Lingnan 嶺南大學
University 香港 Hong Kong

教與學中心
Teaching and Learning Centre

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")

(Updated August 2020)

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:	Videos on participatory design to strengthen student engagement and international collaboration		
Role / Name:	**Post:**	**Faculty/ Department/ Centre/ Unit:**	**Email:**
Principal Project Supervisor (PPS) / Prof. KO Wing Yin Albert	Director	Office of Service-Learning	albertko@ln.edu.hk
Co-Supervisor/ Dr. Jasper van Holsteijn	Senior Project Officer	Office of Service-Learning	jaspervanholsteijn@ln.edu.hk
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 project aims at producing a series of videos on participatory design that will be used in (Service-Learning) courses related to community needs-assessment, community engagement, and community impact. As this workshop was done face-to-face in collaboration with MIT D-lab in the past, this project aims to continue this international collaboration in times of distant learning, and create a library of videos that can be used in future LU courses in both fully online or blended learning-mode. Using this series of videos that teach students on-hands skills in collaboratively design solutions for community challenges, students can continue to engage in experiential learning and community engagement even in the case of no face-to-face teaching and social distancing. The project will also provide training to LU staff and faculty for integrating the concept of participatory design in teaching and learning.

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

<u>Key Objectives:</u>
1. To provide a series of MOOC-style videos on participatory design that can be used in (Service-Learning) courses related to needs-assessment, community engagement, and community impact
2. To create flexible course materials that lets students participate in hands-on workshops in either fully online or blended learning mode
3. To provide training to OSL staff and interested LU faculty in integrating participatory design into their courses for continuity after the project formally ends
4. To continue to offer international exposure to LU students in collaboration with global top universities

(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
CLA9021	Innovation and Entrepreneurship for Global Grand Challenges	3	FT	35
SLP1101	Community Engagement through Service-Learning	3	FT	25
Partnering University / External Parties: MIT D-Lab Hong Kong University of Science and Technology				

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)

OSL has worked extensively with local and overseas partners such as MIT[1], Stanford University[2], and HKUST to further strengthen the Service-Learning programme at Lingnan University. Under the current COVID-19 situation, many international partnerships are put on hold, and are at risk of being delayed until social distancing and international travel measurements are lifted. In order to continue expanding on these relations and offer LU students an opportunity to learn within an international context and strengthen engagement through continued experiential learning, this project intends to produce videos for blended-learning participatory design workshops in collaboration with MIT D-lab and HKUST. These videos be used in LU courses related to community engagement in a broad sense, which will be implemented first in CLA9021 and SLP1101.

Participatory design is based on students' interdisciplinary engagement with communities through a problem-solving process[3] and involves cooperation between students and community members. The videos for this project will give students a step-by-step guideline on how to go through this problem-solving process. By including self-directed experiential learning exercises (for example, conducting an interview with community member), they will allow students to create meaningful community engagement even in the event of continued online-only teaching mode or will be used for blended learning if the situation permits. Experiential learning is an effective way for engaging students in their learning process[4], and can be incorporated into online learning with the proper tools.[5] In order to strengthen teaching and learning knowledge transfer, the project will include a workshop on participatory design in the classroom provided by (an) external expert(s) for OSL staff and faculty members.

(iv) Project Activities, Timeline and Evaluation Strategy

Major deliverables *(including but not limited to blended learning materials and descriptions)*	Target date for achieving the deliverables (mm/yyyy)	Evaluation / Quality Assurance strategy
Vendor resourcing and project plan:	Sep - Oct 2020	
Sourcing external experts in the field of participatory design from MIT D-lab to assist with the project deliverables	Nov 2020	Feedback will be provided by the PPS, co-supervisor, and

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[1] https://www.ln.edu.hk/cht/osl/stories-and-news/participatory-design-at-lingnan-designing-with-and-for-the-elderly/
[2] https://www.ln.edu.hk/news/20190425/design-thinking-workshop-cultivates-innovation-and-enrepreneurship-on-campus/
[3] Disalvo, Betsy, Jason Yip, Elizabeth Bonsignore and Carl Disalvo, editors. *Participatory Design for Learning: Perspectives from Practice and Research*. Routledge, 2017.
[4] Kolb, David A. *Experiential Learning: Experience as the Source of Learning and Development*. Second Edition. Routledge, 2015.
[5] Budhai, Stephanie Smith and Ke'anna Skipwith. *Best Practices in Engaging Online Learners Through Active and Experiential Learning Strategies*. Routledge, 2017.

		colleagues
Pilot deliverables: 1 video: introduction to participatory design	Dec 2020	Feedback will be sought from colleagues + small student focus group
1 training on integrating participatory design in teaching and learning given by external consultant to OSL staff and interested faculty members 1 training in participatory design for LU students in CLA9021 and SLP1101 (open to all Lingnan students)	Spring 2021	Feedback will be sought from participants
Final deliverables: Remaining 5 videos: step-by-step approach to participatory design for community impact	May 2021	Feedback will be sought from TLC and colleagues + survey for all impacted students
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

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

Item/s (tick all that apply)	Description/s
☐ Personnel ☐ Space ☐ Hardware ☐ Software ☐ General expenses ☐ Additional funds from departmental account	Space will be provided for visiting consultant(s), as well as necessary computer hardware and software.

4   CV of the Principal Project Supervisor

[Not for publication]

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 Office of Service-Learning 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 <u>does not involve*</u> 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?	X	

2. Are any subjects under the age of 18 or otherwise potentially unable to give informed consent?	X	
3. Will students be audio taped/ videotaped as part of the study? *If you answered 'Yes', please complete Question 1 of Section B of this Part.*	X	
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)? *If you answered 'Yes' please complete Question 2 of Section B of this Part.*	X	

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: Albert Ko   Signature: Albert Ko
      (in block letters)

Dept / Faculty / Unit / Centre: Office of Service-Learning   Date: 18 September 2020

Please send the completed proposal, in both hard and soft copies (MS Word) to Ms Vicky Lau of TLC (vickylau@ln.edu.hk) on or before the specified submission deadline.