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	TTUHSH	
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		

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		

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