

Quick COIL Checklist

A short Guide for Designing Your First COIL

ALIGNMENT & PARTNERSHIP

- I have identified a partner teacher (or used a matchmaking tool such as NEOLink).
- We clarified roles (initiator / partner) and expectations.
- Our academic calendars overlap for at least 3 – 6 weeks.
- The collaboration scope is realistic for a first COIL.

LEARNING DESIGN

- We defined clear academic learning objectives.
- We included intercultural and collaborative skills.
- Students must co-create a shared output.

STRUCTURE & TOOLS

- We selected accessible digital tools (synchronous + asynchronous).
- We agreed on milestones and deadlines.
- Responsibilities for grading and communication are clear.
- Students will receive a structured introduction.

STUDENT PREPARATION

- An icebreaker activity is planned.
- Students will establish communication norms.
- Intercultural differences are framed as learning opportunities.

IMPLEMENTATION & SUPPORT

- I know how to monitor team progress regularly.
- I have a plan for handling silence or unequal participation.
- Time zone challenges are considered.

ASSESSMENT & REFLECTION

- Assessment includes both product and process.
- Students complete a short reflection.
- Partner teachers plan a debrief meeting.

Before launching, confirm:

- The task is manageable.
- The collaboration is structured.
- Expectations are transparent.
- Reflection is included.

If all four are checked, you are ready to implement your COIL!