



Project Proposal for Small-Scale Blended Learning Funded Projects

(under the Top Sliced TDG Project hosted by TLC “Advancing Blended Learning @ Lingnan to a New Stage”)

- PROPOSAL GUIDELINES -

(Updated in December 2020)

The focus of these guidelines is to support staff in completing the application form specific to Small-Scale Blended Learning funded projects.

TLC’s role is to support you in your application and to make it as robust as possible. You are encouraged to work collaboratively with TLC staff and your colleagues in developing your proposal.

These Small-Scale Blended Learning Projects are funded from the top sliced TDG Project hosted by TLC “Advancing Blended Learning @ Lingnan to a New Stage” which has set aside dedicated funding to support staff in incorporating Blended Learning. This is different from the broader TDG / TDLEG call for Projects.

Overarchingly, projects are evaluated based on their potential impact in enhancing student learning at LU via implementing a Blended Learning approach and the Criteria below.

NOTE – the final approval of each application lies with AVP and the Task Force

| Key Criteria: | |
|--|--|
| Intended learning outcomes clearly articulated | Blended learning project deliverables clearly outlined |
| A robust project implementation approach | Impact on Student Learning |
| Innovative approach to blended learning | Partnering University |

Basic Information:

| | | | |
|--|--|---|---------------|
| Project Title: | The project title should reflect the intent of the project in relation to deliverables and alignment with objectives / Blended Learning. EXAMPLE – Learning Objects for Teaching the Arts Business Workplace Simulator Blending Social Sciences Project Interactive Resource Bank for Music | | |
| Role / Name: | Post: | Faculty/ Department/ Centre/ Unit: | Email: |
| Principal Project Supervisor (PPS) / {insert name} | | | |
| Co-Supervisor/ {insert name} | | | |
| Team Member and / or Overseas Collaborator | | | |

| | | | |
|---------------------------|--|--------------------------|--|
| {insert name} | | | |
| For TLC use only: | | | |
| Project Code: | | Account Code: | |
| TLC Staff Liaison: | | Funding Approved: | |

1 Project Summary

The project summary should clearly and succinctly describe the project and be suitable for use **on the TLC website**. It is vital that this summary includes references to the intended impact of the project on the quality of student learning / adoption of Blended Learning. (Approx. 10-15 lines / 300 words)

This is an **overview of the project** and would be completed usually AFTER filling in the other sections. Think of this as an executive summary of the project.

Some prompting questions regarding what you could include are as follows:

What is the context for this project? (Context referring to the students, classes and current teaching challenges that the development of this project will address)

Why are you interested in initiating this project?

Why is it needed and how does it relate to the institutional, faculty or departmental strategic goals in relation to teaching and learning?

Why is Blended Learning appropriate?

Why and how would this project enhance students' learning?

What research have you done in relation to the need for this initiative?

What subjects / areas will be affected?

How will it enhance student learning?

How will it be used in your course(s)?

Some common teaching challenges:

Too Much Content and Too little Contact Time: Blended Learning allows students flexible access to engaging materials 24 hours a day and assists with the scaffolding of key concepts and allows for formative feedback.

My Material is Boring: Blended Learning offers strengths in visual stimuli and effective interface design can be visually engaging, promoted interactivity and increased motivation

I can only access the Lab space for a very limited time: Blended Learning simulations can support physical activity and scaffold tasks within a flexible space for interactivity

I want to be able to show my students real world workspaces: Blended Learning offers the ability to virtually engage with locations and working professionals independent of time and workload constraints.

**Amount of funding requested
(Maximum of HK\$50,000):**

\$

**Amount of Faculty/ Department/
Centre/ Unit contribution:**

\$

(NOTE: **Faculty/ Department/ Centre/ Unit** funding is **not** a requirement, please indicate if funding has been provided from any other source or similar project)

2 Project in context

(i) Project Objectives

What are your objectives in initiating this project?

Objectives qualify why and how this project could **enhance students' learning?**

NOTE – These are the BROAD objectives of the project as opposed to student learning outcomes achieved through

engagement with the project, though they should relate to the student learning outcomes.

EXAMPLE –

(sourced from *Business Workplace Simulator*)

Key objectives

1. To provide an edutainment simulation to use in accounting, economics and business subjects.
2. To extend the physical platform for Service Learning and Entrepreneurship.
3. To provide an opportunity for students to practise real-world and interpersonal skills in an online, multi-user simulation.
4. To provide an active learning tool that can be used by different classes and lecturers to enhance learning and skills application.

(What are your objectives in initiating this project? Why is it needed and how does it relate to the institutional, faculty or departmental strategic goals in relation to teaching and learning? Why and how would preparing a subject (or part of a subject) in the blended learning mode enhance students’ understanding?)

(ii) Student Impact

| Programme/ course code | Programme/ course title | No. of credits | Mode of study | Student intake quota per term |
|---------------------------|----------------------------------|-------------------|------------------|----------------------------------|
| TLC234 | Introduction to Blended Learning | 3 | FT | 80 |
| | | | | |
| | | | | |
| | | | | |

Partnering University / External Parties:

Please insert rows in the table for additional information. Try to avoid broad statements like ‘ALL Courses in Lingnan will benefit’. At least one specific Course must be indicated. Ideally the project will involve a collaboration with a partner University.

(iii) Project in Context

This section should clearly describe the context of the project. What is the issue/problem and why is it of pedagogical significance to implement a Blended Learning solution? In answering this question, references should be made to educational and discipline-based literature or benchmarks in order to explain and justify how the proposed initiative will enhance student learning. (approx. 10 – 20 lines / 500 words)

What is the context for this project? (Context referring to the students, classes and current teaching challenges that the development of this project will address)

What will be created? Implemented? What teaching / learning challenge is being addressed?

Why and how would this project enhance students’ learning?

Why and how is a Blended Learning approach useful to address these challenges?

EXAMPLE –

This project aims to facilitate LU students’ critical thinking through adopting an online visualization tool for argument mapping. This contributes directly towards LU Strategic Plan “To develop smart teaching and learning and other cutting-edge pedagogies with the help of new digital education technologies to support teaching and learning endeavours to meet students’ new learning needs in a rapidly changing world where new knowledge and skills continue to appear and workplace requirements are constantly changing”

According to research by XXXXX, argument mapping is the most effective critical thinking tool. It involves drawing a mind-map of the various points related to a controversial issue. An online argument mapping tool would

allow users to visually create, inter-link, expand and evaluate arguments.

Also, the CEAL students are asked in several courses and teaching and learning scenarios to conceptualize differing argument structures in relation to a controversial topic. They often experience difficulty in this task and a tool that helps students structure and conceptualize the alignment between the critical thinking task of argument mapping and the practical assessment tasks that would assist in this area.

(iv) Project Activities, Timeline and Evaluation Strategy

| Major deliverables (<i>including but not limited to blended learning materials and descriptions</i>) | Target date for achieving the deliverables (mm/yyyy) | Evaluation / Quality Assurance strategy |
|---|--|---|
| Vendor Resourcing and Project Plan(s): | Sept – Oct 2020 | |
| External Consultant(s): Sourcing of an external expert in the field / multimedia vendor to assist with the project deliverables | Nov 2020 | Feedback will be provided by the PPS and colleagues |
| Pilot Deliverable(s): Example - Prototype and 1 video / simulation relating to the project | Dec 2020 | Feedback will be sought from Departmental colleagues + a small student focus group |
| Final Deliverable(s): Example - Remaining 9 videos and supporting simulations | May 2021 | Feedback will be sought from TLC and Departmental colleagues + survey instrument to all students impacted |
| Dissemination via Internal Staff development workshop or Showcase Journal publication (Note: PPS is expected to disseminate the project findings within one year from the project end date. TLC will work with PPS for the presentation arrangement). | June 2021 | Informal Feedback will be sought from participants |
| Final Project Report (Compulsory within 1 month of the Project finishing) | July 2021 | A final project report will be |

| | | |
|--|--|--|
| | | produced by the PPS and feedback will be sought from TLC prior |
|--|--|--|

3 Budget

(i) **Breakdown** (indicative possibilities for Budgetary items are listed below. Staff are encouraged to work with TLC in considering budgetary items to achieve the goals of the project).

| Item/s | Descriptions | Funding sought (HK\$) | Justifications |
|--|---|-----------------------|--|
| Programmer / Multimedia Designer / Video Developer | Outsourced work to create the Blended Learning Resource Project | ~\$30,000 | Specialised skill set associated with the development of the identified Blended Learning resource in section 2 above requires this type of position |
| External Consultant | Expert in the field of Blended Learning and Liberal Arts | ~\$12,000 | Specialist in the area of Blended Learning and Liberal Arts Education will offer professional development activities for Departmental staff thus increasing their skillset. |
| iPAD | Mobile device to test Blended Learning Resource | ~\$3000 | Needed to test the Blended Learning resource as a key outcome will be for students use of the resource via mobile devices. Ideally consider what existing equipment is already available prior to proposing any new equipment. |
| Misc. expenses; | e.g. Poster Production for dissemination activity | ~\$3000 | Plan to produce a poster to be placed around the University to promote Blended Learning Outcomes from this project |
| Total | | \$48,000 | |

(ii) **Faculty/ Department/ Centre/ Unit: contributions and support (IF Applicable):**

| Item/s (tick all that apply) | Description/s |
|------------------------------------|---|
| <input type="checkbox"/> Personnel | Space will be provided for visiting consultant(s), as well as necessary computer hardware and software. |

| | |
|--|--|
| <input type="checkbox"/> Space <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> General expenses <input type="checkbox"/> Additional funds from departmental account | |
|--|--|

4 CV of the Principal Project Supervisor

Please Include below a CV of the PPS of not more than 1 page. The CV should identify the relevant professional experience of the project coordinator(s), including previous project experience. If Co-Supervisors are listed, please also state their relevance to the project in no more than 300 words.

5 Important Notes: Copyright & Intellectual Property

(i) Copyrighted Materials: The University is committed to comply with copyright and intellectual property rights in Hong Kong and will strive to ensure the applicable copyright laws, regulations, guidelines and practices are adhered to. The Principal Project Supervisor is solely responsible for ensuring that all material provided to TLC is cleared of any copyright obligations. TLC accepts no responsibility for any claims or losses caused by any misuse of copyrighted materials used in this project by reason of its support of, and services rendered to, the project.

(ii) Educational Use: The ownership of the intellectual property generated by this project shall belong jointly to the _____ (Fac / Dept / Unit) and Lingnan University. Permission is given for the Teaching and Learning Centre of Lingnan University to adapt, use and disseminate for educational purposes all or part thereof in respect of the materials and the resources developed for the purpose of this project. Due acknowledgement will be given to co-creators of material for this project.

6 CONSIDERATION OF RESEARCH ETHICS

Section A

I confirm that the proposal does/ does not involve* research on human subjects. (*Please delete as appropriate.)

If you said 'involves' above, please complete the remaining sections below by marking 'X' in the appropriate columns of the following table.

| For expedited ethics review, please answer the following Key Questions | NO | YES |
|--|----|-----|
| 1. Does the study involve any activities that may cause psychological stress? | | |
| 2. Are any subjects under the age of 18 or otherwise potentially unable to give informed consent? | | |
| 3. Will students be audio taped/ videotaped as part of the study? <i>If you answered 'Yes', please complete Question 1 of Section B of this Part.</i> | | |
| 4. Does the study involve students providing information that may have potential legal or ethical issues (e.g., sexual conduct or orientation, on illegal activities, or on use of banned substances)? <i>If you answered 'Yes' please complete Question 2 of Section B of this Part.</i> | | |

Section B

1. If you answered YES to the Question 3 above, please state how students' privacy will be protected (e.g., who will handle and access the data, where it will be stored, and how it will be reported in order to protect student privacy).
2. If you answered YES to the Question 4 above, please provide, in a separate document, further justification for the study.

7 Project Proposal Submission

(i) Proposal Submission by PPS:

I understand and will abide by all applicable University policies and rules as well as specific terms and conditions as specified in the TLC proposal form and guidelines. *(In signing below, the PPS is confirming the accuracy of the information provided and adherence by all staff participating in the project).*

Name: Signature:
(in block letters)

Dept / Faculty / Unit / Centre: Date:

Please send the completed proposal (in soft copy as MS Word and a signed.pdf) to TLC (tlc@ln.edu.hk) on or before the specified submission deadline.
