# Questions to consider when planning VE / COIL

**These questions will help teachers from different countries when planning Virtual Exchanges / COIL courses. Not all questions need to be answered immediately, but they should be kept in mind during the course of the collaboration.**

## Questions for the first meeting

* **Who** are we?
	+ What is our name and by which name do we want to be addressed?
	+ What is our field of expertise and what are our teaching/research interests?
	+ What is our motivation to start an international virtual course?
	+ Do we already have experience with international (virtual) courses?
* **What** could be the topic and format of our joint course?
	+ Which topics would be suitable for a Virtual Exchange / COIL class?
	+ What language(s) do our students speak?
	+ Can the Virtual Exchange take place in an already existing module/course or do we have to develop a new one?
* **What** would be the participation requirements/conditions for our students??
	+ How many participants are we expecting
	+ At what stage of their studies are our students and how much prior knowledge do they have?
	+ Is the course compulsory for our students?
	+ Should there be an exam in the course or not? If so, should it be graded?
* **When** is a joint course possible?
	+ Is a joint course possible throughout an entrie semester or only on individual (block) dates?
* **Which** learning management system (e.g. ILIAS, Moodle...) and which video conferencing system are used at our universities?
* **Who** can support us?
	+ Do any of our colleagues already have experience with Virtual Exchange / COIL?
	+ Is there a Virtual Exchange or COIL coordinator at our university?
	+ How can the IT department support us? (e.g. guest accounts in the LMS)
	+ How can e-learning team support us? (e.g. pedagogical design, methods, use of tools and platforms)
	+ How can the International Office support us? (e.g. university partnership)
	+ Do we have student assistants who can support us?

## QUESTIONS FOR DETAILED PLANNING

* **Social frame**
	+ Which activities do we want to use to break the ice in our first joint session?
	+ Which methods/work assignments do we want to use to encourage the students to engage in international exchange during the rest of the course? (regular "speed datings", impulse questions, discussions in the plenary...)
	+ How do we deal with unequal groups from both countries? (more participants from country A than from country B)
* **Schedule**
	+ Which long-term collaborative project can students work on together in an international group?
	+ How many collaborative sessions will there be and when will they take place?
	+ What are the learning goals for each session and what content should be included for each session?
	+ Do we always attend the sessions together or does only one of us leads each session?
	+ Who of us takes on which role in each session? (Giving input, tech support and troubleshooting, providing study materials...)
	+ What methods and study materials will be used to achieve the session goals?
	+ How do we deal with unequal groups from both countries? (more participants from country A than from country B)
	+ Are there joint exams for the students? How are these organized?
* **Tools and platforms**
	+ Which video conferencing system do we use?
	+ What platform do we use to share documents and allow students to collaborate?
	+ What other tools do we need? (e.g. collaborative writing editors, voting tools, virtual whiteboards...).
* **Communication**
	+ When do we have to announce the course and through which channels?
	+ What information do we need to provide in advance so that students are well informed?
	+ How will communication in the course work later on? (channel, frequency...)
* **Reflection and evaluation**
	+ How do we want the students to reflect on their experiences in the international group at the end of our course?

## License and contact

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