

# Designing a Virtual Exchange

Spring 2025

## Instructor Information

Instructor	Email	Office Location
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## General Information

### 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 project 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:

- experience what it is like to be a student in a virtual exchange environment
- meet and collaborate with new colleagues on your campus and across borders
- learn how to use Zoom and other tech tools
- 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
- acquire a collection of resources that will be useful to you in your virtual exchange work

## Participant Expectations

### Expectations

- We estimate that you will need 15 hours total (about 3 hours per week) to complete the components of this course.
- Every week there will be materials to review and assignments to complete online.
- Every week partners will have to communicate synchronously or asynchronously to collaborate and work on their project.
- Every week there will be **one** session in Zoom for all course participants to discuss course topics and engage in activities. Sessions last 90 minutes.
- The course has a free week built-in to allow participants to catch up with assignments, meet with instructional designers, and have extra time to collaborative with partners on the final draft of their virtual exchange project.

### Completion Requirements

- Successful completion of the course requires:
  - Attendance at 4 of the 5 synchronous meetings, including the final meeting

- Quality participation in forum discussions
- Submission of all assignments in a timely fashion
- Individual meeting with an instructional designer or course facilitator
- Submission and presentation of a draft VE project plan 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](#) and a \$500 award in professional development funds.

### Synchronous Sessions

Dates and times for the synchronous session will be determined based on the availability of participants. To accommodate faculty in different time zones, the synchronous sessions will be offered at **two** different days/times every week, but participants only need to attend one session per week. Partners do not need to attend at the same time.

**Please note:** To successfully complete the Virtual Exchange training, participants must attend a minimum of 4 out of 5 synchronous sessions, including the Module 1 and Module 5 synchronous sessions.

### Required Materials

All the materials, readings, videos, discussion boards, and submissions will be hosted in Canvas (the University of Florida’s LMS system). Collaborative assignments will require the use of Google Drive. Both UF and non-UF faculty will be added manually to the course in Canvas and granted access to the appropriate files in Google Drive.

### Course Overview

Week	Dates	Topic
Orientation	Feb. 10-14, 2025	Course Orientation & tour of Canvas
Week 1	Feb. 17-21, 2025	Module 1: Introduction to Virtual Exchange
Week 2	Feb. 24-28, 2025	Module 2: Navigating Intercultural Collaborations
Week 3	Mar. 3-7, 2025	Module 3: Designing a Virtual Exchange: Task Design
Week 4	Mar. 10-14, 2025	Module 4: Utilizing Technology Effectively
Week 5	Mar. 17-21, 2025	Catch-up Week - No homework/No synchronous session
Week 6	Mar. 24-28, 2025	Module 5: Implementing VE & Final Project Presentations

### Synchronous Sessions

	Weekly Meeting Day/Time
Option 1	TBD
Option 2	TBD