

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.