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| **Virtual Exchange Information Sharing Template** |  |  |
|  | **Partner 1** | **Partner 2** |
| **Time** |   |   |
| When does your course start and end? Please enter dates |   |   |
| What are some holidays and breaks during this period? |   |   |
| Which days of the week does your class meet? |   |   |
| What time does your class meet? |   |   |
| What is the time difference between your locations?  |   |   |
| **Class size & Language** |  |  |
| How many students are in your class? |   |   |
| What is the language of instruction in your course? |   |   |
| If the exchange is going to be conducted in English, describe the level of proficiency of your students |   |   |
| If the exchange will be conducted in a language other than English, describe the level of proficiency of your students |   |   |
| What problems with communication do you foresee? |   |   |
| **Content** |   |   |
| What topic would you like to address through the virtual exchange activities? |   |   |
| What part of your syllabus has the flexibility to incorporate a virtual exchange? |   |   |
| **Technology** |   |   |
| Do your students have access to high speed internet? |   |   |
| Do your students have access to mobile phones and apps they can use for the exchange (Flip, WhatsApp…)? |   |   |
| Can your students access and use Google products? |   |   |