

WORKING AGREEMENT

(For HackYourFuture Denmark)

“Working agreements are guidelines that define how groups want to work together, and what they want in the working environment and from each other to feel safe and free to learn, explore and discover.”

1) ATTENDANCE

I will attend the session/workshops on Sundays from 12:00 - 16:00. In case of illness or other reasons for not being available on Sunday I will inform the mentors and HackYourFuture staff by posting in the class channel as soon as I know that I cannot attend the session. (Writing at 11:45 on Sunday is TOO LATE). The same applies to all extra events organized by HackYourFuture. I will give a short explanation of why I cannot attend the Sunday session or extra event.

2) SLACK

I understand that Slack is the main communication tool used at HackYourFuture. Emails, text messages, Facebook, Whatsapp etc. should only be used when I cannot reach anyone with Slack.

I will install the Slack app on **my computer and my phone**, so I can communicate with my classmates, teachers and HackYourFuture staff. I will be active on Slack at least once every 2 days (but ideally daily).

Being active in this context means that we can rely on a response from you within a MAXIMUM of 48 hours via Slack.

3) SELF-STUDY/HOMEWORK ASSIGNMENTS

I will spend at least 25 hours per week outside of class on practicing my programming skills. I understand that this is necessary if I want to find a job or an internship after completing the program. I will hand in my homework according to the

guidelines given to me by the mentors and the HackYourFuture staff.

Homework delivery

I understand that my homework submissions are recorded and monitored and that it is my responsibility to deliver homework for each week of each module. I understand that the homework deliveries will be checked at the end of every module and a 100% delivery rate is required from me in order for me to stay in the bootcamp. All of the homeworks from a module must be submitted before the start of a new module, the deadline being 12:00 on the Sunday where the new module begins*. Not having delivered 100% of the homeworks for the module constitutes a warning. I understand that the warning means that if I again fail to deliver 100% of homework assignments for a given module again, I will be expelled from the bootcamp.

** For example, when the JavaScript1 module has had its last session and ends on Sunday, the following Sunday (a week from the last session) at 12:00, right before the JavaScript2 module begins, the homework delivery will be checked and a potential warning issued.*

Homework reviews

I understand that a late homework submission removes my right to get a review for the homework. A late submission means that I submitted the homework of the week later than on Thursday. I understand that I can have late homework submissions as long as I stay within the boundaries described in the section above and I will accept the consequence of not having a right to get a review in the case of a late submission.

Homework authenticity and quality

I understand that plagiarism is not tolerated in HYF and I have to write the code that I submit by myself. I understand that it is permissible to consult mentors and peers as well as use code generation or clarification tools, however, it is my responsibility to make sure that I understand and can explain each line of the code that I submit. In addition, I understand that I must make sure that my code is well-formatted, tidy and clear for the potential reviewer to read.

Remember, if you are struggling with homework, communicate with us (your classmates, mentors & HackYourFuture staff) and we will together figure out how we can support you.

4) COURSE MILESTONES AND MY PERFORMANCE

I understand that HYF is not a continuous course that I can go through without proving that I meet the performance standards. In the bootcamp there are currently 2 milestones. I understand that I must perform to a satisfactory level in both milestones

5) GITHUB ACTIVITY

I understand that GitHub activity is an important measure of my development as a programmer. The HackYourFuture staff uses my GitHub profile to help me find employment during or after the course. I understand that the HackYourFuture staff can only recommend me to a company if I have an **active GitHub profile** and **competent portfolio** that reflects my work at HackYourFuture.

6) PARTICIPATING IN COMMUNITY & EVENTS

I understand that participation in events like meetups, conferences and extra workshops are helpful and necessary for me to build & strengthen my professional network and land a job after the HackYourFuture program. I understand that I need to *make an effort* to attend and help out at community events held by HackYourFuture, such as graduations, summer parties, Julefrokost, etc. I understand that if I never join any of these extra events or engage in the developer community I might not get the same support with finding jobs as other students who commit more time to it. HackYourFuture is all about community. I will make an effort to take part in the community by helping my classmates, organizing study groups or motivating other classmates to join for events/workshops.

HackYourFuture can pay for your travel expenses related to community events that HackYourFuture organizes and in some cases external events that HackYourFuture suggests students to attend (this must be discussed with the staff beforehand). Money should not be a barrier to participating. Fines, parking, and parking tickets incurred in relation to HackYourFuture classes and events will not be covered by HackYourFuture.

7) DROPPING DOWN

I understand that if I cannot follow the class anymore and want to continue in a future class, there are requirements I need to fulfill. Those requirements depend on my previous performance and behavior at HackYourFuture. As a general rule, every student is only entitled to attend each individual module once. I understand that following the rules of this working agreement will influence what requirements the HackYourFuture staff will have for me to rejoin the course after dropping out.

8) CODE OF CONDUCT

I understand that HackYourFuture has a Code of Conduct and I understand its contents (always accessible in the “curriculum” repository on GitHub and via the link in the #general channel description on Slack) or <https://github.com/HackYourFuture-CPH/curriculum/blob/master/code-of-conduct.pdf>

Breaking the Code of Conduct can lead to me being expelled from HackYourFuture.

9) CONSEQUENCES OF RULE BREACHES

I understand that HackYourFuture works with a “warning” system, if a student does not live up to the Working Agreement. The staff will inform you if you have not lived up to the Working Agreement and we will have a conversation about this. Students will be informed every time they receive a warning.

*Receiving 3 warnings means that the staff will ask you to **take a break** from the program. Examples of warnings:*

- *If a student doesn't show up to class and does not inform the HYF staff (via the class channel) in advance, it counts as one warning.*
- *If a student repeatedly arrives late to class, it counts as one warning.*
- *If a student does not respond to messages via Slack within 48hrs, it counts as one warning.*

Remember: Everything at HackYourFuture is being done for your own benefit and the goal of getting you ready for the job market.

I hereby agree that I read and understood the rules as written above

Full Name

Signature

Date