COIL Institute for Globally Networked Learning

Jon Rubin, Institute Director
Melanie Wilson, Institute Coordinator
Today’s agenda

- Introductions
- About the Institute – five phases
- Applying to the Institute
  - Locating and securing an international partner with whom to collaborate
  - Garnering institutional support for your application
  - Completing and compiling the application
- Review and selection process
- Questions – Answers
Phase 1: Summer Reading and participation in online Institute Commons (June- Aug. 2011).

Phase 2: Workshops (Sept.- Oct. 2011).


Phase 5: Assessment and knowledge sharing via conference and articles (Jan.-Apr. 2013).
Applying to the Institute

We are looking for “teams made up of humanities scholars from across the United States, working with instructional designers and international education staff from their own campuses.” (COIL website).
More specifically...

- **A Committed Team that will:**
  - attend workshop
  - complete readings
  - engage and participate in the online training course.
  - develop and implement the globally networked course(s).

- **A Committed International Partner who will:**
  - work with the American university team in the development and implementation of the globally networked course(s).

- **Committed Administrators that will:**
  - support Institute Fellows
  - build a **sustainable** globally networked learning campus initiative upon the knowledge gained at the Institute.
Composition of Team

- Ideally, three team members with:
  - One or two faculty members.
  - An instructional designer who will provide pedagogical and technical support and/or
  - An international programs staff member (e.g. Director) who will help develop and international partnership and provide expertise related intercultural communication and dialogue.

Ideal teams will have two faculty members working with two separate courses.
Locating an International Partner

- **Existing network:**
  - Faculty colleagues
  - International Program Partner Institutions
  - Scholarly gatherings (conferences; seminars etc.)

- **Listservs:**
  - Search for possible partners
  - Request partner
  - Inquire within field
Securing an International Partner

- Gaining support from their institution
  - Letter of commitment and support from their dean/chair/supervisor and/or instructional design/technical team.

- Having them join us in NYC for workshop
  - Institute cannot pay for partner expenses, so indicating that these costs will be covered (either from your institution, their institution, or external agency) will help your application.

- Having them join workshop via video conferencing
  - What access and technology do they have available?
Garnering Institutional support

- **Letters of commitment and support** from dean/chair/supervisor etc. will help us ascertain how committed your institution is to the collaboration.

- Indicate the resources available at your institution (existing technologies, etc.).

- Indicate the expertise available within your team that will support your course development.
What should be in letters of commitment?

- Understanding of time required from team for project and stated accommodations (e.g. time release, available resources etc.).

- International partner support (e.g. arranging for and subsidizing face to face meeting, their attendance in workshop etc.).

- Additional stipend (if provided – NOT required).

- Intent to build **sustainable** globally networked learning campus initiative upon the knowledge gained at the Institute.
One person on your team should be designated as the primary contact.

This person should:
- Request information pre-application.
- Submit application.
- Be knowledgeable about the application, in the case where we need clarification regarding the application.

NOTE: Once applicants are successful and appointed as Institute Fellows, each fellow may inquire individually regarding Institute process etc.
Completing and Compiling Application

- Instructions available on COIL website.
  - 2 PDFs (one for the completed application and the other for all supporting documents)
  - Email COILInstituteInfo@suny.edu.

- **Tip:** Have your IT team member assist with the compiling of the documents preparing the final PDFs (*Note: this person does not have to be the primary contact*).
Meet with your institution team and create a team charter and application plan:
- how do you intend to communicate within the team?
- who is responsible for what components of the application?
- ...etc

Involve your international partner in the application process.

Let us know if you have questions or if you would like us to comment on a draft

**Note:** Drafts accepted no later than April 15\(^{th}\), 2011.
**Additional Resources**

- COIL Website ([www.suny.edu/global/coil](http://www.suny.edu/global/coil))

- COIL Faculty Guide for Collaborative Online International Course Development (password-protected PDF)
  - Need a password? Send an email to [coilinfo@suny.edu](mailto:coilinfo@suny.edu).

- COIL Institute Application Information Webinar: Monday, April 11th at 12noon EST. Details on website (Webinar Archive)
Questions?
Thank you for joining us and Good Luck with your Application!

– COIL