

Name:

Date:

ASSIGNMENT # 1:

To serve this and other courses in a professional manner, we are seeking your assistance in areas highlighted below. It is designed such that anyone, who has will, can volunteer. Please tick appropriate category (categories)/subcategory (subcategories), informing us how YOU WOULD LIKE TO HELP.

1) COURSE EXECUTION TEAM		
a) <input type="checkbox"/> Social Media Committee	<input type="checkbox"/> Facebook	<ul style="list-style-type: none"> • Ensure periodic course status updates • Ensure daily status update (A gem from the class, Islamic Quotes or any other relevant information) • Launch on YouTube, Google+, Google Hangout, Twitter etc. (Future task) • Coordinate with other teams and committees as needed.
	<input type="checkbox"/> Website	<ul style="list-style-type: none"> • Ensure a healthy debate environment on forum. • Ensure debate on the courses being offered or any other relevant Islamic topic • Advertise and enhance membership. Furthermore improve participation on forum and on blogs. • Coordinate with other teams and committees as needed.
b) <input type="checkbox"/> General Support Committee	<input type="checkbox"/> Email/text	<ul style="list-style-type: none"> • Send periodic emails as requested to student via ILMSeekers Gmail • Respond to the incoming inquiries via email • Send text messages to the students whenever needed • Coordinate with other teams and committees as needed
	<input type="checkbox"/> Registration/ Attendance	<ul style="list-style-type: none"> • Ensure proper registration and attendance record for the duration of the course • Coordinate with other teams and committees as needed
	<input type="checkbox"/> Student Support	<ul style="list-style-type: none"> • Organize and/or lead study groups among student for excelling in exams. • If desired, promote carpooling among student • Identify any unusual behavior among students, its causes and possible remedy • Coordinate with other teams and committees as needed
	<input type="checkbox"/> Instructors Support	<ul style="list-style-type: none"> • Coordinate with instructor to hand-out and check exams, project and any other assistance requested by the instructor • Coordinate with other teams and committees as needed
c) <input type="checkbox"/> Technical Support Committee	<ul style="list-style-type: none"> • Ensure all A/V (Audio/Video) devices function properly • If course is being broadcasted, ensure relevant software/program function properly • Audio record the class, edit it and then send to relevant committee/team for uploading on the website • Ensure proper storage of A/V devices after usage • Work with other teams and committees as needed 	
d) <input type="checkbox"/> Floor Layout Committee	<ul style="list-style-type: none"> • Coordinate with masjid/course place for proper seating arrangements. • Ensure door entrance and exit is never block. Furthermore ensure bathroom entrance is not blocked • In case of overflow, ensure a back-up plan • Ensure any other arrangement necessary for the proper flow of course without obstruction • Coordinate with other teams and committees as needed 	

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2) <input type="checkbox"/> Course Planning Team	a) Search for instructors and their area of specialty. b) Arrange periodic meetings with instructors for convincing them to conduct a college type course c) Finalize time and place of the course d) Coordinate with the instructors to develop syllabus, exams, hand-outs, projects etc. e) Coordinate with other teams and committees as needed.
3) <input type="checkbox"/> Course Advertisement Team	a) Design the flier of the course to be offered b) Produce advertising videos if needed c) Compose professional advertisement email d) Create Facebook event pages e) Arrange meetings with other MSA's and Masjid's for advertising via their means f) Coordinate with other teams and committees as needed.
4) <input type="checkbox"/> Course Sponsor Team	a) Find Sponsors for the course b) Present the overall objective, highlight the importance of their contribution and its overall effect on the community at large c) Purchase the advertisement prizes and ensure their arrival by due date d) Coordinate with other teams and committees as needed.

Due Date:

Submit this assignment by email (ILMSeekers.Official@gmail.com) or in person by Monday January 21, 2013. This assignment will not be counted towards the final grade.

Questions:

If you need clarity, feel free to contact us via email or website. Thanks