

Before embarking on your VE journey

- 1 Make sure you can do everything you ask your students to do. 'Walk the Talk' before launching the project in terms of access to technology and learning platforms. If you can't use the platform, then you cannot expect your students to be able to.
- 2 Spend time getting to know your partner(s) ahead of planning your project and begin planning your VE well in advance. Do not underestimate the amount of time it takes to organise, plan and execute such a project.
- 3 Ensure that you and your partner(s) co-create the course in equal measure, make sure that you are collaborating and not merely cooperating.
- 4 Be prepared to try out new technology and tools and be prepared to make mistakes, especially the first time round. The experience will provide a meaningful learning curve for all involved. Expect the unexpected and make sure you are flexible by having a Plan B (and C as necessary!).
- 5 Create a user-friendly platform and materials that can be amended, updated and added to for future iterations so you don't have to start all over if you choose to repeat the VE at a later date.
- 6 Choose your partners carefully to ensure all parties are as committed to and invested in the project.
- 7 Involve all the stakeholders in the planning stage and ensure everyone knows what their role in the VE project is. This means teaching staff, administration staff and technical support staff. Everyone has a stake in this endeavour.
- 8 Align the expectations and the course objectives from the very beginning. Make sure the students understand what is expected of them and why they should participate so they can have as meaningful experience as possible.
- 9 Make sure all students have what they need to be able to complete and participate in your VE collaboration: a laptop and a decent internet connection are an absolute 'must'.
- 10 Discuss the selection process with your partner(s) - which students will be suitable to take part and why? Make sure you are in agreement about this.

