



# COLLABORATIVE ONLINE INTERNATIONAL LEARNING (COIL) GOOD PRACTICES MANUAL

*"We want to educate global leaders who are capable of seeing the world from different perspectives and of understanding the richness of diversity."*

# WORKING WITH THE FOREIGN COUNTERPARTY



## CO-DESIGNING A COIL

After a professor interested in collaboration has been found, the next stage is to co-design the project. You must define the structure, make any necessary changes and refine the details. We recommend that you hold **at least two meetings** to ensure that this project is implemented correctly.

Below we provide a support structure that you can use when you meet with your counterparty to thus reduce the risks of problems or contingencies.



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[udd.cl/relaciones-internacionales](http://udd.cl/relaciones-internacionales)

# COIL CHECKLIST



- 1** Check the course **schedule** issued by the **foreign professor** to corroborate the unit where collaboration will take place.
- 2** Establish together the **purpose or purposes of the collaboration** and the impact it will have on students. Also take into account the time that students must dedicate to the project.
- 3** Establish the **activities** that will be performed by students based on the proposed goals and what the **collaboration deliverable** will be (presentation, paper, etc.).
- 4** Set a **start and end date** for the collaboration (taking into account holidays, vacations, exam weeks, etc.)
- 5** Define the number of **synchronous meetings** that will be held together, taking into account:
  - At least one kickoff meeting and another closing meeting.
  - The time when they will be held and potential time differences throughout the COIL (also considering eventual winter and summer time changes in each country).



# COIL CHECKLIST



**6** Define the **technological tools** that will be useful in the collaboration:

- The platform for synchronous meetings (Zoom, Meet, Microsoft Teams, to name a few).
- Functionalities of the platform that will be used.
- Additional technological resources like Blackboard, Padlet, and Kahoot.

**7** Establish **mixed work groups** comprised of students from both universities. It is recommendable for the group total **not to exceed 6 students** so that all participants can benefit from the interaction and an effective learning is assured. Also define whether the groups will be chosen by the students themselves or previously designated by the lead professors.

**8** Plan **synchronous work meetings** considering that:

- an **Icebreaker** activity should be held at the COIL kickoff meeting so that students have a chance to get acquainted and develop trust.
- each meeting must be structured according to **starting-development-closing activities**.



# DO YOU HAVE MORE QUESTIONS OR DO YOU WANT TO KNOW MORE ABOUT THIS METHOD?

## CONTACT US!!

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