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**Virtual Exchange Partnership Worksheet**

**Partners**

You: (Name, Title, Institution): Email:

Partner: (Name, Title, Institution): (If known) Email:

**Course Structure**

Academic term when course will take place:

Course title- your institution:

Course title - partner institution:

Topic of collaborative modules:

**Goals**

1. How do you imagine this international collaboration component adding value to your course, specifically?
2. What are the most important content learning goals for your course that you now teach ( that you will be redesigning, or designing if it is a wholly new course?)
3. What are the three biggest challenges that you will need to overcome? How could you best get started on this?

**COIL Content**

What assignments, if any, do you now do, in any of your courses, that might possibly be used or modified to help students gain skills in any one of the following three areas of learning?

* Increase cross-cultural communication/understanding skills
* Increase proficiency in problem-solving in small global teams using virtual communication tools

(Outline the technology tools you plan to use and why).

* Increase understanding of group roles, dynamics and effectiveness in working in a group.

**Timeframe**

1. What is the time difference between the collaborating partners? How are you addressing this with your partner?
2. Detail out when quarters/semesters start and end for your course both in US and internationally, and specify when within those time periods students will be collaborating. Note when holidays/breaks occur and how you will accommodate.

**Language**

How will you accommodate language differences to maximize the effectiveness of the partnership?

**Class size/type**

Describe the size, age range and type of student make-up of the collaborating partners and how the similarities and differences will effect/enhance/challenge the learning partnership.

**Technology**

What technology tools will you use and how have you/will you prepare each partner to use them effectively?

**Assessment**

1. What tools you will use to assess student learning. Describe any differences in how you will assess students at both universities.
2. How will students be graded and describe any differences there may be in grading between partners.

**Other support needed?**

1. What remaining barriers could potentially block or inhibit the likelihood of implementation?

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