

Everyday Etiquette for Educators

Learning Outcomes and Course Checklist

Course Overview

Professionalism is an essential component of working with children. The teaching profession requires educators to show competence in all aspects of their work, including how they conduct themselves on a daily basis. This course discusses the basics for professional behavior, maintaining appropriate relationships with parents, coworkers, and students, as well as how to mindfully navigate social media.

Level 2

- Washington STARS credit: Professional Development and Leadership (1 hour)
- CDA Content Area: Commitment to Professionalism (1 hour)

Objectives:

- Explain why preparedness is a vital component of successful teaching
- Identify components of a professionally written email
- List 2 ways to protect yourself as an educator on social media
- Describe what can be done to maintain a positive attitude in the classroom

This checklist is for your reference only, and using it is optional. You may print or save it to your computer to use to track your progress.

COURSE CHECKLIST

	<u>1. Introduction</u>
	<u>2. Learning Outcomes and Menu</u>
	<u>3. Qualities of a Child Care Professional</u>
	<u>4. General Etiquette for Professionals</u>
	<u>5. Timeliness</u>
	<u>6. Appropriate Communication</u>
	<u>7. Relationships with Parents and Guardians</u>
	<u>8. Email Communication</u>
	<u>9. Discussion: Email Reflection</u>
	<u>10. Social Media</u>
	<u>11. All About Attitude</u>
	Course Assignment
	Parking Lot
	Evaluation Form

GETTING HELP

Student Support Hours

Monday - Friday 7:00 am – 6:00 pm

Saturday - Sunday 9:00 am – 6:00 pm

For information on help, go to: <http://www.starsclassesonline.com/getting-help.html>

E-mail: info@starstraining.org

Phone Support: (360) 602-0960

CERTIFICATES

This is a LEVEL 2 Course.

If your assignments were adequately completed, you should expect that the turnaround time will be less than 24 hours from the time which you submit the evaluation form until you receive your certificate by email. If you did not adequately complete the assignments, the trainer will send you an email requesting that the coursework be redone. Be sure to watch for emails from one of our trainers.

If you do not receive your certificate within 24 hours from when you submit the evaluation form, check your junk mail or spam folder. If the certificate email is lost in cyberspace, we will not know that you did not receive it. You will need to provide us with a different email address, such as a new Yahoo email account, to receive your certificate. Please be aware that Wavecable and Comcast especially seem to have difficulties receiving our emails with the certificates attached. Thank you for your cooperation and patience.