

Tech Jobs Academy

Participant Terms and Conditions

The New City College of Technology, in partnership with Microsoft and the Tech Talent Pipeline has created Tech Jobs Academy, a four-month program designed to deliver intensive instruction in Microsoft Cloud and Server and Administration in combination with industry specific mathematics and career preparation to a select group of students. As a student in Tech Jobs Academy, you agree to comply with the following terms and conditions:

1. Attendance Policy

For the duration of the program, from **[start date]** to **[end date]**, students are required to attend class on campus Monday through Friday, 9 AM to 5 PM. Successful program completion requires students to attend every class, participate fully, complete projects and assignments on time, and keep appointments as requested.

In the event of an **anticipated** emergency absence or lateness, students should notify the Educational Case Manager, Ida Heyman, or the Program Manager, Leah Clay-Youman, in advance so that any possible measures can be taken to prevent the loss of instructional momentum.

In the case of **unplanned** emergency absences or lateness, students should also notify program staff as soon as possible. Documentation of the circumstances surrounding an absence may be required.

Students who are repeatedly absent and/or late will be considered in violation of program policy and may be dismissed from the Program. It should not be assumed that any absence is automatically excused.

TJA PROGRAM CONTACTS

[Name] TJA Educational Case Manager **[Phone], [Email]**

[Name] TJA Program Manager **[Phone], [Email]**

2. Expectations Regarding Behavior

We expect all students, faculty, employees, and anyone else involved in the program, to help create and sustain a safe and positive environment for everyone. Inappropriate behavior of any kind, whether verbal, written, or physical, that abuses, attacks, intimidates, demeans, or has the effect of creating a hostile environment for any person, is strictly prohibited.

For more information, refer to City Tech's Conduct Policy in the Student Handbook, pgs. 84 -86, at <http://www.citytech.cuny.edu/files/students/handbook.pdf>.

Inappropriate behavior includes, but is not limited to:

- Harassing, abusive, discriminatory, or derogatory conduct;
- Offensive comments related to gender, race, color, national origin, sexual orientation, disability, ethnicity, religion, age, marital status, or any other characteristic protected by law or policy;
- Inappropriate use of sexual images;
- Deliberate intimidation, stalking, or following;
- Harassing social media posts or other public comments;
- Inappropriate physical contact; and/or
- Attendance in class or lab in a state of intoxication whether by consumption of alcohol or use of drugs;
- Excessive noise or disruptive conduct in class or in common areas.

Any student who engages in inappropriate behavior is subject to disciplinary action, and may, at the sole discretion of Program administrators, be terminated from the program.

Tech Jobs Academy is not responsible for damage or loss of personal property. Please keep your personal items with you at all times.

3. Counseling

Tech Jobs Academy offers counseling to every student. If you need support with issues in the classroom or outside affecting your participation in the program, we encourage you to speak with the educational case manager, Ida Heyman, as soon as possible.

4: **Complaint Procedure** If a student desires to file a complaint relating to curriculum, instruction, or other program concern, he or she should immediately reach out to one of the following staff members:

[Name] TJA Educational Case Manager [Phone], [Email]

[Name] TJA Program Manager [Phone], [Email]

I, (print) _____ agree to these terms and conditions.

Signature _____ Date: _____