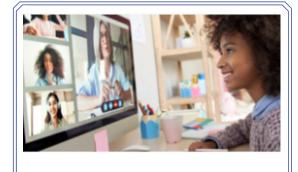
VIRTUAL ETIQUETTE COURSE OVERVIEW







Course Description

Online classes, meetings and job interviews have become a fact of life. This course will explain the best practices for interacting online via video chat, discussion boards and more. This is sometimes referred to as "Netiquette". Completing this course will provide students with a solid framework in best practices for the virtual or hybrid classroom and the virtual meeting space as well as a practical applications to the world of work.

• Target Audience: Grades 9-12

• Course Length: 1-2 Hours

Core Competencies

CATEGORY	#	COMPETENCY	TOPICS
Preparation	1	Stage for Success	Set Up Workspace
			Gather Supplies
			Stage your Virtual Space
			Limit Distractions
	2	Test the Technology	Prepare Your Device
			Meet the Software
Participation	3	Be Ready	Check Out Logistics
			Arrive Early
	4	Be Professional	Follow Dress Code
			Present Your Best Self
	5	Be Present	Remain Stationary
			Listen Actively
			Speak Intentionally
			Use Meeting Tools Appropriately
	6	Be Respectful	Interact with Peers/Teammates
			Interact with Instructors/Supervisors
	7	Be Responsible	Adhere to Technology Usage Guidelines
			Manage & Meet Deadlines
			Organize/Submit Work Correctly
			Take Initiative & Show Ownership
Communication	8	Written Communication	Synchronous vs. Asynchronous
			Apply the Basics
	9	Virtual Job Interviews	Put Your Best Foot Forward .

Suggested Use Cases

- Leverage this course to set consistent expectations for virtual & hybrid classes.
- Embed into annual, semester, or new course orientation.
- Incorporate into high school career prep/planning courses such as:
 - Career Investigations
 - Education for Employment (EFE)
- Stack this credential with Employability Soft Skills for thorough WBL preparation.

VIRTUAL ETIQUETTE COURSE OVERVIEW



Course Outline

INTRODUCTION

- Navigating the Course
- Course Objectives
- What is Virtual Etiquette?

PREPARATION

- Set the Stage for Success
- Test the Technology
- Formative assessment checks embedded in content engagement

PARTICIPATION

- Be Ready
- Be Professional
- Be Present
- Be Respectful
- Be Responsible
- Formative assessment checks embedded in content engagement

WRITTEN COMMUNICATION

- Written Communication
- Remember the Basics
- Synchronous vs. Asynchronous
- Formative assessment checks embedded in content engagement

VIRTUAL JOB INTERVIEWS

Putting Your Best Foot Forward

CONCLUSION

- Final Assessment
- Congratulations!