

Attendance Policy

We expect you to attend class everyday.

With only 12 weeks of instruction, we have a lot of ground to cover, and every day of class is important. But we understand that life happens and you may have some planned or unexpected absences during the course. Before taking time off, please consider the following points:

- Topics we cover in class build on each other so that any time missed from class may have negative repercussions for future lessons. **The onus is on the student to ensure that they catch up with the material that was missed in class.**
- We collaborate every single day in class, either by pair programming or in larger groups. Be conscientious towards your classmates by considering the impact on their learning if you are not in class.

How to handle absences:

Planned Absences:

Time away from class needs to be communicated to an instructor as soon as possible so arrangements can be made. If we know ahead of time that you will be gone, instructors can help you cover lecture topics that will be missed.

On the days that you are gone, post in your class channel that you will not be in class.

Unplanned Absences:

If you are unable to attend class at short notice (due to illness, transport issues, etc.), please make sure to inform an instructor and the class by posting in your class slack channel. If you don't want the reason for your absence made public to your class, you can direct message an instructor instead.

Internship Requirements

The internship is the culmination of all of the hard work that you have put in during 12 weeks of class. It is where you get a chance to work with live code and make yourself invaluable at a local tech company.

As with all rights come responsibilities. To insure that you are able to represent yourself and LEARN academy in the best way possible at an internship, we, the LEARN staff, need to be satisfied with your preparedness.

LEARN requires all students to:

- Attend class, with no more than 5 absences
- Submit assessments weekly
- Give a tech talk
- Participate in group projects
- Complete all challenges
 - show evidence of completion on Github
 - show understanding of and ability to talk about the code concepts
- Complete all steps of professional development
 - Create/Rework your resume, LinkedIn profile, and other professional docs.
 - Show participation in group work, including interview prep and professional doc reviews.

Students who do not comply with these requirements must be reviewed by the staff in order to be considered for internship.

Red Flags

As a teaching staff, we will continually inform you of your progress during class, especially if we are concerned that the class requirements are in danger of not being met. We will work with you to the best of our capabilities to ensure you meet the requirements, and if they are not met, we will start to plan alternative arrangements with you.

A staff member will reach out to you:

- If you are absent for more than 3 days
- If you are consistently late for the start of class
- If you consistently leave early from class
- If you consistently miss Stand Up
- If you are consistently distracted during lecture

Why this policy? We want to alert students as early as possible to any issues that may hold them back from getting the most out of this course. This means we have the most time to work towards a solution so that you come away with all the skills and knowledge you need.

I hereby acknowledge that I have read and understood the terms and conditions as provided by LEARN academy

Agreed and accepted by:

Print Name _____

Signature _____

Date _____