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The EWI team is excited that you are moving towards being a course coordinator! We look forward to working with you and your local coordinating team throughout the entire process of planning and running the EWI course.

Some specific requirements are essential for a successful EWI course. Therefore, your agreement is necessary in order to begin planning your class. **If you are unable to fulfill these commitments, your class may need to be postponed.**

The Planning Modules

The course coordinator must (with the participation of your local coordination team) complete the EWI course planning modules **at least three months before the class begins**. These ten planning modules are found in the *Class Prep* classroom on the EWI website. They will guide you through a thorough planning process and will continue to be available to your team and EWI coach to review throughout the planning stage and during the class.

My class begins _____ We will complete Class Prep by _____

The Coordinator Community Forum

Members of your coordinating team will be given access to the *Class Prep Community Forum*. This is an important point of connection with each other, with the EWI Team, and with other coordinators. Since it is available 24/7, the *Forum* is the first place to look for answers to all your team's questions about hosting, planning, and running your EWI class. If anyone on your team cannot find the information they need, they can post a question that will be answered by an EWI team member or another experienced coordinator.

The Next Step

Upon signing and returning this memorandum of understanding, and with our acceptance, we will be officially planning an EWI course together. We will then give you and your team access to the *Class Prep Coordinator Forum* and *Planning Modules*.

Connecting with your Coach and the EWI Team

Along with access to the *Class Prep Planning Modules* and *Coordinator Forum*, you will check in with your EWI coach throughout the planning process and during the class. We encourage you to make full use of all the ways to connect with us, as we commit to working with you for a positive class experience for all of the students.

My EWI coach is _____

Coach's email and phone _____

Sincerely, the EWI Team

I commit to completing these requirements _____ (sign & date)

Typing in your name and date above indicates your agreement.

My email and phone _____



Send your completed and signed form to info@encounteringislam.org.