

Global Learning Virtual Exchange Proposal: Overview

Faculty interested in developing a Global Learning Virtual Exchange must review this document which outlines the steps that must be completed to establish an approved virtual exchange.

In addition faculty should:

- Meet with the Office of Global Health to discuss the exchange,
- Consider attending formal training on developing a successful virtual exchange,
- Discuss with appropriate departmental personnel to ensure the activities of the virtual exchange meet accreditation requirements, and
- Review the TTUHSC Global Learning Virtual Exchange Toolkit which, in addition to this proposal document, includes a guide on developing virtual exchanges, additional links and resources, an evaluation tool, and other documents necessary for the implementation of a successful virtual exchange.
 - The toolkit can be accessed on the Office of Global Health website at the following link:

The steps that must be completed when developing a virtual exchange are outlined below.

[STEP 1: Global Learning Virtual Exchange Preliminary Proposal](#)

After identifying an international partner for the virtual exchange and meeting with this partner to discuss the preliminary details of the experience, TTUHSC faculty must complete the Preliminary Proposal.

In this document faculty are expected to provide an overview of the proposed virtual exchange with as many details as possible. The summary should include information about the international partner, the type of exchange model, and how credit/clinical hours will be awarded if applicable.

This document must be completed, reviewed, and routed for approval a minimum of 90 days prior to the implementation of the virtual exchange.

After completing the Preliminary Proposal, the document must be routed for review and approval. A routing sheet has been provided with the document.

[STEP 2: Global Learning Virtual Exchange Proposal](#)

After receiving approval (see Step 1), the faculty partners must further develop the logistics of the virtual exchange by meeting as often as needed to complete the Proposal.

The Proposal is intended to generate deeper conversation around the development of the exchange and ensure all potential challenges have been discussed and logistics determined.

[STEP 3: Global Learning Virtual Exchange Pre-implementation Summary – Final Approval](#)

After the details of the virtual exchange have been determined and prior to implementation, TTUHSC faculty must update the key stakeholders of the progress of the exchange and receive final approval by completing the Pre-implementation Summary.

After completing the Pre-implementation Summary, the document must be routed for final approval. A routing sheet has been provided with the document. After signatures have been obtained, a copy must be forwarded to the Office of Global Health for our records.

This document must be completed and routed for approval a minimum of 30 days prior to the implementation of the virtual exchange.

STEP 4: Global Learning Virtual Exchange Post-implementation Summary

After implementing the virtual exchange, TTUHSC faculty must provide details about the successes and challenges of the experience by completing the Post-implementation Summary document.

This document must be emailed to the appropriate designated individuals and is due at the conclusion of the virtual exchange.

For Additional Questions:

Please contact Michelle Ensminger, Director, Office of Global Health at michelle.ensminger@ttuhsc.edu if you have additional questions about developing a Global Learning Virtual Exchange or about the approval process.

STEP 1:
Global Learning Virtual Exchange
Preliminary Proposal

Please submit to michelle.ensminger@ttuhsce.edu.

Due date: 90 days prior to date of exchange

Proposal Overview

TTUHSC Faculty Leader:

Virtual Exchange Program Name:

Collaborative Partner:

Collaborative Partner's Institution/Organization (if applicable):

Purpose/Summary (provide as many details as possible):

Exchange Model:

- Student-to-student
- Clinical-to-clinical
- Student-to-community partner
- Faculty-to-faculty
- Other:

Course or Clinical Credit:

- Course credit
- Clinical credit
- Extra-curricular
- None
- Other

Course Preparation:

- Existing course
- New course
- NA

Number of Students/Faculty Participating in Exchange:

- Students:
- Faculty:

Questions:

Please contact Michelle Ensminger, Director, Office of Global Health at michelle.ensminger@ttuhsc.edu.

Review & Approval

Review: Office of Global Health

Director, TTUHSC Office of Global Health: _____

Printed Name: _____

Date: _____

Review: School Global Health Steering Committee

Director/Chair, School Global Health Steering Committee:

Printed Name: _____

Date: _____

Approval: Program Director or Chair

Program Director or Chair: _____

Printed Name: _____

Date: _____

Approval: Dean

Dean: _____

Printed Name: _____

Date: _____

STEP 2: Global Learning Virtual Exchange Proposal

Proposal Details

Section 1: Faculty Contact Information

Contact Information	TTUHSC Faculty	Collaborative Partner (university abroad or key stakeholder)
Name & credentials of faculty		
Email address		
WhatsApp name/number		
Cell phone number (for calls & texts)		
Other instant messaging platforms Include number & user name as applicable		
Additional faculty information		

Section 2: Time Considerations

Time Considerations	TTUHSC Faculty	Collaborative Partner (university abroad or key stakeholder)
Time zone	Central	
Is daylight savings time observed? If yes, include dates begin & end	Yes. (include dates here)	
Best hours/days to contact		
Start/end dates of semester		
Course used in collaboration (ex., NURS 5320)		
Semester(s) course in collaboration offered		
Semester of this collaboration		
Start/end dates of student or clinical collaboration		
Fixed times for classes Include days & times		
Holiday breaks Include dates		
Anticipated timeline for development of collaboration (ex., weekly meetings for 2 hours a week or specific dates)		
Institutional expectations for new course development or course modifications (ex., timeline for development &		

approval if required)		
Hours per week committed to teaching course/module, per faculty		
Expectations of each faculty leader regarding time commitment during execution of virtual exchange in addition to teaching		
Institutional expectations regarding student time commitment		
Other time considerations		

Section 3: Language Considerations

Language Considerations	TTUHSC Faculty	Collaborative Partner (university abroad or key stakeholder)
Languages read, write, and/or speak		
Primary language spoken by students/community		
Language of instruction		
English fluency level (reading, writing, speaking) (ex., low, intermediate, high)		
Is language translation needed? If yes, discuss arrangements.		
Language skills potential effect on course/project		
Other language considerations		

Section 4: Course Content/Project Considerations

Course Content/Project Considerations	TTUHSC Faculty	Collaborative Partner (university abroad or key stakeholder)
Goals or collaborative learning objectives		
Is modification to syllabus needed? If yes, please explain		
Collaborative tasks, activities, outcomes		
Roles & responsibilities (TTUHSC faculty, collaborative partner, and students)		
Other course content/project considerations		

Section 5: Assessment Considerations

Assessment Considerations	TTUHSC Faculty	Collaborative Partner (university abroad or key stakeholder)
Measurement of student outcomes/competencies		
Grading scale (e.g., pass/fail, grade for completed assignment)		
Attendance/participation policy (e.g., requirement for attending/participating)		
Evaluation of experience		
Other assessment considerations		

Section 6: Technology Considerations

Technology Considerations	TTUHSC Faculty	Collaborative Partner (university abroad or key stakeholder)
Familiarity & comfort with online instruction (ex., low, intermediate, high)		
Available/preferred technology platforms & party responsible, including Learning Management System (e.g., Zoom, Moodle, WhatsApp)		
Faculty familiarity with above listed platforms		
Student familiarity with above listed platforms (ex. low, intermediate, high)		
Availability of alternate languages in technology platforms		
IT support needed, including availability		
Access to hardware, both at institution & at home (e.g., computers, phones, etc.)		
Available bandwidth at institution		
Available bandwidth at home, for faculty & students		
Data limitations		
Synchronous activities & considerations		
Asynchronous activities & considerations		
Areas of greatest concern		
Other technology considerations		

Section 7: Expectations of Students

Expectations	TTUHSC Faculty	Collaborative Partner (university abroad or key stakeholder)
Students' expected time commitment, both synchronous & asynchronous		
Students' expected time commitment, outside of class		
Group work		
Collaboration and interactions between partners		
Access to resources needed for successful virtual exchange		
Other considerations		

Section 8: Administrative Support Considerations

Expectations	TTUHSC Faculty	Collaborative Partner (university abroad or key stakeholder)
Approvals/review needed List if applicable	<ul style="list-style-type: none"> ○ TTUHSC Office of Global Health ○ Chair ○ Dean ○ School Global Health Committee 	
Type of support needed/requested		
Program costs: revenue		
Program costs: expenses		
Funding received (if applicable) (ex., grant funding)		
Other support considerations		

STEP 3:
Global Learning Virtual Exchange
Pre-implementation Summary
Final Approval

Due date: 30 days prior to date of exchange

Please provide a written summary below of your virtual exchange. Summary must cover the items listed below. Upon completion, forward the summary to the dean, chair, Office of Global Health, and school Global Health Steering Committee.

- Collaborative partner
- School, course, and level in which the virtual exchange will occur
- Program occurrence (beginning & end dates)
- Number of participants
- Plan and outcomes, including any collaborative project (e.g., student presentations)
- Assessment of outcomes

Summary:

Approval

Approval: Program Director or Chair

Program Director or Chair: _____

Printed Name: _____

Date: _____

Approval: Dean

Dean: _____

Printed Name: _____

Date: _____

For OGH Use Only!

Date Received:

Date Reviewed:

Signature:

STEP 4:
Global Learning Virtual Exchange
Post-implementation Summary

Due date: 30 days after conclusion of virtual exchange

Please provide a written summary below of your completed virtual exchange. Summary must cover the items listed below. Upon completion, forward the summary to the dean, chair, Office of Global Health, and school Global Health Steering Committee.

- Collaborative partner
- School, course, and level in which the virtual exchange occurred
- Program occurrence (beginning & end dates)
- Number of participants
- Plan and outcomes, including any collaborative project (e.g., student presentations)
- Assessment of outcomes
- Successes
- Challenges, including ways challenges were addressed
- Student evaluation data and feedback
- Collaborative partner evaluation data and feedback
- Recommendations for future virtual exchange collaborations

Summary: