

International Collaboration

Quick Guide

1. Discuss

- Talk with the collaborating professor and determine how the team would like to share content or facilitate student discussions (website, course webs, videoconferencing, forums, Google Drive. Etc.).

2. Contact

- 3-4 weeks prior to the technology being needed, contact **BOTH** Information Technology Departments. At Albion College, contact the office of Instructional Technology at 517-629-0960 or email insttech@albion.edu.
- Share with the IT representatives which technologies are desired and collect all options available for both campuses.

3. Choose

- With your IT representative, compare the available technologies from both institutions and choose which one(s) to start testing.

4. Test

- 2-3 weeks prior to first use, schedule a time to test the technology.
- If a failure, ensure time to test additional options and backup plans.

5. Schedule

- After a technology is chosen and successfully connected between both campuses, schedule the time and date of use. If IT reps are needed at the event, ensure they are asked to attend.

Quick Tips

- Plan ahead and contact your IT department as early as possible.
- Ensure a quick and easy way to communicate with the collaborating professor during testing and troubleshooting, or if something goes wrong (text message, messenger, WhatsApp, phone call, etc.).
- Expect some technologies to fail, especially when working internationally.
- Have a backup plan (i.e. if a video call fails, is voice-only acceptable?).