

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
	6	Be Respectful	Use Meeting Tools Appropriately 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
	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.

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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!