Virtual Exchange Training for Graduate Students

Spring 2025

Instructor Information

Instructor	Email	Office Location
Carrie Martins	cmartins@ufic.ufl.edu	UF International Center

General Information

Description

This online course takes place over six weeks, 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 and in collaboration with faculty or other graduate students, will begin developing their own project plan to conduct a virtual exchange. *Having a confirmed TA/instructor position with the intention of incorporating virtual exchange is a prerequisite for participation in this course.*

Course Goals

Through this course you will:
- develop confidence in your ability to design and implement active learning, enhancing your CV for faculty career opportunities
- learn innovative ways to incorporate technology and global learning into the classroom
- identify strategies for developing an international network of collaborators for teaching and research
- meet and collaborate with faculty and fellow graduate students from across campus
- acquire a collection of resources that will be useful to you in your teaching and virtual exchange work

Participant Expectations

Expectations

- We estimate that you will need 8 hours total to complete the components of this course.
- There will be three 1 hour sessions in Zoom for all course participants to discuss course topics and engage in activities.
- Participants will have three weeks interspersed between the three live sessions to work through the three online modules and complete assignments at their own pace.
- All participants should submit a draft virtual exchange plan at the end of the course, developed either in collaboration with a faculty member or another graduate student from the program (the program facilitator will match students if needed).

Completion Requirements

- Successful completion of the course requires:
  - Attendance at two of the three synchronous meetings

- o Submission of all assignments
  - o Submission of a draft VE project plan
- Upon successful completion of the course all participants will receive a digital badge indicating that they have completed this training and 250 miles toward the [CTE Passport to Great Teaching Program](#).

Synchronous Sessions

Dates and times for the synchronous sessions will be determined based on the availability of participants. To accommodate as many schedules as possible, each of the three synchronous sessions will be offered at **two** different days/times, but participants only need to attend on one day/time for each session.

Required Materials

All the materials, readings, videos, and submissions will be hosted in Canvas (the University of Florida's LMS system).

Course Overview

Week	Dates	Topic
Week 1	Feb. 3-7, 2025	Synchronous Session 1
Weeks 2-3	Feb. 10-21, 2025	Complete online assignments at your own pace: Module 1: Introduction to Virtual Exchange Module 2: Preparing for Virtual Exchange
Week 4	Feb. 24-28, 2025	Synchronous Session 2
Week 5	Mar. 3-7, 2025	Complete online assignments at your own pace: Module 3: Sequencing & Task Design
Week 6	Mar. 10-14, 2025	Synchronous Session 3
Optional	Mar. 24-28	Attend faculty VE Training project plan presentations

Synchronous Sessions

	Meeting Day/Time
Option 1	TBD
Option 2	TBD