

**Syllabus:**

- The reading and written assignments are reasonably short with much potential for compelling learning. Enter class ready to turn in and demonstrate knowledge of any assignment.
- In-class participation is valuable for you and the full class. All students should measurably contribute to class discussions.
- Good notetaking is essential to excel. What is being said matters, lecture materials not on slides will occur on tests.
- Cell phones are not to be used in the classroom. Please turn your phone off before entering and put phones away in the classroom, students report that they focus and retain better. If there is an extraordinary need to briefly use your phone in a class, contact me before.
- Please do not bring food into the class, plan lunch or snacks accordingly.
- Absences can affect your course grade. Attendance on-time is expected and only fair to the others. Please consult with me, early, if there is an issue.

*all*

worth in the limited time we have each week.

### **Personal Protective Equipment (PPE)**

-covering policy in all classrooms. All students MUST wear appropriate face coverings that cover their mouths and noses during all face-to-face course meetings. Students who fail to comply with this policy WILL BE

- Understanding the roles of internal and external communication in successful project development, funding and implementation.

### **TITLE IX**

**What is Title IX?** Title IX of the Educational Amendments Act of 1972 is the federal law prohibiting discrimination based on gender under any education program and/or activity operated by an institution receiving and/or benefiting from federal financial assistance. Behaviors that can be considered sexual discrimination include sexual assault, sexual harassment, stalking, relationship abuse (dating violence and domestic violence), sexual misconduct, and gender discrimination. You are encouraged to report these behaviors.

**Reporting.** Florida Tech can better support students in trouble if we know about what is