**Collaborative Online International Learning (COIL)**

## **Initial Meetings Table**

Take the time to get to know your potential COIL partner and work through future collaboration details. Fostering a supportive and respectful relationship helps support an initiative meant to give the students a unique cross-cultural experience based on equal effort, enthusiasm, and dedication.

To help you to determine your final decision for partnership, the following table could be used as a guide to record information.

|  |  |  |
| --- | --- | --- |
| **Contact Information** | **USask Instructor** | **COIL Partner Instructor** |
| **Name** |  |  |
| **Email Address** |  |  |
| **Telephone Number** |  |  |
| **Institution /Faculty/Course Website** |  |  |
| **What language(s) are you fluent in?** |  |  |
| **Do you belong to any professional organizations/networks? Which one(s)?** |  |  |
| **Video Conferencing Platform Info.** |  |  |
| **Time Zone** |  |  |
| **Best day(s) and time to contact you for planning** |  |  |
| **PERSONAL QUESTIONS** *(in establishing an open line of communication; pick what works for you)* | | |
| **What brought you to teaching?** |  |  |
| **How would you describe your teaching style?** |  |  |
| **What is your university/school’s city like? Are you from this area?** |  |  |
| **Have you been to Canada? Where?** |  |  |
| **Why did you decide to do a COIL course?** |  |  |
| **What do you hope will be the biggest takeaway for the students?** |  |  |
| **COURSE CONTENT** | | |
| **Name of suggested course for the COIL initiative and the level of course?** |  |  |
| **Language(s) of instruction** |  |  |
| **If the language of instruction is not English, what resources might we use for translation?** |  |  |
| **Preferred term and specific months for the COIL.?** |  |  |
| **Preferred day and time for the COIL?** |  |  |
| **Goals you would like to achieve through this collaboration?** |  |  |
| **Suggested learning objectives or outcomes for this collaboration?** |  |  |
| **What aspects of your syllabus do you think would be ideal for collaborative activities?** |  |  |
| **Should we decide what aspects of our syllabi address the COIL collaboration?** |  |  |
| **Is there any topic of interest that you would prioritize for intercultural discussions?** |  |  |
| **How do you usually assess your students? How often do you assess?** |  |  |
| **Would you like us to develop a new form of assessment?** |  |  |
| **Would you prefer if we used our existing rubrics/checklists interchangeably?** |  |  |
| **What will the students be assessed on? (assignments, reflections)** |  |  |
| **TECHNOLOGICAL PREFERENCES** | | |
| **Have you taught many courses online besides online delivery during COVID?** |  |  |
| **Does your institution have a Learning Management System (LMS)? If yes, which one/s? Can external students access yours?** [USask doesn't allow outside users to access Canvas courses.] |  |  |
| **Do the students regularly use your LMS?** |  |  |
| **If no LMS, do you use any other software or technological tools in your classroom? If yes, which one/s?** |  |  |
| **Is there IT support to help facilitate ?** |  |  |
| **Do you have access to fast and reliable internet?** |  |  |
| **Will the students likely have access to fast and reliable internet in their homes?** |  |  |
| **Would your students use social platforms other than their usual choices?** |  |  |
| **COURSE CULTURE** | | |
| **Do your students meet face-to-face, asynchronous or synchronous online sessions?** |  |  |
| **Is the reading load heavy or light?** |  |  |
| **Are students typically participative?** |  |  |
| **ADMINISTRATIVE SUPPORT** | | |
| **Will you receive support from your school? If yes, from whom?** |  |  |
| **Is COIL new to your institution?** |  |  |
| **Do you have an international affairs office?** If yes, will they also be involved in the facilitation of this program? |  |  |
| **Might there be an opportunity for a study-abroad experience for your students?** |  |  |

## **Support and Assistance**

The University’s [International Office](https://vpresearch.usask.ca/contacts/our-offices/international-office.php) has staff available to support connection with partners in international research areas - international.office@usask.ca

For new and evolving COIL collaboration connect with the Gwenna Moss Centre for Teaching and Learning - [gmctl@usask.ca](mailto:gmctl@usask.ca)