**Invitation and Guidelines for the submission of co-taught COIL Virtual Exchange case studies. Write to** [**jon@coilconsult.com**](mailto:jon@coilconsult.com) **to receive a fillable digital version.**

Jon Rubin and Sarah Guth, co-editors/co-authors of the book: **A Guide to COIL Virtual Exchange,** presently under development for Stylus Publishing, are seeking case studies of interesting and/or provocative COIL Virtual Exchanges. They seek creatively written case studies up to 1500 words in length. Selected cases will be included in the book as exemplars. Their first preference are case studies co-written by the teaching partners who offered the exchange under discussion because it is important to hear the voices of all parties involved, but they will consider all insightful proposals. Case studies of courses offered for multiple years or with different partners are also of interest.

**Proposals must be submitted by December 20, 2019, but we request that any instructor planning to submit a case study send us a short summary abstract by November 10, 2019, so we can gauge the level of interest and respond as needed.** Submitted proposals may be subject to additional editing based on comments from the co-authors of the book. One or two descriptive photos for black and white reproduction may be included. All case studies published in the volume will be appropriately credited.

The co-authors are also requesting specific information about the COIL exchanges with every case study, so it will be possible for readers to make direct comparisons of important variables between them. Below you will find forms that first ask you to complete information for each partner, and then to complete a form regarding your work together. These are then followed by some guiding questions for the narrative part of your case study. We look forward to your response!

If you have questions, and for submissions, please write to [jon@coilconsult.com](mailto:jon@coilconsult.com).

**\*\*\*Below is one table for each partner involved in the COIL Virtual Exchange. Please note that if your exchange involved more than two partners, you can highlight the entire table from “Partner 2 Info”, copy it and paste it below for as many partners as were involved.**

|  |  |
| --- | --- |
| **Partner 1 Info** | |
| First Name |  |
| Last Name |  |
| Institution |  |
| In what program, school or faculty are you based? |  |
| Name of course used in the exchange |  |
| How long is your semester and when did the exchange happen within the academic semester of your institution e.g. from the 3rd to the 7th week? |  |
| What was the number of your students who participated in the exchange? If this is different from the total number of students enrolled in your course, please explain. |  |
| What was the language of instruction of your COURSE and what was the general fluency level of students in that language in your class. |  |
| What was the language of instruction of your EXCHANGE and what was the general fluency level of students in that language in your class. |  |
| Was this your first COIL exchange? If not, please describe your previous experiences. |  |
| Did your institution provide professional development or instructional design support? If so, in what form? |  |
| Was this COIL Virtual Exchange supported in any other ways by university administration, deans, senior international officers, provosts, etc.? If so, how? |  |

|  |  |
| --- | --- |
| **Partner 2 Info** | |
| First Name |  |
| Last Name |  |
| Institution |  |
| In what program, school or faculty are you based? |  |
| Name of course used in the exchange |  |
| How long is your semester and when did the exchange happen within the academic semester of your institution e.g. from the 3rd to the 7th week? |  |
| What was the number of your students who participated in the exchange? If this is different from the total number of students enrolled in your course, please explain. |  |
| What was the language of instruction of your COURSE and what was the general fluency level of students in that language in your class. |  |
| What was the language of instruction of your EXCHANGE and what was the general fluency level of students in that language in your class. |  |
| Was this your first COIL exchange? If not, please describe your previous experiences. |  |
| Did your institution provide professional development or instructional design support? If so, in what form? |  |
| Was this COIL virtual exchange supported in any other ways by university administration, deans, senior international officers, provosts, vice-rectors, etc.? If so, how? |  |
|  | |
| **Information regarding the COIL Virtual Exchange** | |
| If the exchange was given a name different from the course names, what was that name? |  |
| Length of the exchange in weeks |  |
| Dates of exchange |  |
| If the classes were of different sizes, how was this managed by the co-teachers? |  |
| If available, what were the intended shared learning outcomes of the exchange for the participating students? Please provide a maximum of 3 and limit to 50 words per objective. | 1) |
| 2) |
| 3) |
| Briefly describe what took place in each week of the exchange. We have provided space for 7 weeks – you do not need to fill them all out if your exchange was shorter and you can add additional weeks by inserting rows if it was longer than 7 weeks. Please limit your summary of each week’s activities to 75 words. (writing spaces will expand as you input.) | Week 1 |
| Week 2 |
| Week 3 |
| Week 4 |
| Week 5 |
| Week 6 |
| Week 7 |
| What online tools were most used in the collaboration, both in and outside the classroom? |  |
| What percentage of the student’s overall grade was the exchange work - or was that work pass/fail? |  |

**Your Case Study Narrative**

Below are prompts for your case study narrative, but we also encourage you to give your case a particular focus and a title. Please use the questions below as ‘food for thought’ in writing your piece, but you do not need to specifically answer all. Feel free to emphasize what was most revealing and transformative.

1. Did the students know they would be involved in a COIL Virtual Exchange when the course started, or did they learn that only after the class had begun? What was their reaction at the outset?
2. Which activities most engaged students? Which were most problematic?
3. Was formative or summative assessment integrated into the exchange? If so, what feedback did it provide, and did it affect students’ grades/marks? Was the assessment approach the same on both sides or different? How did you evaluate group work?
4. How did you integrate the exploration of intercultural issues into the activities you planned for the exchange? Were there instances of (inter)cultural conflict or learning encountered by your students that you had not expected?
5. Was connectivity/technology a major problem? If so, were these problems overcome and, if so, how?
6. How often did the teaching partners communicate during the exchange and by what means? Was this dialogue successful or would you make adjustments if you were to repeat the exchange?
7. How would you summarize the results of this exchange?
8. Do you think the exchange will be offered again (or maybe it has already)? If so, what changes were made to improve the VE from one iteration to the next? What issues might exist with establishing it as an ongoing offering?