**Sequence and Description of Activities:**

The instructors have held asynchronous discussions and synchronous meetings to plan out the following project:

Setup – the instructors at both ends select a few students suitable to be learning assistants who wish to participate in the virtual exchange program. This has been completed at UF and will be completed within a week in Zambia.

* 1. Pre-VE Qualtrics survey for all participants.
	2. Jan 21st, Introduction Activity: Synchronous kick-off session. Students will have time to get to know one another via the padlet icebreaker activity. This is a very open-ended activity designed to create excitement and familiarity with the people in the VE program. At the start and end of this activity Dr. Krishna will welcome everyone, Marth Mwiinga will say a few introductory words, then we launch into the padlet activity and take the last 10-15 minutes to describe what an LA program is and how the model works. We establish channels of communication between the students and collaborative work spaces. We will wrap up this session by giving a take-home exercise of thinking about how best to structure the groups.
	3. Asynchronous 2 weeks: We will spend the next 2 weeks developing appropriate worksheets for the physics AS active learning session. There will be draft-feedback-draft iteration cycles in the Google Docs or One Drive Shared folder.
	4. Next 2 weeks: To implement the active learning session at Chengelo School and write a reflection on it.
	5. Feb 21: Synchronous zoom debrief session with all participants of the VE program going over how the active learning session was received and what, if any, challenges arose. What needs to be modified for next time etc. UF LAs will describe how they reach out to students in the classroom to get them to participate more fully in the sessions. We will introduce the idea of offering Office Hours for help.
	6. Asynchronous 4 weeks to allow new LAs to offer the office hours, while they maintain open dialogue with UF students for feedback and advice on how best to meet any challenges that come up.
	7. March 21: Synchronous concluding meeting with post-VE Qualtrics survey and making a decision on whether or not both parties wish to continue to develop more sessions and take this further. If so, would a site visit with UF students be suitable? Can Zambia students and instructors visit UF? Can this grow into a Study Abroad activity?
	8. The instructors on both sides will consider whether to present this work at a suitable conference.