

Bay Valley Tech Code Academy Agreement & Student Handbook

Code Academy Agreement

1. I (Student) agree to all of the terms of this Code Academy Agreement and the rules and standards in the Student Handbook (below).
2. I agree to make a time commitment of at least 20 hours per week to work on the course materials (approximately 3 to 4 hours per day). Students with a full-time job commitment (or who are otherwise unable to make a 20-hour commitment) may be approved for a 10 hour per week commitment but will most likely take significantly longer than seven months to complete all of the course material. Please see additional studying tips at the end of the Student Handbook.
3. Unless an exemption is received from the Code Academy's Director, Students must complete the assigned introductory Pre-Study Materials or pass the skills assessment prior to beginning coursework and attending classes.
4. All Students should utilize their own computers with a second monitor attached for coding classes. Students are responsible for properly maintaining their computers, backing up their project work and properly installing all programs on their own computers. Students are responsible for securing their own computers and personal items during onsite classes. I agree not to hold Bay Valley Tech liable for any lost, stolen or damaged equipment during class. Bay Valley Tech will generally not provide Students with computers or monitors for class use.
5. All Students must attend weekly onsite classes and study sessions with instructors, mentors, and classmates. These weekly sessions will be approximately 4 hours each. Weekly sessions will often be lectures and code-alongs followed by student work sessions. Students who are unable to attend weekly classes shall notify the Director prior to the beginning of class via email (martyn@bayvalleytech.com). Family emergencies, medical appointments and other serious events will be accepted as valid reasons to miss class. Classes can be recorded so that students may review previous lectures.
6. All Students should check the Code Academy Slack channel at least once per day to see if other students need help and/or to post their own requests for help on coursework, projects, or assignments. Students should take responsibility to ask for help when the need arises.
7. Students agree to be available at least 2 hours per week for one of the following activities that will benefit other Students and the tech community:
 - Mentor newer Code Academy Students

- Assist instructors to assess assignments and projects
 - Create or improve course content to assist instructors, including:
 - new assignments/quizzes
 - articles or summaries about web development or code concepts
 - lecture recordings
8. All students must complete the following learning projects.
 - a. Minimum of 1 capstone web-app project for the course
 - b. 4 smaller Unit Projects
 - c. All smaller chapter/section assignments
 9. Students who would like to work to create Web-apps and Websites for non-profits or small businesses or charities can have these projects approved to fulfill some of their project requirements for the course (depending on the scope and scale of the project)
 10. Participation in local tech community events is highly beneficial for Bay Valley Tech Students. Students are required to attend tech community events designated as mandatory and should look for opportunities to contribute to the community by volunteering. Examples of these events are software meetups, code-alongs, hackathons and teaching tech literacy classes. Students unable to attend mandatory community and networking events must notify the Bay Valley Tech Director
 11. All students will be required to participate in career preparation activities, such as practice interviews, resume workshops, communications skills seminars, networking events and job fairs.
 12. Students agree to give permission for Bay Valley Tech and Bay Valley Foundation to use their images and quotes for promotion and social media posts to increase awareness of the Code Academy and local tech talent.
 13. Students agree to help promote the Code Academy through their social media, speaking with interested applicants and making themselves available for media interviews if the need arises.
 14. Students agree not to disparage the Code Academy, it's instructors or other Students publicly. Please email the Director at martyn@bayvalleytech.com if you have any concerns during your participation in the Code Academy. Please refer to the [Student Complaint/Appeal Process](#) below for additional details. Bay Valley Tech is here to help you and welcomes your suggestions for improvement of the program.
 15. Bay Valley Tech reserves the right to modify our student agreement and ask students to re-sign the agreement, if needed.

16. Bay Valley Tech reserves the right to remove you from the Code Academy program and ask you to leave the premises immediately for any reason at any time.

I have read and agree to the terms in this Code Academy Agreement

Student Name (Please Print): **David Toepfer**

Student Signature: 

Date: **5-26-21**

Student Handbook

Studying Tips

1. Students are encouraged to study 3-4 hours per day in 30-50 min chunks followed by a break. Taking frequent breaks are important for Students' optical, psychological, and physical health. Chunking and completing small tasks helps to keep Students from feeling overwhelmed and minimizing anxiety, and leads to a greater sense of achievement. Taking scheduled breaks after completing small work assignments prevents studying burnout and increases the effectiveness of study sessions. It also increases the amount of effective learning that can be completed on a daily basis. Studying for 2 hours in the morning and 2 more hours in the afternoon or evening is a good practice to follow.
2. Scientific studies show that walking regularly throughout the day and avoiding sitting for too many hours in a row lowers the chance of heart disease and stroke. Students are encouraged to work with other students in groups at the library or other public study venues. Study groups will be organized by students through the Google Classroom chat or emails. We understand that everyone has different learning styles and that many Students will often need to work alone to avoid distractions. Software developers often work in teams as well, so Students will need to collaborate on code review and group projects.
3. In addition, using a standing desk can be preferable to working from a seated desk for long hours. Remaining standing improves focus and vascular health and uses more calories.
4. For additional suggestions or help setting up an effective studying schedule, please contact martyn@bayvalleytech.com with the subject: STUDYING HELP.

Code of Conduct

Intellectual and Academic Honesty

All students are expected to be honest about their work and assignment contributions. Plagiarism (use of other people's code without citing sources) or academic dishonesty may result in dismissal from the program or not being issued any Certificates of Completion from Bay Valley Tech.

Students ARE permitted to use code libraries (such as Angular Material or jQuery) and other open source code, but they must cite the source or library they used. Students are still required to write their own custom code for completing assignments and projects and quizzes. Using code written by others IS ACCEPTABLE ONLY IF students

properly cite the work that they copied, and if the work copied was openly published or provided. Acceptable citations include package.json files, as well as code comments.

Respect for Self and Others

Students are expected to exhibit a professional level of respect and courtesy for themselves, the workspace as well as their instructors and peers. Relevant criticisms about programming work are acceptable and must stay on topic and avoid ad hominem or overly negative criticisms that lack constructive feedback. *Fair critique* is part of the learning and developing process and must be accepted by students. Instructors will make an effort to be respectful, but Students must be mindful that their work will often require significant improvements, and the instructors will be honest about what needs to be added, improved, or optimized with Students' code. Examples of disrespectful criticism include using expletives, or overly negative non-constructive criticism or personally directed criticism or other ad hominem attacks directed at bringing another individual down instead of focusing on helping to improve the work itself. Remember that Students should also show themselves the same level of patience and respect that they demonstrate to others. Students should not speak too disparagingly about themselves or their own work.

Be Responsible

Students are expected to behave in a responsible manner that will reasonably avoid injury to themselves and others. Students are expected to avoid damaging Bay Valley Tech facilities or property. Smoking, lighting open flame candles or playing with fire or explosives are not allowed inside Bay Valley Tech facilities. Please use the facilities and furniture for its intended use. Do not stand on chairs or sit on our desks. Using illegal or controlled substances or consuming excessive amounts of alcohol are not allowed on Bay Valley Tech facilities.

Attend Class Regularly

Students are expected to attend all weekly classes and keep up with their online course work. We recommend that students study for approximately 3-4 hours per day. For maximizing time and focus, separating study sessions into 20-50 min chunks is recommended and should be followed by 10-15 min waking breaks. If students are unable to attend weekly class meetings, they are required to email the Director beforehand if possible. Reasons such as Emergencies and Medical reasons will be accepted. Lectures often recorded and can be watched by Students after class.

Be Prepared

Students are expected to come to class prepared, and on time with all relevant assignments completed. Students who are struggling with an assignment are encouraged to ask for help EARLY from classmates and instructors. Falling behind the cohort can be prevented with proactive communication from Students who need more help.

Proper Attire

Shoes, pants and a shirt (or some other appropriate body covering) are required at all times at during class and all tech community events. Students should refrain from wearing disruptive or offensive clothing. Maintaining an academic focus should be a priority for all Students. Bay Valley Tech respects Students' rights to express themselves, but Students will not be allowed to engage in disruptive behavior during class.

Respect Other People's Property

Students are expected to respect other people's property and refrain from intentionally damaging or taking other people's property. Students are expected to refrain from using or touching other people's computers without permission. Please be mindful that if you destroy or damage other people's property, you may be liable to repair or replace their property.

Take Your Studies Seriously

Mentors and instructors will be trying their best to help you improve as Web Developers. All Students should honor their instructors' hard work by putting in a professional level of effort to complete their course work to an acceptable standard. There are no grades in this course, so Students are encouraged to try, fail, and try again because we often learn from repetition and mistakes. The purpose of all projects and assignments is to familiarize Students with different modern programming languages, technologies, frameworks, and resources and how they work and fit together. Students should not be afraid to fail. The only real failure is to not try again.

Procedure for Resolving Problems and Disagreements

Problems should be discussed by private conferences between the parties involved. At least one private meeting between the parties to a disagreement shall take place before the grievance Procedure is invoked, and the parties shall seek to adjust the difficulty at the Point of origin by obtaining advice from an appropriate division of the county office and/or consulting with conferees. If the problem is not resolved at a private conference, then either party may decide that a grievance exists.

STUDENT COMPLAINT/APPEAL PROCESS

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the Director. The written request should include the following information:

1. Student's full name and current address.
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved.
3. Date of complaint letter and signature of the Student.
4. Three dates in which the Student would be available for a meeting with the Director and/or appeal panel. These dates should be within 10 business days of the complaint.

The Director will notify the Student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution. Within five business days the student will be notified in writing of the outcome of the meeting. The decision of the Director and/or appeal panel is final

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

Please see the two PDF links for additional information.

1. [Equal Employment Opportunity Poster PDF](#)
2. [OFCCP-EEO-Poster-Supplement-Final-JRF-QA-508c.pdf](#)

I have read and agree to the terms in this Student Handbook

Student Name (Please Print): **David Toepfer**

Student Signature: 

Date: **5-26-21**