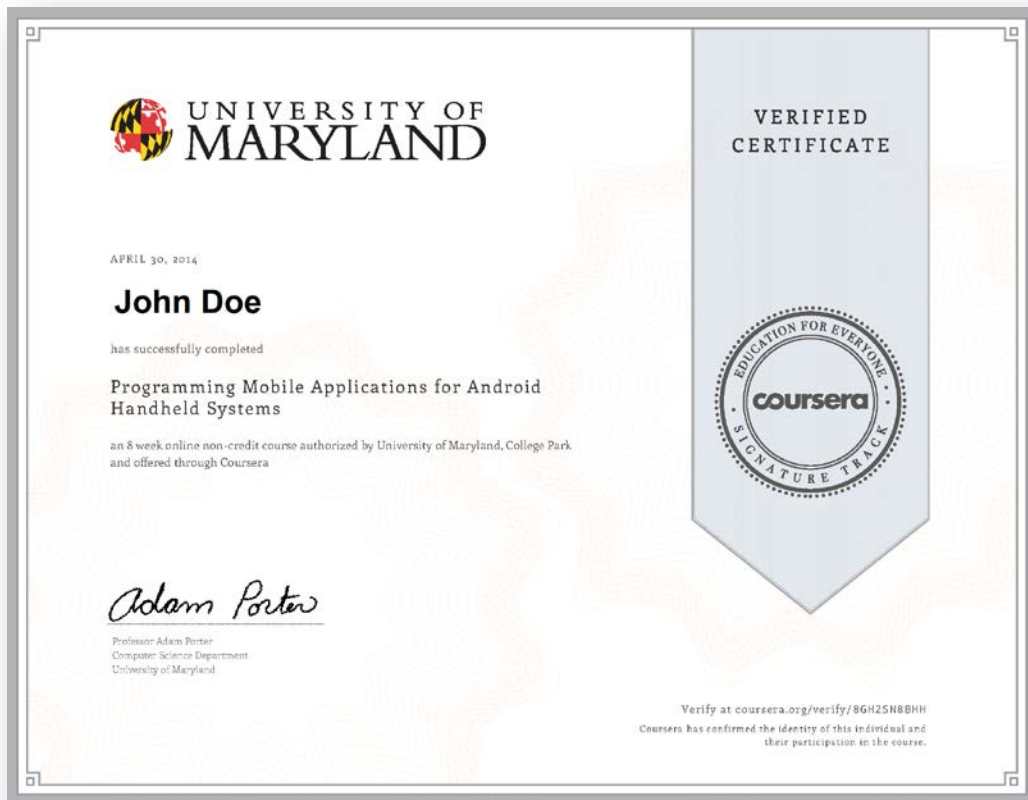
Start date: September 12, 2023 +03

Estimated end date: **October 4, 2023 +03**

Learners should not remain inactive for too long after enrolling in a course, otherwise they might be marked as "Inactive" in the Coursera learning management system. In this case, their participation in the SOPD program might be "frozen" and they will not be able to enroll in other courses. Therefore, all learners should access their courses from time to time to make as much progress as they can each time, until they complete the course.

E. Certification

Each time you complete a course, you receive a certificate which is an official Coursera credential that confirms that you successfully completed that course on Coursera. It is in a PDF format that you can download from the course's site on Coursera. You don't have to pay any fee to get a certificate (provided that you join the SOPD via an invitation to join) because the training on Coursera is sponsored by QU.



Example: John Doe's certificate from University of Maryland.

F. Name/ID verification

The name or ID verification is a necessary step if you want to have your name on the certificate. Otherwise, you will be identified as Coursera Learner (see the example below). For some courses, you are required to do ID verification which necessitates that you send a scan of your official ID papers, while other courses only need simpler Name verification, in which case you only confirm your name.

The following links explain the procedure of name and ID verification, respectively:

<https://www.coursera.support/s/article/208280166-Verify-your-name>

<https://www.coursera.support/s/article/209818953-Verify-your-ID>



The certificate of a participant who did not do name/ID verification

G. Support/help

The Excellence in Teaching and Learning Center will not provide any support throughout the duration of the program. Please refer to the Coursera learner help center to get support on various aspects of the learning experience.

<https://www.coursera.support/s/learner-help-center>

