







+ "A(6, 2" \$\*(1\*2-%" .>)\*\*(E0' 8F!>' E#L/E# 8!E' !G6/08)!6^@G' 06!/81!. /L6!H58!N#. !\$' >@5E60!  
/@@#\$/E# 8(!#(16((68E#/#2!B. #(!\$' 50(6!N#G!06T5#06!/(#F8#H\$/8E!/>' 58E! H!#816@68168E!N' 0%!/81!06G#6(!  
. 6/L#G9!' 8!(E5168E!#8#E#E#L62)\*!(68(6!' H!. 5>' 0!N#. !\$' >@5E60!F. 6/1/\$. 6(g!#(!. 6G@H5G)!E' ' 0!  
N220\*P2/M\* +112' \$.B2/6)\*! #8\$6!500/8!@G/8860(!/06!@0' 0G6>S(' GL60(!/E!E. 6#0!\$' 06)!#E!#(#>@' 0E/8E!E. /E!  
9' 5!/1' @E!/!@0' 0G6>S(' GL#8F!>#81(6E!#8!E. #(!\$' 50(62)\* (%#8F!H' 0!/(#(E/8\$6!E. #(!6>6(E60!#(!  
68\$' 50/F61!/81!(#F8/G(E! ' !>6!E. /E!9' 5!/06!68F/F61!#8!9' 50!N' 0%)!>' E#L/E61!09!6^\$6G68\$6!/81!  
@' (#L#L6G9!\$. /G68F61!09!E. 6!/(#F8>68E(2!  
\*(%#8F!H' 0!. 6G@!N#G!86L60!06!@60\$6#L61!/(!/#G/O#G#E9!#8!>9!\$G/((2!` ' N6L60)!N. 68!(66%#8F!/(#(E/8\$6!)  
#E!#(#>@' 0E/8E!H' 0!9' 5!E' !; A!\$G6/0G9!\$' >>58\$#/E6!E. 6!@0' 0G6>!/81!:CA!16>' 8(E0/E6!E. /E!9' 5!. /L6!  
/EE6>@E61E' !(' GL6!E. 6!@0' 0G6>!' 8!9' 50! N82!+!/>!L609!. /@@9!E' !. 6G@!9' 5!N#. !9' 50!N' 0%!' 5E(#16!  
' H!\$G/((!>66E#8F!)!150#8F! H#H\$6!. ' 50(!' 0!L#/#16>/#2!+H!N6!N' 0%!' F6E. 60!L#/#16>/#G)!#E!#(L#E/G!E. /E!9' 5!  
(681!>6!/(!>5\$. !#8H' 0>/E# 8!/(!@' ((#0G6!E' !. 6G@!1#/F8' (6!E. 6!@0' 0G6>2!+E!#(!8' E!(5HH#H\$68E!E' !N0#E6!  
E' !>6!/81!L/F56G9!(E/E6)!F+!\$/80E!F6E!E. #(!E' !N' 0%G!/81!6^@6\$E!5(6H5G!/(#(E/8\$6!N#. ' 5E!/\_G('!  
#8\$G51#8F!06G6L/8E!(\$0668!\$/@E506(!/81!/#16(\$0#@E# 8! H!E. 6!(' G5E# 8!(E6@(!9' 50L6!E#0612!  
+8!F6860/G)!+!N#G!06!L609!06(@' 8(#L6!E' !T560#6(!E. /E!>66E!E. 6(6!\$0#E60#/#/81!>5\$. !G6(((' !H' 0!F6/d9!  
T560#6(g)!N. #\$. !+!@0' 0/OG9!N#G!8' E!. /L6!E. 6!#8\$G#8/E# 8!E' !/1106((!T5#\$%G92!B. #(!/@@0' /\$. !>#00' 0(!  
@0' H6((# 8/G!@0/\$E#6!#8\$6!(5@60L#(' 0!6^@6\$E!L/G561!6>@G' 966(!E' !06!@0' /\$E#L6!#8!(' GL#8F!@0' 0G6>(2!  
: %(12##. (" -/\* (" 5&' \$)\* +!\$' 815\$E!E. #(!\$' 50(6!#8!/>/8860!E. /E!>#00' 0(!@0' H6((# 8/G!@0/\$E#6!#8!  
' 0160!E' !. 6G@!9' 5!16L6G' @!L/G5/O66!N' 0%@G/\$6!(%#G(2! 7 6!/G!8661!E' !06!#8!/F066>68E!E. /E!E. 6!  
H' G' N#8F!(E/81/01(!N#G!/@G9)!/(G#(E61!#8!E. 6!EN' !(6\$E# 8(!06G' N2!

## Instructor Responsibilities

- B' !06/E6!/@. 9(#\$/G9!/81!#8E6G6\$E5/G9!(/H6!/81!(E#>5G/E#8F!68L#0' 8>68E!H' 0!G6/08#8F!
- B' !/(#(E!(E5168E!/(!>5\$. !/(!@' ((#0G6!N#. !E. 6#0!#81#L#15/G!/81!\$' G6\$E#L6!G6/08#8F!' /G(!
- B' !. 6G@!06(' GL6!\$' 8HG#E!E. /E!. #8160!G6/08#8F!09!/8(N60#8F!(E5168E!T56(E# 8(!G6/0G9!/81!  
@0' >@E9!)! 0!E' !06(6/0\$. !/8(N60(!/81!06@G9!E' !E. 6!(E5168E!/((' ' 8!/(!@' ((#0G6!
- B' !E06/E!(E5168E!N#. !06(@6\$E!/81!%#8186(!)5(#8F!68\$' 50/F6>68E!/81!. 5>' 0!E' !H' (E60!  
G6/08#8F!
- B' !@0' L#16!\$G6/0!G6/08#8F!' 046\$E#L6(!/81!(E05\$E506!H' 0!6/\$. !G6(((' 8!/81!/(#F8>68E!
- B' !6L/G5/E6!/81!F0/16!(E5168E!N' 0%!H/#0G9!/81!/\$50/E6G9!N. #6!@0' L#1#8F!\$' 8(E05\$E#L6!  
H6610/\$%!

## Student Responsibilities

- B' !E06/E!E' E. 60!(E5168E!/#1!E. 6!#8(E05\$E' 0!N#. !/O(' G5E6!06(@6\$E!)(5@@' 0E#8F!H6G6' N!(E5168E!  
N. 686L60!@' ((#0G6!N#. !E. 6#0!G6/08#8F!' 046\$E#L6(!
- B' !\$' >@G6E6!/G6/((#F8>68E(!' 8!E#>6!/81!@0' H6((# 8/G9!/\$\$' 01#8F!E' !E. 6!06T5#06>68E!(G#(E61!  
#8!E. #(!9G6/05(!
- B' !H5G9!06/1!/81!58160(E/81!G6/(@6\$E(!' H!E. #(!9G6/05(!/81!E' !\$/009!' 5E!E. 6!06T5#06>68E!  
. 606#8!
- B' !16>' 8(E0/E6!(6GHS06G#/8\$6!/81!(6GHS1#06\$E# 8!#8!(6EE#8F!/81!\$' >@G6E#8F!G6/08#8F!' 046\$E#L6(!

## Completing Assignments on Time and Professionally

\* ((#F8>68E!/06!156!/E!E. 6!1/E6!/81!E#>6!(@6\$#H61!#8!E. #(!9G6/05(!/81! 8!6/\$. !/((#F8>68E!. /81' 5E2!  
+8! 8G9!0/06!#8(E/8\$6(!N#G!G/E6!/(#F8>68E!(06!/\$\$6@E61)!/(116(\$0#061!06G' N2!h/E6!/(#F8>68E!N#G!  
06\$6#L6!/#! 86S. /GH!G6EE60!F0/16!1615\$E# 8!H' 0!6/\$. !1/9!/81!/(#F8>68E!#(G/E62!U' 0!6^/>@G6)!#H!E. 6!



: /->.-%# , \*8./\*/2-5\*( \*>%-52\*M2" -/\$.2#\*-"5\*-%2' (%5\*1./25\*8.\$3  
\$32\*O11.' 2\*(1\*N\$&52"\$\*4 ("5&' \$\*-"5\*+\$3.' -/\*?2B2/(M, 2"\$0!"\*  
#2B2%2\*' -#2#R\*#\$&52"\$#\* , -6\*-/# (\*1-./\*\$32\*' (&#%2\*(%\*2B2"\*92  
2SM2//25\*1%( , \*\$32\*&" .B2%#.\$60\*

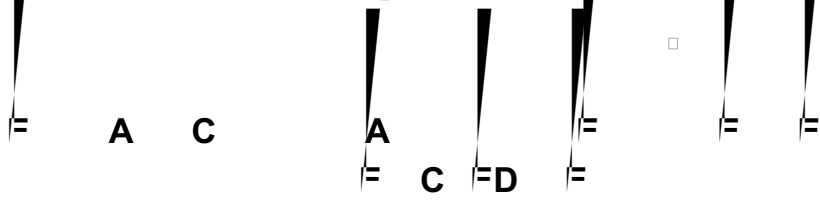
!1\*6(&-%2\*&" #&%2\*83-\$\*' ("#\$.\$&\$2#\*M/->.-%# , R\*.\$\*#\*6(&%  
%2#M(" #.9./.\$6\*\$(\* , -02\*#&%2\*6(&\*'/-%.16\*\$32'.##&2#\*921(%2\*6(&  
3-"5\*."\*5%-1\$(\*%1." -/\*8(%00\*

h6/08#8F!N. 68!E' !#E6!/!( ' 50\$6!/81!N. 68!8' E!E' !#(!/8!/0E)!8' E!/((\$68\$62!` ' N6L60)!. 606!/06!( ' >6!  
\$' >>' 8!6^/>@66(! H!@G/F#/0#(>!E. /E!9' 5!(. ' 5G1!06!\$/06H5G!E' !/L' #1d

- a(#8F!/!(68E68\$6!:' 0!6L68!/!@/0E! H!/(68E68\$6A!E. /E!( ' >6' 86!6G(6!N0' E6!N#. ' 5E!#168E#19#8F!  
E. 6!G/8F5/F6!/(!/!T5' E6!09!@5EE#8F!E. 6!E6^E!#8!T5' E6!>/0%(!/81!06H6068\$#8F!E. 6!( ' 50\$62!
- -/0/@. 0/(#8F!( ' >60' 19!6G(6q!E. 6' 09!' 0!#16!/!N#. ' 5E!06H6068\$#8F!E. 6!( ' 50\$62!
- a(#8F!/!@#\$E506! 0!E/066!H0' >!/!N60@/F6! 0!0' ' %!N#. ' 5E!06H6068\$6!E. 6!( ' 50\$62!
- a(#8F!1/E/!( ' >6! E. 60!@60(' 8!' 0!' 0F/8#d/E# 8!. /(!\$' G6\$E61!N#. ' 5E!06H6068\$#8F!E. 6!( ' 50\$62!

B. 6!|e|a!] h&!h#00/09!@0' L#16(!/!(. ' 0E!.;j!>#85E6(A!/81!#8H' 0>/E#L6!@G/F#/0#(>!E5E' 0#/G2!B. 6!] a-!  
H/\$5GE9! . #F. G9!68\$' 50/F6!/G!(E5168E!E' !\$' >@G6E6!#E2!\_6E/#G(!/06! . 606d  
. EE@(<D4(!/!(. 2(nk<</MCI D1EF/3#ME2!\_6E/#G, R\* . \$B. 650. 5(&%2\*832/LB0D(\*Tc' ] TJEj 0Tc(#8F!)TMC!( ' >6!)0. 3. 71





**Optional/Encouraged “Drop-in” Office Hours Session #1**

- B. 50(1/9)!U6005/09!=V)!C=CC!:W<=&!@2>2!?!X<=&!@2>2A!
- R' ' >!G#8%&!. [FE@\(<JJ\(4\(52d' ' >25\(J4JXD==VDX; D; m!](#)

**Course Module #1 (complete by February 07, 2022)**

- h6\$E506!L#16' !; &l' L60L#6N!' H!E. 6!\$' 50(6)!(9G/05Q)!/((#F8>68E(n!Z+I!H' 0!500/8!@G/88#8F!
- \L60L#6N!' H!\* ((#F8>68E!; &l(#E6!(5#E/O#G#E9!/8/G9(#(!:N#E. ' 5E!1#F#E/G!E' ' G(QA!
- 

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