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Kirsten M. Anttila



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## International Cooperation via the Internet: Challenges and Opportunities - Materials by Kirsten Anttila.

Kirsten Anttila has worked with international cooperation via the Internet for many years. This material can be used as inspiration for further reading.

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## TEACHER INTRODUCTION

It is vital for an international CSCL project that there is a good and trustful relationship between the collaborating teachers. Such a relationship is built on knowledge and respect for the partner and the conditions under which he or she works. At times collaboration has capsized because information about the colleague or the conditions under which he or she works has been insufficient or lacking.

Some teachers find it a little awkward to present themselves virtually, so hopefully the suggestions for topics can be of help. It is of course up to you and your colleague to decide which of the following topics you feel relevant to include in your mutual introduction.

	Questions	Your comments
Information about yourself	Your name	
	Your professional background	
	How long have you worked at your school/institution?	
	Which subjects do you teach and in how many classes?	
	How many hours a week do you teach?	
	Do you teach in the morning?	
	Do you teach in the afternoon?	
	Do you teach your students over several years or just for one year?	
	Which age group do you teach?	
	Are there several age groups in your class?	
	Your private life. What do you think could be of interest for your partner to know about your private life?	
	Other?	



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<b>Information about your students and your class</b>	Your students' professional competencies in the subjects that will be involved in the project?	
	Your students' ICT competencies?	
	Are your students participating in the planning of the content of the lessons?	
	How do your students address you? First name? Family name?	
	Your class' timetable and calendar for 2013/14?	
	Your students' competencies in English?	
	Other?	
<b>Information about your school/ Institution</b>	Which type of school/institution do you teach at? (primary/secondary/vocational/other)	
	How many students are there at your school?	
	What is the average number of students in each class?	
	How many teachers are working at your school?	
	How do you organise the work at your school? (Team work? Interdisciplinary work etc.)	
	Have you got some special traditions at your school?	
	Have you project weeks/exam periods/etc.? Time?	
	Do you have a dress code at your school?	
	What is the situation concerning technology? Hardware software, knowledge in using IT? etc.	
	Other?	



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## Stages in an International CSCL Project

1. <b>Individual preparation and planning and with artists</b>	<b>Status</b>	<ul style="list-style-type: none"> <li>• What have the students accomplished until now?</li> </ul>
	<b>Project idea</b>	<ul style="list-style-type: none"> <li>• Which skills and competencies professionally and socially do you wish to enhance?</li> <li>• Use of mind map</li> <li>• Project topic and type of project</li> </ul>
	<b>Partner finding</b>	<ul style="list-style-type: none"> <li>• Partner finding</li> </ul>
2. <b>Mutual preparation and planning with artists and partners</b>	<b>Teacher introduction</b>	<ul style="list-style-type: none"> <li>• Exchange of information</li> <li>• Golden rules</li> </ul>
	<b>Choice of methods etc.</b>	<ul style="list-style-type: none"> <li>• Use of mind map?</li> <li>• Work out a common project description</li> <li>• Agree on how to share knowledge and how to use each other as resources</li> <li>• How to exchange and present the information and results – which platforms to use?</li> <li>• Classroom management</li> <li>• Information to colleagues, management, and parents about the project</li> </ul>
3. <b>Project period</b>	<b>Student introduction</b>	See the brochure: 'The Image of the Other' and <a href="http://www.espNet.eu/image/Student%20pages/">http://www.espNet.eu/image/Student pages:</a>
	<b>Project period</b>	<ul style="list-style-type: none"> <li>• Project plan/ work plan</li> <li>• Project timeline</li> <li>• Deadlines</li> <li>• Ongoing evaluation</li> </ul>
	<b>Finalizing the project</b>	<ul style="list-style-type: none"> <li>• Final evaluation</li> <li>• Status of the project</li> <li>• Dissemination</li> </ul>

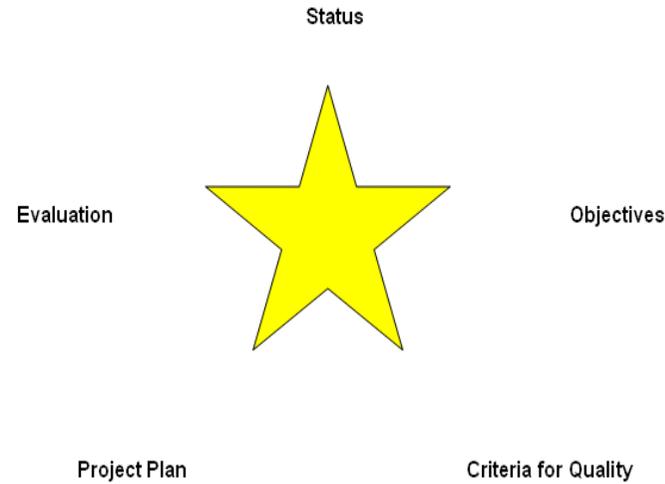


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### The Star of Quality



The idea behind introducing the Star of Quality is to use a tool that hopefully can give you an overview and assist you in structuring a collaborative project. The work with the Star of Quality shall not only be seen in the light of the learning- teaching aspect, but also in relation to colleagues at your own school, international partners and others who take part in the CICLO project.

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## Status and objectives...

In the following the concepts behind the points of the Star of Quality will be dealt with a little further. Of course it is up to you and you colleagues to decide whether to use these questions. If you already have a partner an exchange of notes may give both you and your partner an impression of the intentions and expectations that you both have at this very early stage of the collaboration.

		Your notes
<b>Status</b> Which prerequisites do your students have regarding the proposed CICLO collaborative project?	<ul style="list-style-type: none"> <li>• Former participation in an international project?</li> <li>• Former participation in a virtual project?</li> <li>• The students' IT competencies?</li> <li>• Number of years your students have been taught the subjects that are to be involved in the CICLO project?</li> <li>• Experience in working with guest teachers (here artists)</li> <li>• Number of years your students have been taught English that might used for the communication in the CICLO project?</li> </ul>	
<b>Resources</b> Which resources have you got at your disposal?	<ul style="list-style-type: none"> <li>• Access to IT support?</li> <li>• Support from head teacher and colleagues?</li> <li>• Artists?</li> <li>• Other?</li> </ul>	
<b>Objectives</b> Which skills and competencies do you wish to enhance during the CICLO collaborative project?	<ul style="list-style-type: none"> <li>• The students' proficiency in the subjects that are involved in the CICLO topic</li> <li>• The students' IT competencies?</li> <li>• The students' intercultural competencies?</li> <li>• The students' ability to collaborate with their foreign partners, classmates, artists? (social competencies)</li> <li>• The students' linguistic competencies</li> </ul>	



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	<p>English)?</p> <ul style="list-style-type: none"> <li>• Other?</li> </ul>	
<b>Criteria for quality</b>	<ul style="list-style-type: none"> <li>• What are your criteria for a successful CICLO project concerning: subjects, social competencies, student collaboration, teacher collaboration, collaboration with the artists...?</li> <li>• Other?</li> </ul>	
<p><b>Work plan/ Project plan</b></p> <p>A good planning is an essential basis for the benefit your students' should get from participating in the CICLO project.</p>	<p>Try to write down some of the thoughts you have about yours and your students' obligations in regard to planning and running the project.</p>	
<b>Evaluation</b>	<p>What to be evaluated – and how?</p> <p>Does the evaluation take place</p> <ul style="list-style-type: none"> <li>• In the classroom only?</li> <li>• As a common evaluation with your partner</li> <li>• As a common evaluation with the artists?</li> <li>• Or?</li> </ul>	



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## Golden Rules

Things worth considering before you start an international collaborative project.

### Communication

- E-mail, www, chat, mobile, Smartphone, Skype, Facebook, YouTube, Twitter etc.

### IT

Before you start collaboration:

Are your students sufficiently familiar with how you use the following facilities and equipment?

- text format (e.g. doc, rtf) format for images (e.g. gif, jpg)
- word processor – copy/paste/insert text, images
- send and receive e-mails
- send and receive attachments (text, images and sound)
- scanner and digital camera
- PDA (Personal Digital Assistant)
- electronic white boards (with communication facilities)
- (produce) web pages
- chat rooms, use of e.g. Messenger
- Skype
- .....

### IT support and training

Have you considered whether you have

- Access to local IT support?
- Received some training in basic IT skills for both you and your students, before the project starts?
- Tested and trained your students in the use of the e-mail systems together with your counterpart?
- Given your students instructions on how to organise the naming of files. For example the student's name or initials, class, topic etc. and why it is essential to organize the exchange of messages well?



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## Planning of and running a collaborative project using e-mail, Internet etc.

How will you consider the following?

- How long before you start the actual project involving your students, will you negotiate and plan the project with your partner school/s?
- Is it relevant to make allowance for holidays and exams - and why!
- Have you considered and negotiated with your colleague about how much time you both will allocate for the collaboration?
- Have you negotiated about frequency of exchange of letters/images/music with your partner school?
- Have you agreed with your counterpart on the extent to which you will be correcting the students' work?
- Have you made agreements on how you keep each other informed about irregularities like illness, technical problems, when and how to run the project etc?

## Netiquette

Which agreements will you make with your students and your partner?

- About rules for the conduct in connection with the receipt of a letter/film/images?
- About rules or agreements on the use of improper words or phrases?
- On how to tackle the receipt or reaction on criticism?
- On how letters written only in upper case can be interpreted by the receiver?
- On whether you can use of irony and sarcasm in a written message?
- On whether you should send replies while you are still 'hot under the collar' = angry ('flaming')?



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## How International is your Institution?

Here are some questions that may be of help for you to uncover where your institution stands concerning international collaboration.

	Questions	Your comments
Management and Board of Directors	What is the attitude on the part of the management and the board of directors concerning implementation of the international dimension?	
	Has the institution an international strategy, objective and action plan for the international collaboration?	
	Are resources set aside for the international work?	
	Has the institution somebody who is responsible for the international activities at your school?	
	Has the management been on a study visit abroad?	



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<b>The Staff</b>		
	Does the institution invite guest teachers from abroad?	
	With how many institutions abroad does the staff/ management exchange information/materials?	
	Do the teachers have the necessary tools, like command of foreign languages, ICT, intercultural competencies or project management?	
	How many teachers have been on study visit abroad?	



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Students	Do the students work with international aspects and topics?	
	Have the students at your institution benefited from visits by guest teachers or visits from abroad?	
	Do the students at your institution collaborate with students from other countries?	
	Have the students at your institution paid visits abroad or been on exchange visits?	
International Collaborative Partners and Networks	With how many institutions does your institution run collaborative projects?	
	Is your institution part of an international network?	

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## Project plan / Work plan

<i>Activity</i>	<i>Actions to be undertaken?</i>	<i>When to do what?</i>	<i>Who is responsible for what?</i>
<i>Preparatory planning between the participating teachers from your own school.</i>			
<i>Preparatory planning between all teachers taking part in the CICLO project.</i>			
<i>Mini courses in ICT – if necessary</i>			
<i>Holidays, exams, other</i>			
<i>Date for the start of the CICLO project</i>			
<i>Date for the closing of the CICLO project</i>			
<i>Arts Education Week</i>			
<i>Other agreements to be made?</i>			



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**Evaluation**

<i>Activity</i>	<i>Actions to be undertaken?</i>	<i>When to do what?</i>	<i>Who is responsible for what?</i>
<i>Use of Logbooks?</i>			
<i>Choice of evaluation</i>			
<i>Evaluation with the students (logbooks?)</i>			
<i>Evaluation by the teachers at own school. (logbooks?)</i>			
<i>Evaluation of the project between all partners based on the chosen evaluation indicators</i>			
<i>Other agreements?</i>			

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**Status by the End of the CICLO project**

**Status concerning your students' learning?**

Selected issues	We fulfilled the objectives	We failed to fulfil the objectives	Comments
Knowledge and Understanding			
Skills and competencies			
Values and attitudes			
Creativity and entrepreneurship			
Other?			