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| Check List: Gathering Information for the Partnership |
| **Name and Surname:**  **Institution:** |
| 1. What do you prefer me to call you? How do you want me to address you? |
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| 1. What subject do you want to use for this collaborative experience? |
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| 1. Usually, how many students do you have? |
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| 1. What are the best hours/days to contact you by Skype or phone, considering time zone differences? |
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| 1. Through what medium do you prefer to communicate? (WhatsApp, Skype, Facebook Messenger, others) |
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| 1. When does your school period start and end? |
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| 1. Are there holiday breaks within the semester? Identify the precise dates. |
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| 1. What is the primary language spoken by your students? |
| Spanish |
| 1. What other languages speak your students? |
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| 1. Overall, how do you expect language skills to affect your course, and do you see language learning as an important component for either cohort? |
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| 1. Please list the three most important goals you hope this course collaboration will achieve for your students. (Crosscultural skills) |
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| 1. What aspects of your existing syllabus do you think would lend themselves best to cross-cultural critical reflection by students? (Please list). |
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| 1. Would you better prefer to work with a Sustainable Development Goal?  Which one? |
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| 1. Do you usually use rubrics (i.e. stated criteria) when assessing students? Would you like to define shared rubrics with your partner? |
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| 1. Would you be willing to use other assessment methods such as self-evaluation or peer evaluation? |
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| 1. How will you deal with student attendance for the module or course? How will online participation be assessed? |
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| 1. How could you assess the outcome of the intercultural experience that will take place? |
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| 1. Does your institution have a primary (centrally supported) Learning Management System (LMS) (e.g. Moodle or Blackboard)? If so, what is it? |
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| 1. Have you used this LMS to teach an online course or to extensively support a blended or face-to-face course? |
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| 1. Do your students use this LMS on a regular basis for their coursework? |
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| 1. Do you usually use other technologies to create resources or to get your students to do their homework? If the answer is yes, mention three. |
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| 1. Are there laws that regulate the internet availability in your country? |
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| 1. Do you think it is easy for your students to have internet access at any time? |
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| 1. What other aspects of technology use could be a challenge? |
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| 1. Are you free to determine a percentage of the final grade for your students? o Should you respect some predefined institutional percentages? |
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