

Virtual Exchange/COIL Proposal Application

Collaborative Online International Learning (COIL)

Please complete the following application and follow submission instructions for full consideration.

* Required

* This form will record your name, please fill your name.

Call for COIL Proposal Winter/Spring 2025 and Beyond

This call is for courses running Winter or Spring 2025 (or beyond) and is due October 11, 2024. These courses can be in any academic discipline and may run for a full semester or shorter modules within a course. Proposals will be reviewed by a newly created standing Internationalization Council committee for approval. Successful proposals will receive:

1. A stipend for the DU applicant faculty member;
2. Individualized support for both the DU and COIL partner faculty member in design and implementation of the course or module through the Office of Teaching and Learning and;
3. Opportunity to apply for up to \$2500 to support the DU faculty member in traveling to visit the COIL partner and/or program-related expenses.

This form was adapted from a version created by DePaul Universities with their permission.

Section 1: About you and your partner

Name of Applicant and Affiliation

1

Name *

2

Department/School (if applicable) *

3

College: *

4

Email *

5

Applicant's qualifications and experience

Language proficiency: *

6

Previous international experiences: *

7

**Have you implemented a Virtual Exchange/COIL project before (Yes/No)?
If "Yes" answer questions 8-17 ***

Yes

No

8

How many VE/COIL projects have you implemented with the same partner?

9

How many VE/COIL projects have you implemented with different partner?

10

Using the following table as a guide please answer questions 10-17 to indicate when you implemented each VE/COIL (starting with the most recent), in which University of Denver (DU) course, and with which institution?:

Download the table at this link: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:1dc94164-660f-3786-bf3e-ce5bcc974581>

	Project 1	Project 2
Quarter/Academic Year		
DU Course Name/Number		
Partner Institution (Name, City, Country)		
Partner Faculty (Name, Email)		

**Project 1
Quarter/Academic Year**

11

**Project 1
DU Course Name/Number**

12

**Project 1
Partner Institution (Name, City, Country)**

13

**Project 1
Partner Faculty (Name, Email)**

14

**Project 2
Quarter/Academic Year**

15

**Project 2
DU Course Name/Number**

16

**Project 2
Partner Institution (Name, City, Country)**

17

**Project 2
Partner Faculty (Name, Email)**

18

Name of Partner Faculty Member and Institutional Affiliation

Name: *

19

Title/Rank: *

20

Department/College/School (if applicable): *

21

Institution Name: *

22

Institution City and Country: *

23

Email: *

24

Partner faculty member's qualification and experience

Language proficiency: *

25

Previous international experiences: *

26

**Has your partner faculty implemented a virtual exchange/COIL project before (Yes/No)?
If "Yes" please answer Question 27 ***

Yes

No

27

Briefly describe this experience.

28

Brief description of the relationship between the DU and partner faculty member

Describe briefly the nature and history of your relationship with the partner faculty member. *

Section 2: About your VE/COIL project

DU Course targeted for VE/COIL

The course you are considering for your VE/COIL project must be a course that has been approved by the curricular approval processes of your academic unit. You are strongly encouraged to consider a course with a solid enrollment history.

29

Course prefix and number: *

30

Course title: *

31

Typical Delivery Method *

Face to Face

Online

Blended

32

Anticipated cohort size *

33

Target date for first COIL implementation (please include academic year and term when you plan to implement this COIL project for the first time): *

34

Partner Course targeted for VE/COIL

Course title: *

35

Course description: *

36

Delivery Modality *

Face to Face

Online

Blended

37

Anticipated cohort size: *

38

Scheduling information (Including evidence of feasibility of target date based on partner's institution scheduling): *

39

Consideration of key factors

Give a detailed and thorough description of how your proposed COIL activities address the following key factors and how you intend to prepare your students:

Language (please address potential differences in language proficiency): *

40

Cultural differences: *

41

Time zone difference and Modality Considerations (async/sync/hybrid): *

42

Student Accountability (how will you and your partner keep students accountable for completing the COIL project): *

43

Awareness of technology issues: *

44

Difference in academic calendars: *

45

Total length of project and length of each phase:
 Using the following table as a guide, please complete questions 45-49
 Download the table at this link: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:49decba5-a546-3ea6-8063-c69de7d20d2f>

Phase	Length (fill in below, total weeks)
Preliminary community and empathy building phase	
Comparative Discussion and organizing Groups/Teams/Pairs	
Collaborative Group work and problem solving	
Presentation, reflection and conclusion phase	
Total length of the project (must be at least 4 weeks)	

Preliminary community and empathy building phase *

46

Comparative Discussion and organizing Groups/Teams/Pairs *

47

Collaborative Group work and problem solving *

48

Presentation, reflection and conclusion phase *

49

Total length of the project (must be at least 4 weeks) *

Section 3: Learning Outcomes

Learning outcomes, activities of the proposed VE/COIL project and their assessment

Best practices suggest that a successful VE/COIL project should have learning outcomes that span both the subject matter of the course and intercultural competence. To map these onto DU's broad learning outcomes visit this link: <https://academicaffairs.du.edu/about/learning-outcomes>

Using the table below as a guide, please list the learning outcomes, the activities meant to meet those learning outcomes of the proposed VE/COIL project and how they will be assessed or what deliverable will be produced in questions 50-52. Please provide a brief explanation for each and list by number so the Learning Outcomes, Activities, and Deliverables are connected. Download the table at this link: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:ac5daf36-cf8d-35eb-b420-7aa11ea1f18e>

Learning Outcomes	Activities for learning outcomes	Deliverable or assessment method

50

Learning Outcome:

*

51

Activities for learning outcome:

*

52

Deliverable or Assessment method

*

53

Future Collaboration

Describe possible future plans for the planned collaboration, including repetition of this VE/COIL: *

54

Can/will it be possible to incorporate a short-term study abroad program with the VE/COIL activities? *

Section 4: Additional required documents

Statement of Commitment

Please obtain a letter of commitment from your faculty partner and submit it with this application. The letter must include:

- a clear statement of commitment to the COIL project,
- information about their course (name/number) in which COIL will be implemented,
- proof of awareness of the tentative timeline of implementation of the COIL.

A Note on Funding

Funds to support the initial design and implementation of your VE/COIL project may be available. The main purpose for VE/COIL funding is to strengthen the relationship between the two faculty members by supporting the DU faculty member visit the partner institution, with the goal of improving the student experience through the collaborative VE/COIL project. VE/COIL funds are not aimed at supporting faculty research activities, which may be pursued through different funding channels. If you are interested in applying for funding, please check the box below and complete Section 4. Both the funding application and VE/COIL application must be submitted at the same time to casey.dinger@du.edu by the respective deadline).

55

I am applying for VE/COIL-specific programmatic funding.

*

Yes

No

Section 5: VE/COIL Project Funding Request

Part 1. VE/COIL Funding Guidelines:

In addition to awarding the initial \$500 as an individual stipend for successful proposals, the Internationalization Council committee may approve funding for eligible expenses (see below) for the first implementation of a proposed VE/COIL up to \$2500.

Admissible COIL-related expenses:

- Travel expenses to visit partner faculty/institution as follows:
 - Round trip airfare (economy class)
 - Hotel stay up to five nights maximum
 - Local transportation (e.g. train/taxi between airport and hotel).
- Purchase of technology specifically needed for implementation of project, such as a headset or a webcam (up to \$100/each).
- Purchase of other specific learning materials required for project.
- If appropriate for the COIL project, up to \$200 of the available funds can be used for relevant site visits, such as an entry fee to a historical site.

Non-Admissible VE/COIL-related expenses:

- Laptops/tablets/iPads
- Daily meals or alcohol
- Textbooks
- Equipment, materials or travel for partner faculty/students

Usage of funds:

- Funds will only be available for usage within 18 months from the proposal approval date.
- COIL funds are disbursed only in the form of reimbursement to the DU faculty member for admissible, pre-approved expenses related to the project. All purchases must be made by the DU faculty member only. Reimbursement will be made upon the submission and approval of appropriate documentation.
- If approved by the Internationalization office and the budget allows for it, travel for the DU faculty member to visit partner institution is allowed (certain visa restrictions may apply for non-US passport holders).
- COIL funds cannot be used for purchasing flight insurance or flight cancellation insurance.
- University P-cards cannot be used for COIL related expenses.

Important notes:

- The Office of Internationalization reserves the right to deny reimbursement for non-eligible expenses. If you are unsure of the eligibility of a planned expense, please contact Mike Marquez mike.marquez@du.edu.
- Purchases of any durable goods will be considered as additional taxable income and as such, subject to applicable tax withholding. Such withholding will automatically take effect upon processing of the reimbursement.

56

Part 2. COIL Funding Application:

To apply for COIL funding, please answer questions 56-63 below:

Budget Narrative

For this section please provide details of your project budget including the breakdown of costs for each of the categories listed. For any expenses not related to the travel costs you will need to define the expense and explain how they are necessary for the project. This narrative will align with and explain the total costs listed in questions 57-63 of this section

Airfare and Lodging.

Below are examples of how to list the breakdown for each individual flight and the cost of hotels. We are looking for details in these areas.

Flight: Denver to Copenhagen - 1 ticket \$1500
Hotel: 5 nights in Copenhagen - \$157 per night x 5

Ground Transportation

For the costs of food and ground transportation, you do not need to breakdown the details and can provide an overall estimate.

Miscellaneous Expenses and Site Visit Fees

For these categories please provide details explaining the total cost listed in the aligned question. This would include defining the specific costs or fees and how they are related to the project.

All costs must be included and itemized in this section. The details should include the following:

- 1) the type of expense
- 2) the estimated cost for each expense
- 3) the rationale for each expense (how will the expense enrich the student experience through the collaborative COIL project).

57

Total Amount of Funding Requested

58

Airfare Expenses

Please list the total dollar amount for airfare.

59

Lodging Expenses

Please list the total amount for hotel expenses.

60

Ground Transportation

Please list the total amount for all ground transportation costs.

61

Miscellaneous Expenses

(Including allowable technology and learning materials listed above in admissible expenses)

Please list the total amount for this category.

62

Site Visit Fees

Please list the total amount for hotel expenses.

63

Additional Funding details:

Faculty whose COIL is approved and successfully implemented at least once are eligible for additional funding as follows:

- \$300 for each additional iteration of the COIL, up to 2 additional running (e.g., up to \$1100 total for the 1st, 2nd and 3rd running)
- The subsequent \$300 will be awarded in the form of a one-time payment to the DU instructor, administered by the office of Internationalization, once the following occurs:
- The faculty member completes the "DU Faculty Survey," administered by the Office of Internationalization via Qualtrics, within 1 month after each COIL iteration; and
- The faculty member attends the required debriefing session (with the COIL team) after each COIL iteration.

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

