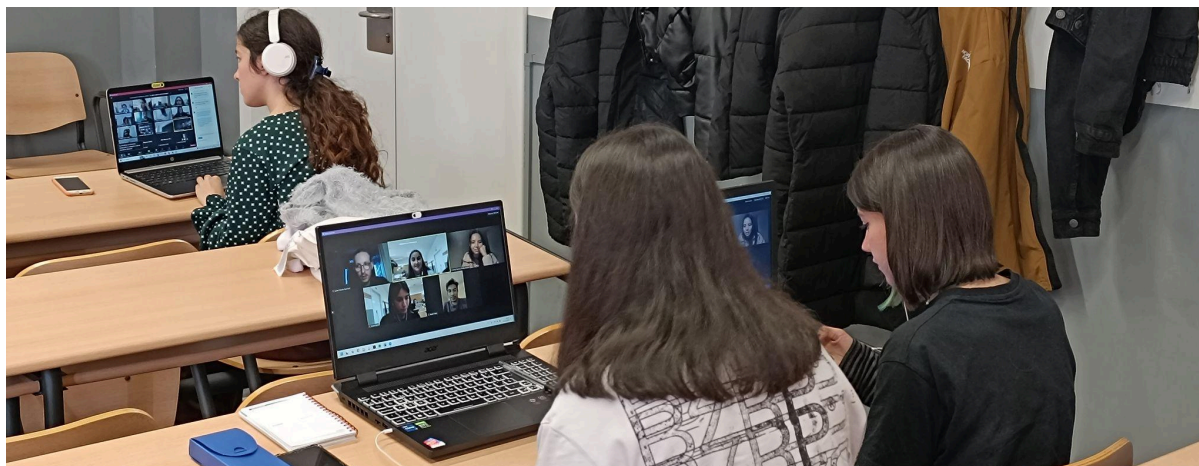# PLANNING YOUR COIL/VE PROJECT

Do not write on this worksheet. Make a copy of it and then save it using 'your name' as the title. Or you can also download it as a word document.

The aim of this worksheet is to help you to plan a basic COIL project which you could use in your own classes in the future.

What class/subject will you involve in this project?

Step 1: What will the main objectives be? (For inspiration, look at some of the COIL outcomes in this database.)

Objective Type	Your course objectives	Related frameworks
Objectives related to your subject area	Students will learn how to… Students will develop their ability… Students will gain an understanding of…	
Objectives related to Global citizenship / intercultural competence		The Council of Europe's Competences for Democratic Culture - and Descriptors of the competences

		The OECD PISA global competence framework 17 Sustainable Development Goals (SDGs) Crossculture Toolkit
Objectives related to digital competence and soft skills		European Commission's DigiComp framework Soft skills framework

Step 2: What would be the **profile of the partner class(es)** which you would ideally like to work with?

Step 3: VE's usually have a three-task sequence. Describe **briefly** the three tasks which you would ask your students to complete with their partners. Remember you can see examples of tasks in this document.

Task category	Task Description
Introductory task	
Comparative task	
Collaborative task	

 You can share your tasks for feedback with the rest of the group on this Google Slides deck.

Step 4: What digital tools would you prefer to use? (See a collection of tools for collaboration here.) Consider your project homebase and student communication tools.

Step 5: How would you assess the VE?

What assessment tools would you use - portfolios/ class presentations / essays?

What assessment criteria would you use?

What 'credit' / % of final grade would the VE have in your class?

Step 6: Write a short (500 word) overview of your VE project. Use these starting points to help you:

This COIL project is aimed at students of…[subject areas]
In this COIL project students will collaborate together online to…investigate/compare/create…
The main aims of this project is to develop their [knowledge/skills]
The exchange will last X weeks… and will run from … until…
Students will collaborate using…[tools] and will meet online…[how regularly?]

Step 7: Writing your first email to find a partner:

- Introduce yourself – your name, subject area and institution
- Explain why you are writing – looking for a partner for a COIL Project to do in the next semester
- Explain briefly what COIL is
- What would be the theme of the Exchange Project?
- Explain – both our institutions are part of Ulysseus European University– Potentially there is Seed Money available to organise a meeting
- Are they interested? Would they like to have an online meeting next week?