

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