

## PROJECT SUBMISSION GUIDE

### Introduction to APOP

The Association for the Educational Application of Computer Technology at the Post-Secondary Level (APOP) is a nonprofit professional association, established in 1982, working to promote the pedagogical integration of IT (Information Technology) into teaching and learning.

APOP membership is made up primarily of faculty and technical, professional and administrative staff working in Québec's network of French and English-language public and private Colleges.

As a partner association of the Coordinating Committee for the integration of IT in College education, APOP receives financial support from MEES (Ministère de l'Éducation et de l'Enseignement supérieur) and participates in the development and planning of strategies and actions designed to encourage the integration of technology into academic practices at the postsecondary level.

### Its mission is to:

- Promote – among its members and across the broader postsecondary education community – the integration of information and communications technologies as pedagogical resources.
- Bring together teaching, professional and support staff and management, as well as all others interested in the development and pedagogical integration of computers and the new information and communications technologies.
- Respond to the need for exchange information, training and professional development on the use of IT in teaching and learning in the education system, particularly at the college level.
- Prepare position papers and make recommendations on all relevant issues pertaining to the academic use of IT at the post-secondary level.
- Encourage research and the circulation of information on pedagogical applications for IT, especially within the College network.
- Participate proactively in committees and working groups to advocate the adoption of strategies encouraging the use of IT for academic purposes in both public and private Francophone and Anglophone institutions across the Québec College and University systems.

## Nature of Projects

Funded by the Entente Canada-Québec, the projects aim to support local ICT initiatives in teaching and learning. To be selected, a submitted project must be set in one or more of the following fields:

1. Teaching Context (Citizenship Education; Intellectual Property; etc.)
2. Planning (Program, Classroom and “Stage” Management; Pedagogical Strategies, Learning Environment)
3. Information Management (Document Research; Content Analysis; Data Storage)
4. Editing and Producing (Animation; Equation; Concept Maps; Tests; etc.)
5. Communication (Mixed; Synchronous; Asynchronous)
6. Evaluation (Diagnostic; Formative; Summative)

Project management and technical support are provided by the APOP Management Team: online customized workshops, occasional technical and technological support, pedagogical coaching, etc. If required, APOP may supply equipment for carrying out the project and professional development activities (headset, webcam).

## Projects Examples

- Experimentation of software or a new technological tool in a specific program or department  
**Using clickers and an interactive whiteboard in class**
  - Pedagogical Expertise: Collaborative pedagogical design on the introduction process of clickers in a specific program
  - Workshop: Technical use of whiteboards and class strategies
  - Workshop: Formative and summative evaluation with clickers
- Pedagogical coaching for the integration of an object of study  
**Introduction of concept maps in course curriculum**
  - Technical Expertise: Choice of a concept map editing software
  - Pedagogical Expertise: Determining student skills related to concept maps to introduce in course plans
  - Workshop: Technical use of a concept map editing software
  - Workshop: Concept maps class strategies, scenarios and assessment

- Planning and development of a resources database/blog in ICT for dissemination of teaching resources

#### Database or Wiki of pedagogical and technical applications of intelligent phones in class

- Technical and Pedagogical Expertise: Determining the structure of the database after analysis of local needs
- Technical and Pedagogical Expertise: Search, classification and identification of resources for the database
- Workshop: Collaboration using a wiki
- Occasional Assistance: Technical questions from teachers

- Developing new formats and strategies for a specific course

#### Changing a classroom-training course to a hybrid class

- Pedagogical Expertise: translating skills and contents from a class format to an online one
- Workshop: Using online asynchronous and synchronous tools and platforms
- Workshop: Developing strategies and discovering software (Prezi, Google Docs, etc.) for online collaborative work.

## Participant Eligibility

The applicant must work full time as a teacher in an Anglophone college within the province of Quebec.

## Duration

Four months (a semester) to eight months (two semesters)

## Deadline for Applications

Applications are accepted continuously throughout the year. The applicant must enter his/her project by sending the [Project Submission Form](#). The deadline to submit a project for the Fall semester is the last week of May and, for the Winter semester, the last week of November.

## Application procedure

1. Download the [Project Submission Form](#).
2. Fill out and submit the form by email at [itactivities@apop.qc.ca](mailto:itactivities@apop.qc.ca).

## Award Process

- Pre-selection

The full applications will be assessed by APOP Executive Committee (EC), which will score and rank the applications. After this step, the EC will contact the applicants to announce their decision on the submitted projects (positive or negative).

- Project Selection

Meetings (online or in person) will be arranged with applicants to further develop the project description, framework and technical aspects. A draft action plan will be drawn up (time frame; workshops; assistance needed; human, technical and technological resources). If conclusive, and by mutual agreement, the project will be accepted; a protocol agreement will be signed by both parties.

- Project Completion

A follow-up process will be put in place to make sure that the undertaken actions are meeting the expected needs of the concerned group or person; regular contacts by phone and mail will ensure communication between the APOP Management Team and the applicant. Thus, if an essential element is missing, or if a change of needs occurs, the action plan that was agreed on may be subjected to modifications, only by mutual agreement. At the end of the project, a communication (article or/and webinar) on the project may be published in the Anglophone section of APOP's and Profweb's websites.

## Further Assistance

For questions or comments on projects or on the submission process, please contact **APOP** at: 581 981-7002 ext. 209, or by email at [itactivities@apop.qc.ca](mailto:itactivities@apop.qc.ca).