



Headstart Elective: Cyber Etiquette & Communication

Instructor: Kate Huh

February 4th - March 11th, 2022

Fridays (4:30 - 6 pm)

Course Description

At a time when one in three internet users is under 18 years old,¹ it is essential for students to know how to conduct themselves safely, effectively, and politely in digital spaces. In the Cyber Etiquette & Communication elective course, students learn how to tailor their writing to different online contexts, safely navigate digital platforms, and mindfully build their online identities and reputations.

Topics will include:

- How to craft polite, professional emails that will leave positive impressions on teachers, future internship supervisors, and more
- How expectations around writing conventions (including grammar, punctuation, and emoji and slang usage) differ according to context and audience
- Why carefully curating one's "digital footprint" (including everything from account usernames to social media posts to private messages) is essential
- How to follow safe practices when engaging with various online platforms

Instructor Background: Kate Huh

- Founder of Yale Undergraduate Journal of Comparative Literature
- Yale: BA English, Admitted Harvard/Stanford Law

Program Objectives:

- In addition to drafting and revising a set of mock professional emails, students demonstrate their mastery of the covered topics by completing quizzes and written summaries of their knowledge.

Tuition: \$499

Classes will meet via **Zoom** and materials will be shared via **Google Classroom**.

¹ UNICEF (2019), "Growing Up in a Connected World," <https://www.unicef-irc.org/growing-up-connected>.
For more information or to register, please contact headstart@flexcollegeprep.com or call (408) 252- 7742.