**Designing a Virtual Exchange**

Main Facilitator: Paloma Rodriguez

Course Designed by UF CITT- Leslie Mojeiko and Laura Jervis

**FALL 2020**

**Course Description**

This is a 5-week, online course during which participants become familiar with virtual exchange (VE) and the various models for leveraging technologies to bring students from different cultures together. In this course participants learn about the requirements for designing and implementing a successful VE within a course that they teach regularly and begin developing their own project plan to conduct a virtual exchange.  *Although preferred, having an established partner for the VE project is not a prerequisite for participation in this course.*

**Course Goals**

Through this course you will:

1. experience what it is like to be a student in a virtual exchange environment
2. meet and collaborate with new colleagues on your campus and across borders
3. learn how to use Zoom and other tech tools
4. develop confidence in your ability to find (and be!) a suitable VE partner, to design a VE to embed in a course, and to implement said VE in an upcoming semester
5. acquire a collection of resources that will be useful to you in your virtual exchange work

**Learning Outcomes**

Upon successful completion of this course, participants will

1. Understand how to design VE tasks to match the intended learning outcomes
2. Develop a draft VE course design and implementation plan
3. Recognize and articulate the challenges and pitfalls to successful VE design and implementation and be prepared to mitigate against them
4. Understand how to choose tools and technologies that are appropriate to the learning contexts of all partners and participants and to the desired learning outcomes of the VE
5. Develop empathy for their students and the VE situation they expect to put their students into

**Participation Expectations**

* We estimate that you will need 3-4 hours per week to complete the components of this course.
* Every week there will be readings and online assignments due.
* There will be four one-hour synchronous meetings on Zoom. Week 4 will have an asynchronous session instead.
* Successful completion of the course requires:
  + Attendance at 3 synchronous meetings
  + Quality participation in forum discussions
  + Submission of all assignments in a timely fashion
  + Submission of a draft VE module with tentative implementation date
* Upon successful completion of the course with a minimum passing grade of 80% all participants will receive a digital badge indicating that they have completed this training. UF faculty will obtain in addition 500 miles towards the [Global Teaching & Learning Certificate](https://internationalcenter.ufl.edu/faculty-engagement/international-teaching/global-teaching-home/global-teaching-learning-certificate) and a $500 award in professional development funds.

**Course Overview**

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| **Week** | **Topic** | **Dates** |
| 1 | Module 1- Introduction to Virtual Exchange   * Types of virtual exchanges. * Common challenges implementing virtual exchanges * Using Zoom to attend and participate in an online synchronous session | Oct. 26-30 |
| 2 | Module 2- Navigating Intercultural Collaborations   * Scheduling synchronous sessions while accounting for time zones * Creating strategies to encourage students to examine and develop their intercultural competency * Identify resources to find a VE partner and traits that make two partners compatible | Nov. 2-6 |
| 3 | Module 3- Designing a Virtual Exchange: Task Design   * Develop a Virtual Exchange outline using course design principles * Applying telecollaborative task design theory to virtual exchange using the typology of 12 different types of tasks and task sequences identified by O’Dowd and Waire. * Recognizing the elements of measurable student learning objectives | Nov. 9-13 |
| 4 | Module 4 - Utilizing Technology Effectively   * List of tools to enhance virtual exchange * Analyzing technological needs * Self-assessing readiness to use new technology | Nov. 16-20 |
|  | Thanksgiving holiday-no meeting | Nov. 23-27 |
| 5 | Module 5 - Implementing VE at UF:  Final Projects   * Developing a virtual exchange lesson plan * Presenting a virtual exchange project targeting a specific audience (e.g. students, potential partners, colleagues, administrators). * Identifying procedures and requirements for implementing virtual exchange at the University of Florida (e.g., QuickReg). * Identifying resources and services at UF that will assist in the development of virtual exchanges. | Nov 30-Dec. 4 |