Requirements & Expectations

LEARN Requires Students to:

❖ Attend class everyday from 9am to 5pm in the Pacific time zone

❖ Actively participate in all classroom lectures, projects, and challenges

❖ Submit complete assessments on time

❖ Actively contribute to group projects

❖ Give a tech talk

** Students who do not comply with these requirements must be reviewed by the staff in order for completion of the LEARN Academy program

Zoom Camera Policy

Your camera will be on during all classroom activities.

We should see you full face with appropriate lighting during class.

If you find your camera is often off or your face is obscured then let's fix that. If it's a technical constraint we want to know and if it's something personal, let's talk about it privately.

Attendance

You will attend class and participate in class every day.

Before taking a time away from class, please consider:

❖ **if the absence is essential**
❖ **the impact on your learning for the days after your absence**
❖ **the impact on others' learning on the days you are absent**

Onus is on the student to catch up with material missed in class.

LEARN ACADEMY

Attendance

The expectation for class attendance is that you are in class with your camera on for all sessions.

Class begins promptly.

Students should not be late. It is disruptive and unprofessional to enter a class that is already underway.

Prompt arrival also includes returning back to class on time from scheduled breaks.

Attendance

Absences of any kind should be communicated to the instructors as soon as possible.

Absences are naturally disruptive to the class. Early communication can help reduce disruptions.

On the day of the absence, students should post in the **classroom** Slack channel.

Having Slack on your phone can be handy to communicate internet disruptions.

Attendance

Anytime you are out of class and it is not communicated, your absence is considered unexcused.

Any unexcused absence, missed class, or tardies will result in a conversation with an instructor.

Attendance

We expect you to be on time.

❖ If you miss the morning check in you will be marked tardy.

❖ If you miss an hour or more of class during the day, you will be marked tardy.

❖ Three tardies will be assessed as an absence.

Attendance

Excessive absences are cause for removal from the class.

❖   Missing three hours or more of class is an absence for the day.

❖   Three tardies will be assessed as an absence.

❖   At three absences you will have a conversation with an instructor to evaluate your ability to continue with the class.

❖   At five assessed absences you will not continue with the class.

Make Up Work

If you are absent or miss any portion of class, the onus is on the student to make up any missed material.

❖ Review the presentation materials for the time you are away

❖ Attempt the challenges for that day and send a link your work on Github to an instructor via slack

❖ Record any questions you have about the material

Danger Signs

A staff member will reach out to you if....

- ❖ you have three assessed absences
- ❖ you are consistently late, leaving early, or missing class
- ❖ you are not participating in class
- ❖ you submit any assessments late

If we notice any habits or issues that are endangering your ability to meet the requirements, we will let you know early. This gives us the best chance to course-correct.

Why do have this policy?

We want you to get the most out of this class, if something isn't working for you, we want to address it as early as possible.

We want to you represent yourself and LEARN well in the development community.

We want you to have confidence in what you learned during class.

We want to be your advocates throughout the learning process.

Veteran Participants

❖ LEARN is honored to be apart of the VET TEC program
❖ Tuition payment structure: 25%–25%–50%
❖ Monthly Email Certifications to the VA: BAH
❖ Submit the Meaningful Employment paperwork: 180 DAY DEADLINE
❖ Alumni Success Manager

Example of Monthly VET TEC Email

VETTEC.VBABUF@va.gov

- We recommend setting up the email automatically for midnight. The earlier you send it, the earlier you receive payment.

To whom it may concern:

I, (VETERANS FULL NAME), am submitting this email as a monthly verification of my attendance during the month of (CURRENT MONTH) for the approved training at LEARN Academy, San Diego, CA.

• First, Middle Initial and Last Name
• The month(s) you are verifying attendance --- (MONTH & YEAR)

Best Regards,

VETERANS FULL NAME