The COIL Institute for Globally Networked Learning in the Humanities

General Institute Goals:

Thank you for your interest in applying to participate in this international initiative. The COIL Center has developed this Institute with the goal of helping institutions embed globally networked learning more deeply into humanities coursework. To accomplish this, we will train, facilitate, and support faculty members from two or more cultures who will work together to co-design, develop, and build multi-cultural online learning environments. Such globally networked learning environments (GNLEs) provide students with a virtual space in which they can benefit from international collaboration and knowledge building without travelling abroad.

Though some faculty members have managed to develop and implement GNLEs solely through their own initiative, increasingly it has become clear that a strong institutional support structure is needed to help sustain, as well as spread, these highly valuable student learning environments. In particular, there are three areas of faculty support which have frequently been keys to the success of past GNLEs. The first element has been the enlistment of the support and expertise of instructional designers, who can help faculty to navigate through the many digital technologies available to foster collaboration within their GNLE. The second element has been the participation and insight of international programs professionals who bring their cross-cultural and international expertise into the partnership building process. The last key area is having the support of a senior administrator (e.g. Chair, Dean, Provost, etc.) who has an understanding of how important these courses can be to enhancing campus internationalization efforts.

While understanding that faculty are at the core of the development and teaching of globally networked courses, for such learning environments to be successful and sustainable, it is essential that other team members have a full understanding of the pedagogical implications of these courses, as well as the types of support they need. As a result, rather than being simply focused on faculty alone, this Institute has been designed to help develop collaborative teams of faculty, instructional designers and/or international programs staff at colleges and universities across the nation who, with the support of senior administration on their campus, will partner to build GNLEs with peers abroad. Throughout the two-year Institute each member of the team will be provided with the skills and knowledge to help ensure the success of this and future GNLEs at their institutions. At the same time the Institute teams will help to bring awareness of this novel way of internationalizing the curriculum to their campuses.
Benefits and Expectations:

In late May 2011, successful institutional applicant teams will be selected and henceforth recognized as COIL Institute Fellows. In addition to the recognition of being selected to be part of this important national and international initiative, Institute Fellows will benefit from having most direct costs related to participating in this initiative paid for by the Institute. In return, there are also expectations of how the Fellows will participate and contribute throughout the duration of the Institute.

Once the institutional teams are selected, the Institute will commence with the establishment of a national social network of Institute Fellows and the distribution of reading lists and online resources. Fellows will be expected to spend approximately 2-3 hours per week engaging with these resources during the summer leading up to their chosen workshop.

In the fall of 2011, discipline-specific workshops will take place for all Institute Fellows. Travel to New York City, accommodations and some meals will be arranged and paid for by the Institute. Fellows are expected to attend all three days of their workshop and to actively participate in follow-up activities. Central to the period following the workshop will be an online course on globally networked learning that will build upon the workshops. We expect Institute Fellows to spend 4-6 hours per week on this course from the conclusion of the workshops through January 2012.

After the conclusion of the workshops and extending throughout 2012, Institute Fellows will commence designing and developing their globally networked course with their International partner. This process will be supported by the ongoing community of practice of practitioners from the Institute. This community will provide Fellows with a venue to discuss and share issues that may arise during course development. We anticipate that Institute Fellows will spend 2-4 hours per week to share information and their experiences during this period. In the fall of 2012, all Institute Fellows will launch their globally networked courses with partners abroad. As with the implementation any new course, we expect this will take considerable time on the part of Fellows.

Finally, in the spring of 2013, COIL will organize the Institute’s Capstone Conference, an international event providing the opportunity for Institute Fellows to report on their experiences, learn from those of the other Institute’s Fellows, and share this new knowledge with colleagues around the world. Again, travel to New York City, accommodations and some meals will be arranged and paid for by the Institute. To participate in the conference, Fellows will be expected to report on their Institute experience of teaching and/or supporting a globally networked course which will be published in conference proceedings to be distributed later in 2013.
Specific Application Guidelines:

We expect each team’s application to be unique, reflecting the varying roles of faculty, instructional designers and/or international programs staff on their team, as well as at their institution. The application requests information for at most four team members. While we will accept applications from individuals, because of the importance of a campus commitment for the success and sustainability of these courses, we highly encourage applicants to locate other team members with which develop their application and to work with throughout all phases of the Institute. Additionally, though we suggest possible roles for each team member (e.g. professor, instructional designer, etc.), we understand that these definitions may not fit your campus scenario. If this is the case, please be as specific as possible with respect to the role of each team member in relation to the course development within the required Statement of Purpose (See Additional Documentation section for details).

To assist applicant teams in the development of their application, we have provided line-item details for the application form, as well as instructions for additional documentation to be submitted with the application.

APPLICATION FORM

Section 1: Applicant Information

1.1-1.2 Institution Information: We require this information to verify that your institution is eligible under the terms of this grant which stipulates that applications must come from accredited U.S. higher education institutions and that their proposed courses should fall within the Humanities as defined by the 1965 National Foundation on the Arts and the Humanities Act.

1.3-1.6 Team Member #1 Information: Please provide this information for your team’s first faculty member.

1.7 Team Member #1 Workshop Information: Please select the workshop that you feel best fits your area of expertise and your prospective globally networked course. Please see the workshop dates and suggested humanities fields below to aid your workshop selection:

- **Freshman Foundations**: September 16–18, 2011  
  *Open to introductory courses in all humanities disciplines designed to internationalize the curriculum.*

- **Human Societies**: September 30–October 2, 2011  
  *Open to courses in the Social Sciences and related disciplines.*

- **Media Arts and Cultures**: October 14–16, 2011  
  *Open to courses in Film and New Media Studies; Musicology; Cultural Studies and related disciplines.*

- **Language and Literature**: October 21–23, 2011  
  *Open to courses in Writing Studies; Rhetoric; Language Instruction; Literature and related disciplines.*

- **International Studies**: October 28–30, 2011  
  *Open to courses in History; Political Science; International and Area Studies and related disciplines.*
1.8 Proposed Course Type: The Institute is open to faculty who are proposing to develop a new course as well as those proposing to modify an existing course.

1.9 Proposed Course Name (not required): The final or preliminary name for your proposed course.

1.10-1.13 Team Member #2 Information: Some teams may be comprised of more than one faculty member, who may be in the same or different departments, and who intend to develop a different course than team member #1. For this reason we have indicated that their information be provided in this section. If there is no such additional faculty team member simply leave this section blank.

1.14-1.16 Team Member #2 Workshop Information: If team members #1 and #2 (both instructors) are in closely related disciplines, please select the same workshop. However, if team member #2’s discipline is widely different than team member #1 (e.g. Literature and Sociology), then select the best suited workshop for your discipline. Please refer to workshop information provided at 1.7 in this guide.

1.17-1.20 Team Member #3 Information: Having instructional design and/or instruction technology support is often an essential component for the design and development of globally networked courses. Instructional designers typically have expertise in IT tools used to facilitate and support learning, such as learning management systems (e.g. Blackboard, Moodle, etc.) available on campus. If you have such a person on your team please include their contact information here.

1.21 Team Member #3 Workshop Selection: If your team includes one instructor, or two instructors attending the same workshop, then by default all other team members should also attend that workshop. However, if there are two faculty team members and they have indicated different workshop choices, then other team members must indicate which ONE of the two workshops they plan to attend.

1.22-1.25 Team Member #4 Information: Having an international programs staff member as a part of the team can be an invaluable way to leverage existing institutional partnerships to help locate an international faculty partner. Additionally, these individuals typically have cross-cultural expertise and can provide insights regarding collaborating with individuals from different cultures. Such team members may also be very helpful in framing your proposed globally networked course in regards to your campus’ internationalization initiatives which may help your team attain much needed senior administrative support. If there is such a professional on your campus who will participate in the Institute, please provide their contact information here.

1.26 Team Member #4 Workshop Selection: Please refer to item 1.21 in this guide.

1.27 Primary Contact for Application: Please select ONE team member to act as the primary contact for your team with the Institute’s staff throughout the application process.
Section 2: International Partner Information

2.1-2.7 International Partner Information for Team member #1: While it is not required to have definitively located an international partner with whom to collaborate, to be considered as an Institute Fellow, we expect that during the application stage significant steps to locate a partner will have been taken. In evaluating proposals we will give priority to those teams who have international partners already in place. Those who have not yet identified their international partner at the time of application will need to do so within a week of being notified of their team’s acceptance to participate in the Institute. There are a number of ways to locate a partner, some of which are detailed in our Faculty Guide for Globally Networked Course Development (available on the COIL Center website at www.suny.edu/global/coil). We encourage you to refer to this guide and/or contact the Institute’s staff if you are having difficulties locating a partner.

2.8-2.11 Team Member #1 - International Partner Relationship: These questions will help us learn more about this relationship in order to contextualize the proposed collaboration.

2.12-2.22 International Partner Information for Team Member #2: This section is only required if there is a second faculty member who intends to work with a different international partner than team member #1. For details, please refer to items 2.1-2.11 in this guide.

Section 3: Institutional Support

3.1-3.5 Institution Support Details: Although faculty members are often the initiators of globally networked courses, institutional support is usually critical for their success and sustainability. It is especially important in integrating such courses more widely into the institution’s accepted academic practices. For this reason, applications with clearly stated institutional support will be evaluated more positively in the selection process. In addition to completing this section, we encourage applicants to also seek a letter of support from a senior administrator at their institution (e.g. Chair, Dean, Provost, etc.). See Additional Documentation section for details. If your team has not yet secured official institutional support for their proposed collaboration, they should describe how this support will be attained over the coming months.

3.6-3.15 International Partner Institutional Support: The issue of institutional support is equally important for international partners, because the extended collaborations that these initiatives imply usually require negotiations between the institutional cultures involved. Differing institutional approaches to expected levels of student classroom interaction or different Learning Management Systems are examples of differences in institutional cultures that may require administrative engagement. Applications will be evaluated more positively if their international partner(s) has received support from a senior administrator at their institution (e.g. Chair, Dean, Vice-Rector, etc.). Again, this support is best provided through a letter. See Additional Documentation section for details..
ADDITIONAL DOCUMENTATION – Please see application checklist (page 8) for a list of all documentation

**Statement of Purpose (Required):** This 1-3 page statement from each team member is one of the most important elements of the application package. In general, each statement should describe the member’s contribution to the team in terms of their role and expertise. For faculty, this statement must also indicate the intended collaborative focus of the course(s) the team is interested in developing, and where they are in the process of conceptualizing an international joint course. We will also be interested to learn about prior use of technology in their teaching. How they have previously viewed their courses as contributing to the internationalization of their campuses or if their courses have been in any way linked to study abroad is also of interest.

As the Institute is largely focused on helping teams create and enhance a collaborative development process for globally networked courses at their institutions, we will NOT give priority to proposed courses whose integration is already highly evolved. Instead, we are more concerned that the team’s enthusiasm, commitment and focus on the intended outcomes of the proposed course be made evident in this narrative. We also seek to understand if the team members have experience working together in the past, and how they foresee their working relationship operating during the Institute. These narratives are only required from the American participants, but reference to the contribution of their international partners is welcomed.

**Curriculum Vitae (Required):** The CV must be no more than 3 pages.

**Letters of Support and/or commitment (Optional):** Letters of support should indicate that there is sufficient understanding from senior administrators (e.g. Chairs, Deans, Provost, etc.) and/or supervisors (e.g. Director of Online Learning or International Programs) of what is required to participate in the Institute in terms of resources and time.

**Course Syllabus (Optional):** If you plan to modify an existing course during the collaboration, the syllabus for that course may help us understand and visualize the course collaboration your team is proposing. If applicable and available, syllabi from all faculty team members as well as from their proposed international partners are encouraged. If a syllabus is not available, or if you plan to develop a new course, please provide a description of the course within each faculty team member’s statement of purpose.
Application Submission Procedure:

Applications will be accepted via email only. Completed applications will include two PDF documents, one of which will be the completed application form, and a second which should contain all supporting documentation (statements of purpose; CVs; letters of support etc.). Please use the following naming convention:

- Application Form: application-[name of institution].pdf (e.g. application-SUNYUlster.pdf)
- Additional Documentation: appendices-[name of institution].pdf (e.g. appendices-SUNYUlster.pdf)

If there is more than one application from an institution, please coordinate and number each application (e.g. application-SUNYCortland1.pdf).

Applications will be accepted at: COILInstitutInfo@suny.edu with the word Application in subject line.

IMPORTANT: Please send both PDFs in ONE email.

Application Deadline: April 29th, 2011

Note: All successful applicants will be notified by May 27th, 2011. Unsuccessful applicants will be notified during the month of June, 2011.
Application Checklist:

Required Documents:

- Completed Application Form
- Statement of Purpose from each team member
- CV for each team member

Optional (and encouraged) documents:

- Letter of Commitment from international faculty partner
- CV for each international faculty partner
- Letter of Support (Dean/Chair/Provost from home institution)
- Letter of Support (Instructional Designer/Technologist from home institution – if not a team member)
- Letter of Support (Dean/Chair/Vice-Rector from international partner institution)
- Letter of Support (Instructional Designer/Technologist from international partner institution)
- Course Syllabus (if existent)
- Course Syllabus from international faculty partner (if existent)
Application Help Resources

Still have Questions? Please refer to any or all of the following options:

- **FAQs:** You will find a page with frequently asked questions on the COIL Institute portion of our website at [www.suny.edu/global/coil](http://www.suny.edu/global/coil). We will continually add to that page to help clarify issues that occur throughout the application process.

- **COIL Faculty Guide to Collaborative Online International Learning:** To assist with the completion of this application, we encourage all team members to initially review the COIL Faculty Guide available at [www.suny.edu/global/coil](http://www.suny.edu/global/coil) to help in your development of how you intend to move forward as a team. Email [coillinfo@suny.edu](mailto:coillinfo@suny.edu) for the password required to open document.

- **Application Webinar:** The COIL Center will be hosting webinars to discuss the application and answer specific questions about the application procedure. Details regarding the webinar dates, times and login procedures will be announced on the COIL website by mid-January, 2011.

- **COIL Conference:** All Institute staff and workshop leaders will be in attendance and/or presenting at the 2011 COIL Conference to be held at the SUNY Global Center in New York City on March 31 – April 1, 2011. This conference will therefore provide a unique opportunity to meet those with whom Institute Fellows would potentially be working. The conference will also include an Institute information session where the application procedure and process will be discussed, and questions about the Institute will be answered. The session will be video recorded and made available on the COIL website for the benefit of those unable to attend the conference. More information is available on the COIL website.

- **Contact Us:** If you still have questions about the application or this grant, please email the Institute Coordinator, Melanie Wilson at [COILInstitutelInfo@suny.edu](mailto:COILInstitutelInfo@suny.edu).