

# STUDENT PACKET

## STARTUP INSTITUTE BOSTON

Summer Program: June 17, 2013 – August 9, 2013

This packet provides valuable, useful, and practical information regarding Startup Institute Boston, including a program overview, syllabus, important dates, contact info, transportation suggestions, resources, and rules and regulations. Please take time to familiarize yourself with the information in this packet, as you will be responsible for being aware of our schedule, format, important dates, partner companies, guest lecturers, rules, and regulations.

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## Welcome to Startup Institute Boston

Are you ready for Startup Institute Boston? Yes - you are definitely ready for this experience that will inspire you to be better, challenge you to do more and support you as you seize control of your career trajectory. We are here to guide you, help you, and introduce you into the world of startups. The next two months are going to be intense, and you will face stimulus overload, but we hope it will be life changing and fun.

So, you are now a member of the Startup Institute Boston family. This is a very unique and caring group of amazing people. Your new family will prove to one of your most valuable assets and will plug you into an incredible professional network. Take advantage of this experience and especially the new connections you will make. We want you to walk away from Startup Institute Boston more confident, more knowledgeable, and more ambitious.

This is the starting line for what is sure to be a whirlwind sprint. Be ready, be open and be genuine. You are what will make this our best Startup Institute Boston cohort. What we ask is that you trust our process and that you bring your passion, creativity and drive.

Ready, set, go!

## Core Values

We have strong convictions for what Startup Institute Boston represents. We take this experience and our process seriously. At the end of the day, we at Startup Institute Boston are focused on empowering our students and positively impacting the Boston startup ecosystem.

### *Acceleration:*

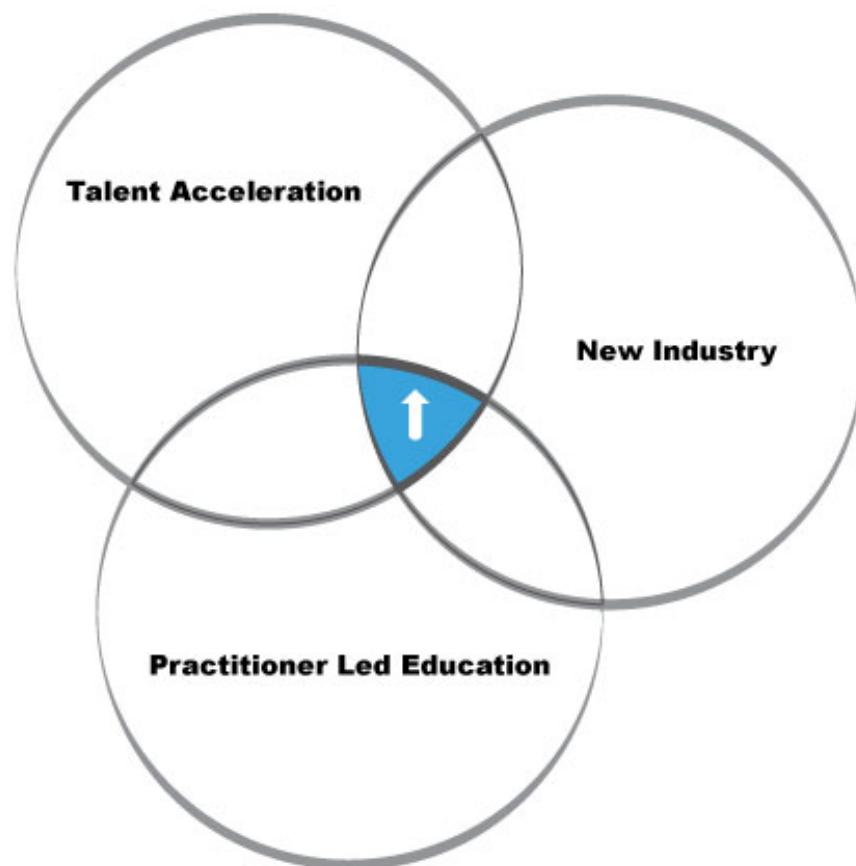
We believe that *Startup* is a mindset. We promote talent and the pursuit of individual passion. It is our goal to inspire ambition and offer career guidance for our students.

### *Innovation Economy*

Progress, community, and innovation are all fundamental to our commitment to industry. We offer a network that supports growing companies and builds meaningful professional relationships.

### *Practitioner Led Education:*

There is no better way to understand the intricacies of a job than to learn straight from the professionals that define the industry. We are committed to providing our students access to instruction delivered by professionals.



# **Explanation of Program Format**

## **Time and Commitment**

Startup Institute Boston is a full-life experience. The program runs from June 17<sup>th</sup> through August 9<sup>th</sup>. Students should plan to commit to a daily 9am-6pm schedule throughout the program. 9am is a hard start time. Tardiness will lead to personal embarrassment, public shaming, and overall disappointment.

In addition, there will be some events, opportunities, and requirements that will occur outside of the daily schedule. Students are also encouraged to arrange for their own breakout group sessions and to share local networking opportunities. If you are unable to attend a Startup Institute Boston session and/or scheduled event, please email [jeremy@startupinstitute.com](mailto:jeremy@startupinstitute.com).

## **Practitioner Led Education**

Our instructors are professionals. We believe strongly in the concept of “Practitioner Led Education” and we strive to provide inspiring, engaging, and knowledgeable professionals with that bring unique perspectives and extensive experience.

Our instructors come to us highly recommended because of their expertise. Education is the core of our business model, and we believe whole-heartedly that professionals are uniquely qualified to teach their trade through the demonstration of real-life workflows and methodologies.

Take advantage of your opportunity to network with your instructors. Do your homework, research your instructors, and be proactive in forming meaningful professional relationships.

## **Session Types**

### *In-Track*

This type of session involves students being directed in their specific area of study - Web Development, Product & Design, Marketing or Sales & Business Development. In general, In-Track sessions occur Monday, Wednesday, and Friday, with a two-hour session in the morning and a three-hour session in the afternoon. These sessions focus on hard skills and topics cover a wide range of track specific themes.

### *Cross Track*

This type of session involves all Startup Institute Boston students. Cross Track sessions are designed to offer insights into the big picture of startup life and often focus on the development of soft skills.

### *Fireside Chat*

This is a type of Cross Track session that generally occurs Monday, Wednesday, and Friday from 10:15-11am. The format involves a special guest speaker leading a discussion with the students about a topic related to entrepreneurship, startups, and work/life balance.

### *Founder Talk*

This is a type of Cross Track session that generally occurs on Monday and Wednesday from 5-6pm. The format involves a guest speaker delivering the narrative of their career journey.

### *Morning Standup*

This type of Cross Track session is cornerstone of the Startup Institute Boston experience. A Morning Standup is a 10-minute check-in that is performed daily. The format offers students both a quick reference for the day's events and an opportunity to address any program concerns or announcements.

### *Partner Project Group*

Students will join an interdisciplinary group of their peers to work on a project for one of our Partner companies. This project will run the entire duration of Startup Institute Boston and is meant to offer students an opportunity to apply their knowledge to a substantial real-world problem. Students should expect to receive criteria, define goals, produce deliverables, and give a final presentation to their respective Partner companies.

### *Partner Project Group Standup*

Students are expected to attend and manage a daily check-in session with their Partner Project Group. This session is meant to offer groups a chance to plan,

address issues, and delegate project work. This session occurs daily onsite at Startup Institute Boston from 9:30-10am and is mandatory for all group members. In addition, groups will maintain a Partner Project Group Standup Log that will be shared with both the Partner Company and Startup Institute Boston admin.

#### *Partner Project Off-Site*

In general, on Thursday each week, Project Groups will commute to their respective Partner Project Companies in order to perform research, collaborate on work, and receive critiques of their projects. Students should plan to dress business casual, represent the Startup Institute Boston brand with integrity, and respect the culture of their hosts. If the Partner Company is not able to host the Project Group then the Project Group will find an alternative suitable offsite workspace. Project Groups will be responsible for planning with their Partners how to best make use of these Partner Project Off-Site days.

#### *Partner Project Group Sprint Planning*

In general, on Tuesday each week, Project Groups will participate in a goal-oriented, weekly planning session. These sessions occur onsite at Startup Institute Boston and are meant for Project Group's to establish a weekly model for efficiency and delegation of workload. It is the responsibility of each Project Group to share a Sprint Plan delegation of tasks with both their Partner Company and the Startup Institute Boston program staff.

#### *Partner Project Group Check-In*

In general, on Tuesday each week, Project Groups will participate in a formal, 15-minute meeting with their assigned Startup Institute Boston administrator. This check-in is meant to offer a high-level overview of the project and plan as well as allow for students to address issues and/or concerns in regards to their Partner Project.

#### *Student Check-In*

In general, on Tuesday each week, students will participate in a formal, 10-minute meeting with a Startup Institute Boston admin. This check-in is meant to allow the student to address any issues and/or concerns about their experiences at Startup Institute Boston. This session is also meant to focus on the student's post-Startup Institute Boston goals and to offer career advice.

### *Feedback Forms*

Students are expected to participate in a weekly assessment of their experience at Startup Institute Boston. This is designed to offer students an opportunity to rate instructors and events as well as to communicate any other issues as related to the program. Feedback Forms are the best way for students to play a role in improving Startup Institute Boston for everyone.

### *Partner Fair*

This type of event offers students an opportunity to meet with our Partner companies and make valuable network connections. In general, students should expect to dress business casual and to represent the Startup Institute Boston brand with integrity.

### *Exposé*

This is an event opportunity for all Startup Institute Boston students to present themselves to a captive audience of startup companies looking to hire. All students are expected to deliver a one-minute personal pitch about their background and career goals. Students should expect to intensely rehearse and refine their pitches prior to the Exposé Event (August 8<sup>th</sup>).

# **Startup Institute Boston Program Staff Contact Info**

## **Program Staff**

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## Important Dates

*IdeaHack*

**Thursday June 20<sup>th</sup> – Friday June 21<sup>st</sup>**

*Partner Fairs*

**Tuesday June 25<sup>th</sup>, 5-7pm**

**Tuesday July 2<sup>nd</sup>, 5-7pm**

*Holidays/No School*

**Thursday July 4<sup>th</sup>**

**Friday July 5<sup>th</sup>**

*+1 Party*

**Tuesday July 23<sup>rd</sup>**

*Partner Project Delivery Presentation*

**Thursday August 1<sup>st</sup>**

*Exposé*

**Thursday August 8<sup>th</sup>**

*Last Day of Program*

**Friday August 9<sup>th</sup>**

## **Program Location - Techstars**

### **Address**

Microsoft Building, 1 Cambridge Center, Cambridge, MA 02142 – 6<sup>th</sup> Floor

### **Background**

Founded in 2006, Techstars is one of the leading startup accelerator programs in the world. Techstars has been a close partner and mentor since the launch of Startup Institute.

Techstars is headquartered in Boulder, CO, but has program locations in Boston, New York, London, Chicago, Seattle, Portland, San Antonio and Austin.

<http://www.techstars.com/>

### **Important Techstars People**

[David Cohen](#) – Founder and CEO  
[@davidcohen](#)

[Katie Rae](#) – Managing Director Boston  
[@ktrae](#)

[Reed Sturtevant](#) – Managing Director Boston  
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[Rohit Gupta](#) – Program Lead Boston  
[@rogupta](#)

## **Rules and Regulations**

### **Access**

Students will be required to sign in with security to access the Microsoft Building. Our space is open to students from 8am-7pm, Monday through Friday.

### **Events**

Students are not permitted to host events other than those related to Startup Institute Boston at any time at Techstars.

### **Guests**

Students must obtain prior permission before bringing guests to Techstars. In order to request permission for a guest, please email [jeremy@startupinstitute.com](mailto:jeremy@startupinstitute.com) at least 24 hours in advance.

### **Amenities**

In addition to the designated Startup Institute Boston corner of the 6<sup>th</sup> floor, students are permitted access to the kitchen, bathrooms, lounge and the showers on the 6th floor. Students are not permitted to use conference rooms, breakout spaces, or other non-designated areas without prior permission from Startup Institute Boston staff. Please be respectful of our shared workspace and do not enter the areas where other companies are working.

### **Noise**

Student should be courteous in regards to maintaining a quiet work environment, especially as it pertains to areas outside of the Startup Institute Boston space. Students should avoid congregating in hallways or other non-designated open area for conversations.

### **Trash**

Students are responsible for disposing of all personal garbage. Trashcans and recycling bins are conveniently located throughout Techstars. Students should plan to participate in clean up after all sessions and any Startup Institute Boston event.

## **Transportation**

### ***Subway - Red Line: Kendall Square Stop***

If you are going to take the T everyday, the Monthly Link Pass is the most economical way to get around Boston. For \$70/month, you get unlimited travel on all MBTA subways and local buses.

### ***Commuter Rail - South Station***

Framingham/Worcester Line

Needham Line

Franklin Line

Providence/Stoughton Line

Fairmount Line

Old Colony Line

### ***Bus***

(For real-time, check <http://www.nextbus.com/> or <http://openmbta.org/>)

### ***Automobile***

There are several parking lots located near Kendall Square. Expect to pay between \$25-\$35/day.

### ***Bike***

There are several bike racks located in Kendall Square. There is no designated Startup Institute Boston bike storage. Students are not permitted to bring bikes into Techstars or the Microsoft building.

## Partner Company Profiles

	<p><b><u>Bluefin Labs</u></b></p> <p>Bluefin Labs is a social TV analytics company providing solutions to brand advertisers, advertising agencies and TV networks.</p> <p>Bluefin Labs' technology and professional services enable clients to tap into data at scale that links people's social media commentary to the shows and commercials they watch on TV.</p> <p>In 2013, Twitter acquired Bluefin Labs.</p>
 <b>BOUNDLESS</b>	<p><b><u>Boundless</u></b></p> <p>Boundless helps students learn by providing better alternatives to assigned textbooks with integrated study tools.</p> <p>Boundless is making the world's open educational content more useful for students by connecting them with the wealth of high quality, openly licensed, and free educational content that has been created by leading educators and institutions over the last 20 years. Boundless curates the best open content to create a free learning platform that saves students money and helps them learn more efficiently.</p>



### Constant Contact

Constant Contact is revolutionizing the success formula for small organizations through affordable, easy-to-use Engagement Marketing™ tools that help create and grow customer relationships.

More than 500,000 small businesses, nonprofits, and associations worldwide rely on Constant Contact to drive ongoing customer dialogs through email marketing, social media marketing, event marketing, and online surveys.

### coUrbanize

coUrbanize is an online community management platform for urban developers to share project information with residents throughout the entire development process. For urban developers creating real estate, infrastructure, or planning projects, coUrbanize solicits online public input. Such feedback helps developers effectively address community concerns and minimize costly delays.

The coUrbanize team is passionate about making urban development accessible, efficient, and collaborative.



### [Evertrue](#)

EverTrue's mobile networking platform better connects alumni to their alma mater and one another. Experience improved donor data through LinkedIn and Facebook integration.

EverTrue is proud to work with top institutions such as Brown University, Amherst College, Sidwell Friends School, Harvard-Westlake School and Phillips Academy Andover.



### [Fancred](#)

The Fancred score is a 1 – 100 point system that measures your activity and engagement as a sports fan.

Increasing your Fancred is as simple as being a sports fan. Share your sports takes, check-in to games, participate in conversations, read and post articles about your teams, and build a following. The more active you are and the more others engage with your posts, the higher your Fancred will rise.



### Gemvara

Gemvara is a leading online jewelry destination giving shoppers the ultimate custom jewelry experience. From your choice of metal, to the sparkle of a brilliant gemstone, creating one-of-a-kind necklaces, rings, or earrings is made easy using the company's unique jewelry customization process.

Offering the largest fine jewelry selection in the world, shoppers have access to over 1.5 million unique design possibilities with more than 1,500 original designs that can be customized using 26 gemstone and 8 precious metal options. Each piece is handcrafted in the U.S. using just-in-time manufacturing to produce unique, made-to-order designs.



### Hubspot

HubSpot is an inbound marketing software company that helps businesses transform their marketing from outbound (cold calls, email spam, trade shows, tv ads, etc) lead generation to inbound lead generation enabling them to "get found" by more potential customers in the natural course of the way they shop and learn.

Since its founding at MIT, HubSpot has raised four rounds of venture capital from Tier A investors, Matrix, General Catalyst, Scale Ventures,

	<p>Sequoia Capital, Google Ventures, and Salesforce.com totaling \$65 million. The company has over 7,500 paying customers.</p>
 <b>INTREPID</b>	<p><b><u>Intrepid</u></b></p> <p>Intrepid is a full service mobile dev shop with the spirit of the Startup Community and the creator of Timbre.</p> <p>Their mission involves developing beautiful mobile apps for industry leaders of all sizes.</p> <p>Based in Cambridge, MA, Intrepid focuses on developing iPhone, iPad and Android applications along with handling the creation of web-services and back-end systems.</p>
	<p><b><u>Libboo</u></b></p> <p>Libboo is a platform that connects buzzers (readers who love to share and talk about books) with books they'll enjoy to create the next digital bestseller and help talented authors get discovered. Buzzers get rewards such as free ebooks, and increase their influence by sharing great writing with their friends and followers via social media, email, and other online channels.</p>



### Moontoast

Moontoast's Social Activation Platform empowers Brands & Agencies to maximize their Social Advertising ROI by distributing interactive and transactional Rich Media ads that provide premium social experiences, delivers measurable business results, and creates actionable consumer insights.

Moontoast's innovative DITE methodology (Discovery, Interaction, Transaction, Endorsement) inspires our technology; which enables brands to execute social campaigns, with rich media experiences, that drive consumers along the purchase journey and reaches them through intelligent targeting on social and mobile.

## **nanigans**

### Nanigans

Nanigans is transforming how marketers acquire and remarket to customers.

Nanigans' Ad Engine™ is the only advertising platform that measures, predicts and optimizes ad spend for lifetime ROI on both desktop and mobile. Chosen by the world's leading performance marketers in sectors such as retail and gaming, Ad Engine delivers over 2 billion Facebook ad impressions every day that drive over 2 million daily conversion events such as purchases.



### NuoDB

NuoDB, Inc., is a Cambridge, MA-based startup that provides the industry's first and only patented elastically scalable, emergent database. Unlike every other database, NuoDB is architected to scale effortlessly on the cloud without compromising any of the features or guarantees of relational databases. NuoDB is the brainchild of industry-renowned database architect and innovator Jim Starkey. Starkey and software CEO Barry Morris launched NuoDB.



### **OwnerIQ**

OwnerIQ has pioneered the behavioral targeting concept of Ownership Targeting: target your marketing message based on what consumers own. OwnerIQ enables advertisers to more accurately target their online advertising, direct marketing, and market research by leveraging consumers' purchase behavior. OwnerIQ acquires consumer ownership information through OwnerIQ's Product Support Sites and through OwnerIQ's Support Network. OwnerIQ's Support Network includes the support websites of leading consumer product manufacturers. OwnerIQ has an audience of 170+ million consumers and the technology to accurately reach these consumers as they travel the web.



Pharmacy Simplified

### PillPack

At PillPack, our vision is to make managing medications simple. We want to ensure that everyone is on the optimal set of medications, that it's easy to organize and take those medications, and that you have access to the information you want about those medications. To achieve this vision we combine world-class customer service with design and technology to create an experience with you, our customer, at the center of it, so that medicine can become a source of health rather than a source of stress. PillPack is reinventing pharmacy.



Pingup

### **Pingup**

Pingup, a service of Getabl, Inc., enables consumer to business text-based communication.

Pingup's unique search, discover, connect interface enables consumers to find a business and connect to it just like they do in their personal lives...by text. Basic Pingup service is free to both consumers and businesses and is accessible through a web-based interface as well as an iPhone/iPad app.



### Placester

Placester was founded in 2008 by Matthew Barba and Frederick Townes, with over 15 years of real estate and technology experience and a genuine obsession with improving the industry through technology.

With Placester's suite of software applications and products, agents, brokers, and owners can market and advertise their properties efficiently, find more prospects, and manage their relationships with all the people who impact their business, all from the same place.



### Promoboxx

Founded in 2010, Promoboxx is a brand-to-retailer marketing platform that allows brands to launch co-branded, customized online campaigns with their retailers in order to strengthen relationships, localize national content, and reach more consumers.



### **SetFive**

SetFive is a Boston based web development consulting firm specialized in development using the Symfony Framework. Setfive Consulting was born out of frustration. The core team was frustrated by incompetent managers forcing them to use the "new sexy" tool, not the right tool. The team was fed up by being treated like a bunch of replaceable cogs. But above all, they were infuriated by decisions that everyone knew negatively affected the client or customer. With these problems in mind, Setfive's core set out to craft something different - something better.



### **Sonian**

Sonian Archive is a hosted information archive program created with cloud computing infrastructure technologies. Sonian provides email and file archiving, search, compliance, e-discovery and storage management. Using the cloud infrastructure enables efficient use of computer hardware in order to process more data with fewer hardware resources. Sonian's compliant email archiving service supports all mail platforms.



### Splashscore

Splashscore rewards you when your friends like and comment on your everyday Facebook posts. The more likes and comments you earn, the better your rewards.



### **Swipely**

Swipely is a simple way for local merchants to accept payments, understand customers and grow revenue. Swipely's mission is to help local merchants succeed by democratizing tools and powerful data that were once reserved only for big businesses. Swipely's goal is to package these tools in a remarkably simple and intuitive way, allowing busy merchants the ability to market more effectively without any additional time investment.



## Ubersense

Ubersense empowers people to become better at sports. Sports lead to healthier, happier and active lives; to learn a sport and reach your maximum potential we believe in the need for quality feedback on technique and expert coaching. Ubersense is creating a mobile and web application that helps athletes achieve their full athletic ability anytime, anywhere.

Our users include fitness enthusiasts, athletes and coaches from around the world. Our software leverages the capabilities of today's smart phones, the power of web platforms and the knowledge base that exists in communities.



## Zagster

Zagster is "bicycles as a service." We place bikes where people live, work and visit giving them access using their mobile phone. We've found (and launched) property managers (e.g. Related Management), universities (Yale), businesses (Cisco) and hotels (Hyatt) are willing to cover the costs of providing bike fleets as an amenity. Zagster has consulted in the space since 2007, launched at 55 locations and is a TechStars Boston company.

# **Student Contact Info**

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## **Code of Conduct**

### *Purpose*

The Student Code of Conduct provides a framework of standard acceptable behavior for students. It is set forth to give students general notice of prohibited conduct; it should not be regarded as an exhaustive definition of misconduct or construed as a contract between the student and Startup Institute Boston. Students are responsible for understanding and complying with this Code.

### *Authority*

Ultimate authority for student discipline is vested in the Board of Advisors of Startup Institute. Disciplinary authority is delegated to the Chief Executive Officer of Startup Institute, who in turn has delegated authority over student misconduct to the Program Director Boston. In accordance with Family Education Rights and Privacy Act (FERPA) regulations, the Program Director is responsible for maintaining all student judicial records.

### *Governing Principles*

1. Startup Institute Boston reserves the right to take appropriate disciplinary action when student conduct constitutes misconduct or academic dishonesty, as defined in this Code. Startup Institute Boston may also take disciplinary action for student conduct offsite and outside of instruction time, when such conduct constitutes misconduct, as defined in this Code, is serious in nature and adversely impacts Startup Institute Boston. Such action may include pursuing disciplinary action for any violation of local, state, or federal law, on- or off-site, that affects Startup Institute Boston's educational interests.
2. In any instance where the continued presence of an individual on campus may pose an imminent threat to his/her own well-being or to that of others, or to the rights or property of Startup Institute Boston, the Program Director may impose an interim suspension. This action is designed to prohibit the presence of the student until the case can be resolved in accordance with prescribed Startup Institute Boston procedures.
3. This Code is independent of any proceeding in civil or criminal law in which a student may also be held accountable. Disciplinary action at Startup Institute Boston may proceed despite the pendency of any other civil or criminal proceedings and shall not be subject to dismissal solely because of the result of any such proceeding.

4. Formal rules of evidence shall not be observed; any information having reasonably probative value as to a relevant fact may be admitted.
5. Students found responsible for unacceptable conduct will be subject to the complete range of sanctions and penalties provided in the Student Code of Conduct.
6. Failure by any student to cooperate with these proceedings, or any attempt to impede an investigation is, in itself, a violation of the Student Code of Conduct and may lead to sanctions.
7. Failure by any student to comply with imposed sanction(s) may result in more severe disciplinary action, up to and including suspension or expulsion from Startup Institute Boston.
8. Startup Institute Boston reserves the right to amend any provision of this Code with appropriate notice to the students.

#### *Student Protections*

Students accused of violating the Code are entitled to the following procedural protections:

1. To be informed, in writing, of the alleged violation, and its outcome.
2. To be given an opportunity to respond to the charges.
3. To be accompanied at any proceeding by an Advisor. Advisors may not directly participate in the hearing process.
4. To be accompanied by legal counsel only if criminal charges are pending against the student. In such case, legal counsel will take on the role of Advisor as defined above. A student who wishes to be accompanied by legal counsel is required to give (3) three business days' advance notice to the Program Director.
5. To present relevant information and witnesses and to question other witnesses who participate in the hearings.
6. To be assured confidentiality of all information exchanged, both verbal and written, in accordance with the Family Education Rights and Privacy Act (FERPA).

### *Academic Honesty*

It is the expressed policy of Startup Institute Boston that every aspect of academic life not only formal coursework situations, but also all relationships and interactions connected to the educational process shall be conducted in an absolutely and uncompromisingly honest manner. Any student who reasonably believes another student has committed an act of academic dishonesty should inform the Program Director of the alleged violation.

### *Student Conduct*

This Code is intended to create an environment supportive of a diverse academic experience, in which individual students' behavior does not infringe upon the rights of others or upon the educational process of Startup Institute Boston. The expectation is that students will understand the extent to which their personal growth depends upon the maintenance of self discipline, responsibility, and respectful interactions with others, and high standards of honesty and moral conduct.

### *Conduct Violations*

Startup Institute Boston defines student conduct violations to include, but not be limited to, the following:

1. Forgery, alteration, misuse, or destruction of, or unauthorized access to, official Startup Institute Boston records, documents, forms, or identification cards.
2. Furnishing of false or incomplete information to Startup Institute Boston.
3. Disruptive conduct, including any attempt to impair, interfere with, or obstruct the orderly operations of Startup Institute Boston.
4. Obstruction or disruption, including excessive tardiness and/or absence, of teaching, research, or other academic or administrative activities.
5. Harassment or intimidation of others, including stalking.
6. Violence, threats of violence, disorderly, lewd, or indecent conduct at Startup Institute Boston or at a Startup Institute Boston sponsored or supervised function.
7. Trespass or unauthorized entry.
8. Theft of or damage to Startup Institute Boston property or the property of others on Startup Institute Boston premises.

10. Possession or use on Startup Institute Boston property or at a Startup Institute Boston sponsored event or supervised function of firearms or other weapons, fireworks, or chemicals of a dangerous or explosive nature.
11. Manufacture, or attempted manufacture, or use, possession, or distribution of narcotic or dangerous drugs or controlled substances, except as expressly permitted by law.
12. Unauthorized possession, use, distribution, or duplication of any key or keys issued for a Startup Institute Boston facility.
13. Failure to comply with directives of Startup Institute Boston officials or other public officials acting in the performance of their duties.
14. Hazing—defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person, as set out in Massachusetts General Law c.269 §17 & 18.
15. Violation of copyright rules, regulations, and laws.
16. Violation of local, state, and/or federal laws.

#### *Misconduct Procedures*

All cases of alleged student misconduct shall be referred in writing to the Program Director. Any member of the Startup Institute Boston community may refer alleged student misconduct to the Program Director or his/her designee. Any charges concerning alleged student misconduct must be referred in writing, along with any supporting documentation, statement, or evidence, to the Program Director or his/her designee within five (5) days of the discovery of the incident. Charges should include a specific description of the alleged wrongful conduct, the date/time/locations of the incident, and identification of any witnesses. The Program Director shall conduct a review of the charges and determine whether to resolve the matter informally or file formal charges.

If formal charges are filed, the following apply:

1. Within five (5) business days of the initial referral, the student will be notified, in writing, of the alleged misconduct and the charges. This notice will include a description of the complaint, the time and place if known, and the person who filed a report.

2. Within five (5) business days of informing the student accused of misconduct, the Program Director shall commence an investigation of the accusation(s). The investigation may include interviews with the person(s) making the accusation, the student(s) accused of misconduct, and other identified relevant parties who may have knowledge concerning the allegations.

3. Within five (5) business days following the conclusion of the investigation, the Program Director shall make a finding concerning the accusation and inform the student in writing of that finding. The Program Director may issue a finding of:

**RESPONSIBLE:** In this case, the Program Director may impose appropriate sanctions.

**NOT RESPONSIBLE:** In this case, no sanctions will be imposed and the individual charge(s) shall be dismissed.

### *Misconduct Sanctions*

Startup Institute Boston reserves the right to supersede the following Misconduct Sanctions and to suspend, expel, or otherwise remove any student at any time from the Startup Institute Boston program. Disciplinary Sanctions, which may be imposed for misconduct, shall include one or more of the following. Further infractions of Startup Institute Boston regulations will result in more severe disciplinary sanctions than those originally imposed.

1. Case Dismissed: An action that closes the case for any one of the following reasons: a “not responsible” finding is reached, or there is lack of sufficient information and/or evidence.
2. Verbal Warning: The lightest form of disciplinary action. This will be documented in the decision letter.
3. Written Reprimand: An official written notice to a student that his/her conduct is in violation of Startup Institute Boston rules or regulations and will not be tolerated.
4. Disciplinary Probation: A more severe sanction than a reprimand. For the duration of a stated probationary period, no less than one week, the student must demonstrate a willingness to comply with Startup Institute Boston rules or regulations or other stipulated conditions or requirements, which may include forfeiture of the privilege of participation in activities or other Startup Institute Boston based extracurricular activities.

5. Suspension from Startup Institute Boston: Withdrawal from all divisions of Startup Institute Boston and premises for a period no less than three (3) days. The suspension period will be stated in writing at the time of its imposition.
6. Expulsion from Startup Institute Boston: Permanent separation from Startup Institute Boston. An expelled student may not be readmitted to any of Startup Institute Boston's programs.
7. Restitution: The assessment of financial charges or other forms of recompense for any damage or loss incurred by Startup Institute Boston or any members of the Startup Institute Boston community.
8. Restrictions and Trespass: The student is subject to arrest if s/he enters Startup Institute Boston premises without seeking prior approval from the Program Director.