

Checklist for Students: Collaborative Online International Learning (COIL)

This checklist is designed to help you organize your collaboration on the COIL project effectively from the very beginning. It will help you clarify expectations, avoid misunderstandings, and structure your international group work. Stay curious and share your observations throughout the collaboration.

Here's how to use the handout:

The checklist provides you with questions and suggestions for organizing your group work, but you don't have to work through them in this document itself. For all phases of the collaborative work, you should designate two people at the beginning to fill the following roles:

- Moderation: One person acts as the moderator and guides the group through the checklist.
- Documentation: Another person is in charge of documentation and records your results for the group – for example, in a shared document.

Pay attention to the time and setting notes (🕒) at the beginning of each section. They'll show you when to work on each section and whether to complete it on your own or as a group: At the beginning, each person works on Section I individually; Sections II and III are completed together as a group; and the final reflection (Sections IV and V) is done individually first and then, optionally, together again.

🕒 Section 1: Start of the collaboration

Each person will first work on and document this section on their own.

You will then share your answers with the group.

Please allow about 15 minutes for this.

I) Getting to Know Each Other & Expectations

Getting to Know Each Other in Person

- ☐ How would I like to be addressed?
- ☐ How are seminars or group projects typically conducted at my university?
- ☐ What experience do I already have with international collaboration?
- ☐ What interests, strengths, and skills do I bring to the table?

Expectations for the Collaboration

What is important to me when it comes to working together? What do I hope to get out of the group?

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Section 2: Organization of the Group

You will work on Parts II) and III) together. The facilitator will guide you through the questions, and the note-taker will record your results.

Please allow about 15 minutes for this.

II) Organizing Communication

Communication Channels

- ☐ Which platform will we use to communicate? (e.g., Teams, Zoom, email, etc.)
- ☐ Which platform will we use for shared documents? (e.g., TaskCards, Sciebo)
- ☐ Who will create the group or shared workspace, if applicable?

Connectivity

- ☐ Which time zones and times of day are relevant to us?
- ☐ When are we usually easy to reach?
- ☐ What do we do when we have urgent questions?
- ☐ How do we stay informed if someone is unavailable on short notice?

III) Planning Collaboration

Organization of Group Work

- ☐ Will we also meet outside of the regular meeting?
 - ☐ Yes
 - ☐ No

If yes:

- ☐ When? ☐ How often? ☐ What is done together, and what is done individually on an asynchronous basis?

Division of Responsibilities

- ☐ Who is responsible for which tasks?
- ☐ How do we document our results?
- ☐ Who keeps track of deadlines?

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Section 3: Following the collaboration

The final reflection takes place after the group work. Part IV) is to be completed individually first. Afterward, you can discuss your thoughts as a group and work on Part V) together.

Please set aside about 10–15 minutes for this.

IV) Reflection

What strengths was I able to bring to this collaboration? What will I take away from this experience for my future studies and personal growth?

V) Evaluate the collaboration

Give feedback

- ☐ What were our different expectations for the group work?
- ☐ What went well in our collaboration?
- ☐ What was challenging?

Collaborative Learning & Intercultural Perspectives

- ☐ What did we learn from each other?
- ☐ What similarities and differences did we notice in our day-to-day student life?
- ☐ How did we deal with language-related uncertainties?
- ☐ What would we do differently next time?
- ☐ What advice would we give to other students regarding international group work?