



**Guidelines for Effective Open University Independent Study Facilitation:  
What students should expect from Facilitators**

Independent Study involves a one-to-one assignment of a student enrolled on the AIT Open University course to a facilitator/tutor who is to guide the student through his/her lessons and prepare him/her for scheduled exams relating to the course.

Facilitators/Tutors handling independent study students at our Open University are to:

1. Study the course syllabus and content and proceed to reorganize the course content to fit into the timeline of how they intend to facilitate the independent study student
2. Prioritize the topics [*prioritized course topics* (PCTs)] to be covered during the independent study and communicate these to the student at the first contact session meeting (CSM)
3. Determine the number of contact session meetings (CSMs) a facilitator will be having with the student and determine the PCTs to be covered at each of these CSMs and communicate this information to the student at the first CSM. [*To determine the number of CSMs, do the followings: If PCTs is between 4 and 6, schedule 1 PCT per CSM. If PCTs is more than 6, schedule between 1 and 2 PCTs per CSM (online or ftf).]*]
4. Point student to relevant learning materials on Lemass, Lemass+ and to other learning resources on each of the PCTs to covered and direct student to go through the relevant materials before each scheduled CSM
5. Prepare Lesson Summary Points (LSPs) on each of the PCTs and make it available to the student preferable prior to the CSMs
6. At each CSM (ftf or online) with the student the facilitator will do the followings:
  - Go through LSP relating to the PCT scheduled to be discussed at the CSM
  - Discuss and elaborate on aspects/areas of the course notes/materials that require specific explanation or particular attention or emphasis as they relate to the *prioritized course topics* (PCTs) of the CSM
  - Give student short home assignments to examine and test the student's level of understanding of the course materials/notes
  - Follow-up on assignments given to student(s) during previous CSM
  - Touch base with student(s) on his/her Learning Challenges, namely:
    - difficulty following/understanding previous CSM materials
    - difficulty understanding materials read for this CSM
    - other challenges and other matters [assignments, etc.]

7. Set and grade two Major Coursework Assignments (MCAs) for the course following guidelines. [The MCAs must be challenging and must be of standard equivalent to End of Trimester Examination Questions except that they are Open Book]
8. Conduct two Online Forum Sessions (OFSs) per course on specific topics/issues relating to the subject matter of the course. The OFSs are to be done using the facilities of Lemass.
9. Provide additional face-to-face or online support to student(s) to enrich his/her (or their) learning experience