

COIL assignment instruction 2

This is a revised assignment example. Hyperlinks & identifying information has been removed

Making Communication Work: United States & Mexico

Review This Document Carefully, As It Includes Everything You Need To Be Successful

Making Communication Work: United States & Mexico	1
1. What Is COIL?	2
2. Instructor Contact Information	2
3. Questions & Announcements	2
4. Project Objectives & Learning Outcomes	2
5. Project Details & Helpful Tips	3
Why This Project Matters	3
6. Project Timeline & Important Dates & Links	3
Week One: Meet Your Team & Introduction Activity (Due April 25)	3
Week Two: Strategy Selection & Progress Check #1 (Due May 2nd)	3
Week Three: Team Work Week & Progress Report 2 (Due May 9th)	4
Week Four: Team Work Week & Material Creation	4
Week Five: Final Presentations & Final Reflections (Due May 23rd)	4
7. Project Grade Breakdown & Specific Assignment Details	4
Personal Introductions (Week One)	5
Connection to Communication Focus Area (Week Two)	5
Communication Focus & Strategy Assignment Details (Week Two)	5
What Is a Communication Strategy? (Example)	6
Intentional Communication Activity (Week Three)	6
What Should This Activity Look Like?	6
Communication Playbook, Infographic, and Presentation Details (Weeks Four & Five)	7
Communication Playbook	7
Infographic	8
Recorded Presentation	8
Suggested Team Roles	8
General Padlet Posting Instructions	8
Accessibility & Inclusivity Expectations	9
End-of-Project Closure	9
8. Reflection Prompts & Connection to Learning (Week Five)	10
9. Project Checklist General Rubric	10
12. Attendance & Participation Expectations	11
13. Peer Feedback & Accountability	11
14. Advice For Working On International Teams	11
15. What If...? Troubleshooting Guide for Teamwork	12
1. What if a teammate doesn't respond or participate?	12
2. What if we can't find a meeting time across time zones?	12
3. What if two team members strongly disagree?	12

COIL project assignment Instructions 2 by Erica Knotts & Jeremy Heald is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International License](https://creativecommons.org/licenses/by-nc/4.0/), except where otherwise noted.

4. What if one teammate dominates the discussion?	12
5. What if technology fails during the final presentation?	12
6. What if we fall behind on deadlines?	12

1. What Is COIL?

Collaborative Online International Learning (COIL) is a global initiative that brings together students and professors from different countries to work on joint projects and engage in discussions as part of their regular coursework.

In this course, students from the **United States** and **Mexico** will collaborate internationally to examine how communication functions across cultural, linguistic, and interpersonal differences. Throughout this experience, you will intentionally experiment with communication strategies, reflect on their impact on understanding and collaboration, and identify moments when communication leads to clarity, confusion, or potential conflict. Communication is not simply about what is said. It is also about how messages are interpreted, how relationships are shaped, and how meaning is negotiated between individuals. This project asks you to move beyond assumptions about communication and instead examine what actually happens when people interact across differences.

This project emphasizes:

- Intercultural communication
 - Applied communication strategy
 - Miscommunication and conflict awareness
 - Evidence-based analysis
 - Global collaboration and teamwork
 - Reflective learning and personal growth
-

2. Instructor Contact Information

- ★ **Name, Institution, & Email**
 - ★ **Name, Institution, & Email**
-

3. Questions & Announcements

If you have any questions about the project or are seeking clarification, please either directly email your professor or post your question on the **COIL Questions Padlet**

COIL General Questions Padlet: [LINK](#)

4. Project Objectives & Learning Outcomes

By the end of this project, students will:

- ❖ Demonstrate effective international teamwork and communication
- ❖ Test and evaluate communication strategies in real-time interactions
- ❖ Analyze how communication choices impact understanding, efficiency, and collaboration

COIL project assignment Instructions 2 by Erica Knotts & Jeremy Heald is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International License](#), except where otherwise noted.

- ❖ Identify moments of miscommunication and evaluate how they could lead to conflict
 - ❖ Examine how cultural and linguistic differences shape communication expectations
 - ❖ Provide evidence-based recommendations for effective communication in global teams
 - ❖ Develop self-awareness regarding their own communication strengths and areas for growth
 - ❖ Reflect on how communication influences perception, relationships, and outcomes.
-

5. Project Details & Helpful Tips

Why This Project Matters

Communication is something we do every day, in classrooms, friendships, workplaces, online spaces, and group projects. What often gets overlooked is that communication does not function the same way across different people, cultures, or contexts. In global settings, communication challenges often emerge not because people are “bad communicators,” but because they are operating with different expectations about:

- ★ Response time and availability
- ★ Directness vs. indirectness
- ★ Tone and formality
- ★ How relationships are built and maintained
- ★ What counts as clear or effective communication
- ★ How misunderstandings should be addressed

This COIL project gives you real-world experience collaborating internationally while testing communication strategies, analyzing their reception, and developing approaches that are both culturally aware and practically effective.

6. Project Overview & Timeline & Important Dates & Links

Project Window: April 19, 2026 -- May 23, 2026

Week One: Meet Your Team & Introduction Activity (Due April 25)

CLICK  [Team Pairings Spreadsheet](#)

What To Do:

- Review these COIL Assignment Instructions and make note of questions you have.
- Connect with your team members (U.S. + Mexico)
- Complete your **Individual Padlet Introduction** by **April 25th**.
- *(Optional)* Attend the Kickoff Meeting to learn more about the project, ask questions, and meet your team members.

Padlet Assignment Submission Link (Introductions): [CLICK HERE](#)

Encouraged but Optional Kickoff Meeting: [April 23rd, 12:45-1:30 PM \(SOU\)/1:45-2:30 PM \(UG\)](#)

Kickoff Meeting Zoom Link: [CLICK HERE](#)

Kickoff Meeting Recording: [CLICK HERE](#)

Week Two: Strategy Selection & Progress Check #1 (Due May 2nd)

What To Do:

- Meet with your team and select **your chosen communication strategies** for analysis (*details below*).
- Complete your progress check report and post to Padlet no later than **May 2nd**.
- Plan & schedule your intentional communication activity

Padlet Submission Link (Topic Selection + Team Action Report #1): [CLICK HERE](#)

Week Three: Team Work Week & Progress Report 2 (Due May 9th)

What To Do:

- Continue working as a team to develop your project & conduct your intentional communication activity
- Complete your progress check report and post to Padlet no later than **May 9th**.

Padlet Assignment Submission Link (Team Action Report #2): [CLICK HERE](#)

Week Four: Team Work Week & Material Creation

What To Do:

- Finalize your team's findings and develop your communication playbook, infographic, and presentation materials.
- Assign presenter roles and rehearse (in a live or recorded format).
- There is nothing you need to submit this week unless your instructor specifically requests something.

Week Five: Final Presentations & Final Reflections (Due May 23rd)

What To Do:

- Each team will finalize their communication playbook, infographic, and recorded presentation of their project, and submit completed tasks to Padlet by **May 23rd**
- Complete your **Individual COIL Final Reflection** by **May 23rd**

Final Presentation, Playbook, & Infographic Submission (Slides/Recording): [CLICK HERE](#)

Padlet Final Reflection Submission Link: [CLICK HERE](#)

7. Project Grade Breakdown & **Specific** Assignment Details

- **Individual Introduction Activity:** 10% (Individually graded; submitted to Padlet)
- **Strategy Selection + Team Action Reports:** 20% (Group graded; submitted to Padlet)
- **Final Materials:** 60% (Group graded; recorded presentation, communication playbook, and infographic uploaded to Padlet)
- **Reflection Assignment:** 10% (Individually graded; submitted to Padlet)

Your grade for this project is not solely determined by the final presentation but by your overall engagement, collaboration, and effort with your team members. All grades will reflect:

★ **Communication:** Ability to articulate ideas, actively listen, and provide constructive feedback.

★ **Collaboration:** Willingness to contribute meaningfully, respect diverse perspectives, and engage in shared problem-solving.

★ **Effort:** Time and dedication invested, including revisions and responsiveness to feedback.

★ **Process:** Organization, planning, adaptability, and teamwork throughout the project.

★ **Product:** Alignment of the final deliverable with assignment goals, evidence-based thinking, and professional presentation quality.

★ **Conflict Focus:** Clear conflict analysis, awareness of cultural communication differences, and realistic response strategies.

★ **Creativity and Innovation:** Originality in approaches and thoughtful, culturally informed recommendations.

Important Note on Teamwork: While students may assume specific lead roles within the team, all members share responsibility for the entire project. No role excuses a student from contributing to research, writing, visuals, or presentation. Additionally, no single team member is responsible for taking on the entire project or work assigned to another team member. Professors will assess both individual effort and group collaboration.

Personal Introductions (Week One)

As part of your introduction, each participant will create a 2–3-minute video to help your team understand who you are and how you communicate. Go beyond basic information (name, major, etc.) and share your communication strengths and areas for growth, how you typically show up in group settings, and how you approach disagreement or conflict. You should also include one expectation or curiosity you have about working in an international team. Your goal is to give your teammates a clear sense of how to work with you. Include at least one intentional or creative element that helps represent you in a more meaningful way.

Connection to Communication Focus Area (Week Two)

In this project, your team will explore communication through one of the focus areas listed below:

1. Communication in relationships (building trust, connection, and understanding)
2. Communication in group work (collaboration, coordination, and participation)
3. Communication across language differences (translation, clarity, meaning-making)
4. Communication and misunderstanding (confusion, interpretation, breakdowns)
5. Communication and feedback (giving, receiving, and responding to input)
6. Communication and tone (formality, emotion, directness, indirectness)
7. Communication and technology (platform choice, timing, responsiveness)
8. Communication and conflict (how communication contributes to or prevents tension)

Your team will examine how changes to various communication strategies can influence positive or negative experiences within these focus areas, using your team as test subjects. Throughout this entire project, you should remain grounded in your team's actual interactions. You are not researching communication in the abstract. You are analyzing how communication functions within your team in real time as you adjust your communication strategies. These focus areas are intentionally broad. Your team is encouraged to narrow your focus and define your specific direction based on your communication experiences, observations, and the strategies you choose to test.

Communication Focus & Strategy Assignment Details (Week Two)

By the end of **week two**, each team will identify a primary communication area from the list above to focus on, and within that area, select **2 communication strategies** they plan to implement and observe.

- All teams can choose to explore the same general focus area, but your team's approach, angle, or strategy must be distinct from those of other teams. Please ensure you choose unique strategies to study so that we can see unique projects.
- Communication focus areas and project strategies will be claimed on a Padlet board designated for Project Selections. Topic selection will operate on a first-come, first-served basis. The first team to post a clearly defined and distinct direction will tentatively secure that focus.
- Each team must create a post titled: **"Team [Number] – Communication Focus & Strategy Direction."**
 - The communication focus area your team is exploring
 - A short paragraph (3–5 sentences) explaining:
 - Why did your team select this focus
 - What are you hoping to learn about communication
 - How does this focus connect to your team's interests or early observations
 - **At least two** communication strategies your team is considering testing
 - One backup focus area or alternative direction in case your first choice is not approved
- Instructors will review all submissions and provide approval within 48 hours by commenting directly on your Padlet post. If your focus or direction is not approved, your team will be expected to revise your approach or move forward with your backup option.

What Is a Communication Strategy? (Example)

A communication strategy is not just *how you communicate* (for example, “we used text” or “we met on Zoom”). It is an intentional choice about how you structure communication in order to improve understanding, participation, or collaboration while working on a team.

Example: “Our team has intentionally decided to use both English and Spanish in each interaction, even if it might slow the process down. We plan to encourage each team member to aim to speak at least twice in their non-native language during each interaction. Team members can support each other and use translation tools when needed. Our goal is to increase mutual understanding and ensure that communication is not dominated by a single language.”

This example represents a strategy because it is **intentional, repeatable, testable, and connected to an outcome**. Your two selected strategies need to reflect these four areas. Please avoid vague statements such as “we will try to communicate in both languages” or “we will use Spanish sometimes.” These do not demonstrate a **clear, intentional, or testable strategy**.

Intentional Communication Activity (Week Three)

To explore your strategies, each team should plan an *intentional communication activity* focused on relational communication rather than task-based work. When teams only communicate to divide work and complete assignments, communication tends to become functional, brief, and surface-level. This limits your ability to observe how communication actually works in more natural or relational contexts.

What Should This Activity Look Like?

You should plan your activity during your second week or at your initial team meeting. You want to select an activity that will encourage participation from all team members, foster interactions, allow your team members to implement the selected strategies, and feel different from your task-based interactions.

Examples may include: A virtual game night or interactive activity, a casual conversation about daily life/routines, a virtual cultural exchange (food, music, traditions), a themed discussion (values, goals, day in the life), building a collaborative playlist of songs and discussion about why those songs should be on the playlist, a storytelling session, etc. For a complete list of virtual activities you can select from, please [CLICK HERE](#). *Note, you are not required to choose something from this list if your team has a different idea in mind; this is just a list of possible activities.*

Your activity does not need to be complex, but it should allow you to practice your chosen strategies. Ideally, you want to spend at least one hour together on your activity, if not longer, but please don’t be constrained by a time deadline. By the end of week 3, you should post a **“progress report”** of your team's activity, what you did, how it went, and initial learnings.

Communication Playbook, Infographic, and Presentation Details (Weeks Four & Five)

Your final deliverables for this project consist of three intertwined projects. You will spend weeks 4 & 5 creating these deliverables and ensuring they are posted to Padlet no later than May

23rd. **PLEASE REMEMBER TO CHECK PERMISSION SETTINGS ON ALL DOCUMENTS/VIDEOS/FILES WHEN SUBMITTED.**

Communication Playbook

The playbook is not just a summary of what your team did; it is an analysis of how communication functioned within your team. Your goal is to examine what your communication strategies did, how they were experienced, and what can be learned from their implementation.

The playbook should be approximately **6-8** pages and visually appealing, with graphics (perhaps pictures of your team during your activity?), and organized with clear section headings. Your playbook should also include a **bilingual component**, with at least one section written in Spanish by someone from the U.S. and one section written in English by someone in Mexico. (Please “proofread” and assist one another in building those sections) Playbooks must include the following minimum sections:

Knowing Your Team

Tell us about your team and what you learned about each other as this project progressed.

Communication Focus & Strategies

- Explain what each strategy was, why you selected it, and how you implemented it in your chosen activity.
- Compare that relational communication experience to your task-based communication

Evidence of Communication

- Include at least three specific examples of communication from your team that demonstrate your focus and strategies. These should be detailed and concrete (e.g., text message excerpts, interaction summaries, observed patterns, etc.).

Miscommunication & Conflict Analysis

- Identify and analyze at least one moment of miscommunication, confusion, or tension that occurred on your team. Explain what happened, how it was interpreted, and what contributed to the issue.

Feedback & Adaptation

- Explain whether your team adjusted its communication over time. Describe how feedback was given and how communication changed (or didn't)

Cultural & Language Analysis

- Analyze how cultural expectations and language differences influenced communication. Focus on your team's actual experiences, not general ones

Final Recommendations

- Provide specific, practical recommendations to future teams based on your findings and experience.

Infographic

The infographic is a visual summary of your team's findings and recommendations. It should be **one page only**, visually organized, and easy to read. You must create it yourselves and not have AI build this for you. Your infographic should include:

- Your Communication Strategies

COIL project assignment Instructions 2 by Erica Knotts & Jeremy Heald is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International License](https://creativecommons.org/licenses/by-nc/4.0/), except where otherwise noted.

- Key Lesson/Recommendations For Teams
- At Least One Insight About Overcoming Miscommunication, Conflict, or Challenges

Recorded Presentation

The presentation is where your team explains your work and brings your findings together. Presentations should be between **8-12 minutes**, with **every team member participating**. Presentations should include: an overview of the communication strategies you tested, your most important findings, at least one example of miscommunication or challenge, insights related to culture and/or language, what you learned from your intentional communication activity, and your final recommendations. In short, walk us through your playbook by using your infographic.

Important Note: We do recognize that finding time to meet and record with your team members may be challenging. However, we still expect a seamless, high-quality presentation. If your team is not able to secure a time when all team members can be present to record their presentation together, you are welcome to have team members record their parts individually and clip/edit them together for your presentation. You are encouraged to be flexible and creative as long as each team member is clearly contributing.

Suggested Team Roles

- ★ **Project Coordinator:** Keeps the team on schedule, organizes meetings, and ensures deadlines are met
- ★ **Research Lead(s):** Gather credible sources if applicable, organize data, and fact-check
- ★ **Writer/Editor:** Drafts text, integrates contributions, ensures APA formatting
- ★ **Design/Media Lead:** Creates slides, visuals, infographics, or edits video
- ★ **Presenter(s):** Leads live or recorded delivery; handles screen-sharing/recording logistics
- ★ **Padlet Manager:** Uploads final versions and ensures posts follow naming conventions

Important Note: These are lead roles, not exclusive responsibilities. For example, a Research Lead organizes research, but all team members must contribute to the research. Every team member is expected to participate in all phases of the project — research, writing, visuals, and presentation.

General Padlet Posting Instructions

Where to Post: All deliverables (introductions, progress reports, and final deliverables) must be uploaded to the Padlet boards provided by your professor and linked in this document. No emailed assignments will be accepted for the purposes of this project. Please check all permission settings before submitting files.

Naming Convention: Always include your Team Number and Deliverable Name
Examples:

- “Team 3 – Topic Selection”

COIL project assignment Instructions 2 by Erica Knotts & Jeremy Heald is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International License](https://creativecommons.org/licenses/by-nc/4.0/), except where otherwise noted.

- “Team 5 – Team Action Report #1”
- “Team 2 – Final Slides”
- “Team 4 – Presentation Recording”

One Post Per Team: For group-graded tasks, only one member needs to upload, but all team members are responsible for ensuring the upload is correct and that all parts have been included.

Clarity: Double-check that your file plays properly (if it's a video), that the materials are readable, and that the permission settings are not set to private, rather “everyone can view”

Deadlines: Uploads must be made by the date listed by the end of the day unless otherwise noted.

Accessibility & Inclusivity Expectations

Because this is an international project, communication can sometimes be a challenge — but it’s also one of the best learning opportunities. Please keep the following in mind:

Language Flexibility: Feel free to try different languages in your team. Using translator apps or tools is encouraged if it helps bridge the gap in understanding. All students in this COIL speak English as their primary language, but we encourage you to incorporate other languages (Twi, Spanish, etc.) into your interactions with one another and in your presentations.

Be Mindful of Speed: When speaking, try not to talk too fast. Allow pauses for others to process and respond.

Clarify & Confirm: Don’t be afraid to repeat, rephrase, or check for understanding.

Assume Positive Intent: If something sounds unclear, assume positive intent first and ask follow-up questions.

Slides & Materials: Keep text clear and easy to follow. Avoid heavy jargon. Where possible, include short summaries or visuals to help comprehension.

Encourage Patience: Working across languages, time zones, and cultural norms requires extra time and effort — that’s part of the process.

End-of-Project Closure

COIL is not just about research and presentations — it’s also about building connections. After your final presentation:

- Take a few minutes as a team to reflect on the experience
- Share one thing you appreciated about working together
- If you wish, exchange contact information to stay connected beyond the project

Remember that these international relationships are part of what makes COIL unique.

COIL project assignment Instructions 2 by Erica Knotts & Jeremy Heald is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International License](https://creativecommons.org/licenses/by-nc/4.0/), except where otherwise noted.

8. Reflection Prompts & Connection to Learning (Week Five)

Your individual reflection (2-page essay or 2-minute video) is not just about teamwork — it should also show what you personally learned about **communication** and intercultural collaboration. Address the following:

1. What did you learn about conflict across cultures while working with an international team?
2. What challenges did your team face (communication, scheduling, disagreement, participation), and how did you adapt?
3. How did your perspective on your conflict topic evolve through the project?
4. In what ways did you personally contribute to your team's success?
5. How might this experience shape the way you approach conflict or collaboration in the future?

9. Project Checklist General Rubric

Progress Outline & Communication Analysis (Team Progress Checks)

- ☐ Communication strategies are clearly identified and explained (minimum of two)
- ☐ Clear rationale is provided for why strategies were selected
- ☐ Evidence of early communication is included (not just plans, but actual interaction)
- ☐ At least one example of miscommunication, confusion, or tension is described in detail
- ☐ Analysis begins to explain how communication is functioning (not just what is happening)
- ☐ Cultural and/or language influences on communication are acknowledged
- ☐ Evidence of team coordination, participation, and ongoing communication is present

Playbook, Infographic, & Presentation (Week 5)

- ☐ Communication strategies are clearly explained and connected to the project
- ☐ Key findings about communication are clearly presented and supported with examples
- ☐ At least one example of miscommunication or challenge is included and explained
- ☐ Cultural and/or language influences are clearly discussed
- ☐ Insights from the intentional communication activity are included
- ☐ Final recommendations are specific, realistic, and based on team experience
- ☐ Visuals are clear, organized, and support understanding
- ☐ All team members participate equitably (live or pre-recorded)
- ☐ Presentation is approximately 8–12 minutes

Introductions & Personal Reflections (Week 1 & 5)

- ☐ Introduction video includes clear and thoughtful insight into communication style, strengths, and areas for growth
- ☐ Introduction goes beyond surface-level information and helps teammates understand how to work with the individual
- ☐ Inclusion of a creative or intentional element in the introduction
- ☐ Reflection on whether initial self-perceptions of communication were accurate
- ☐ Specific examples of how communication was experienced by teammates during the project
- ☐ Evidence of personal growth and increased self-awareness

COIL project assignment Instructions 2 by Erica Knotts & Jeremy Heald is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International License](https://creativecommons.org/licenses/by-nc/4.0/), except where otherwise noted.

- [] Honest discussion of miscommunication, misunderstanding, or challenges
 - [] Thoughtful discussion of cultural and/or language influence on communication
 - [] Reflection on how understanding of teammates evolved from introduction to collaboration
 - [] Connection to broader lessons about communication, collaboration, and global teamwork
-

12. Attendance & Participation Expectations

We recognize that not every team member may be able to attend every live meeting due to time zone differences or scheduling conflicts. However:

- All students are expected to contribute regularly to their team through Padlet posts, shared documents, or asynchronous communication.
- Consistent lack of participation, even if excused from meetings, will impact your grade.
- Every student must contribute meaningfully to all phases of the project — research, writing, visuals, and presentation.

Should you find yourself with a teammate who is not fulfilling team expectations and you have made multiple attempts to communicate, please reach out to your instructors for support. Once the instructors have been notified of the situation, they will determine the best course of action, which may include reaching out to the student directly, adjusting individual grades to reflect participation, or providing mediation to help the team move forward.

13. Peer Feedback & Accountability

At the end of the project, each student will complete a short peer feedback form reflecting on team dynamics and contributions.

This feedback is not about “grading” teammates, but about providing insight into how the team functioned.

Professors may use this information to ensure fairness and accountability in grading.

Peer input helps highlight both excellent collaboration and areas where participation was uneven.

14. Advice For Working On International Teams

Communicate Frequently: Use WhatsApp, email, Google Docs, or other agreed-upon channels to share updates regularly. Don’t wait until deadlines to check in.

Be Mindful of Time Zones: Use tools like World Time Buddy to find time zone overlaps. Consider rotating meeting times so the burden doesn’t always fall on the same group.

Set Clear Goals and Roles: At the start of the project, agree on who is doing what, and set small deadlines. Don’t assume — clarify.

Practice Cultural Sensitivity: Communication styles may differ. Be respectful, open, and patient. Assume positive intent.

Document Decisions: Keep notes in a shared Google Doc or on Padlet so everyone has a record of the decisions.

Foster Inclusion: Encourage all voices to be heard. Don't dominate conversations — and make space for quieter team members.

Balance Tasks and Relationships: International teamwork is about both getting things done and building trust. Take time to get to know each other.

Be Flexible and Proactive: Internet, schedules, or language differences may cause hiccups. Plan for it and keep a positive, solution-focused attitude.

Celebrate Milestones: Congratulate each other when tasks are completed. Encouragement builds momentum.

15. What If...? Troubleshooting Guide for Teamwork

1. What if a teammate doesn't respond or participate?

- Reach out directly in your agreed-upon channel (WhatsApp, email, Padlet) and tag them if possible.
- If no reply after 48 hours, reassign urgent tasks so work continues.
- Include your professor(s) in your email communication chain if the issue persists.
- Let your professor know — instructors will support accountability.

2. What if we can't find a meeting time across time zones?

- Use World Time Buddy (or similar) to compare schedules.
- Alternate times fairly so one country isn't always inconvenienced.
- If live meetings aren't possible, work asynchronously: share video updates, Padlet comments, or Google Doc notes.

3. What if two team members strongly disagree?

- Pause and clarify: is the disagreement about ideas, values, or process?
- Allow each person to explain without interruption.
- Use consensus or quick voting to move forward. Remember: compromise is often necessary.

4. What if one teammate dominates the discussion?

- Suggest a "round robin" where each person shares once before someone speaks again.
- Rotate roles (facilitator, note-taker, timekeeper) so leadership is shared.
- Remind the group that all perspectives matter.

5. What if technology fails during the final presentation?

- Upload backups (slides, videos, scripts) to Padlet at least 24 hours before.
- Designate a backup presenter in case someone's internet cuts out.
- Have pre-recorded contributions ready to play if needed.

6. What if we fall behind on deadlines?

- Set "soft deadlines" earlier than the real ones to build in buffer time.
- Break tasks into smaller, manageable steps.
- Ask your professor for support sooner rather than later.

Remember: COIL is a lot of work, but if you choose to prioritize it and commit fully, it can also be a lot of fun. Many students find that the effort they invest not only builds valuable skills but also creates lasting friendships and connections across borders. Approach the project with openness and energy — and you may come away with experiences that last far beyond this course.