

First meeting(s) with a potential partner

When you have established contact with a potential partner (for example through the EDUC Teacher's journey community), it is recommended to use some time to get to know each other and establish foundations for future collaboration.



Getting to know each other

- Discuss your motivations for doing a Virtual Exchange/COIL course
- What kind of teacher are you? *Do you usually use lectures, do you use lots of activities, do you like having a teaching partner?*
- How much time and work can you commit to the development and teaching of the VECOIL course?
- Discuss communication rules for the project group: How, when and how often can you be contacted?



Context

- Is there a time difference between the different partners?
- What are normal work hours?
- Are the academic calendars matching? At what period?
- How are the IT facilities at your institutions? (internet speed, access to equipment, student access, ...)? Any specific rules or barriers for conducting online classes or classes with online elements?



Your students

Dress the portrait of a typical student for your course or program

- Level (Bachelor, Master)
- Age / Demographics
- Language proficiency: is there a common language between your students? Will it be a challenge for your students to communicate orally?
- Digital competence?



Your class

Discuss a typical class in your respective course or program

- Are students used to participating actively? Or are they quiet in class?
- Is the main format lectures, seminars, a mix?
- Online course or in-person?
- Class size
- Compulsory or elective? Compulsory attendance?
- ECTS?



Your respective courses for this VECOIL module

- Will the COIL be a part of an already existing course? Or will a new course be created and approved?
- In which program or within which field is this course placed?