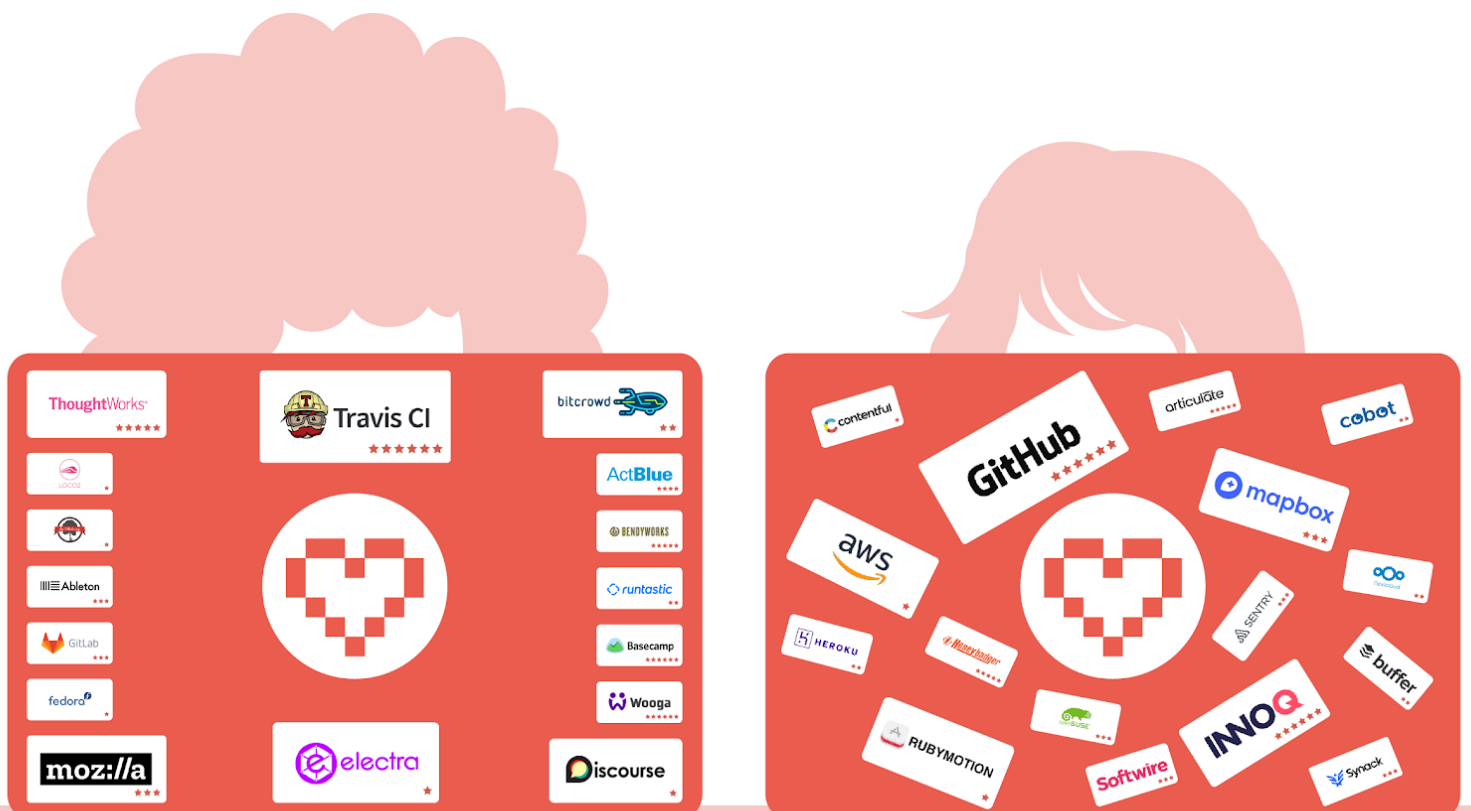




# STUDENT ONBOARDING GUIDE



# Welcome to Rails Girls Summer of Code!

*Dear All,*

*Congratulations again on joining RGSoc this year! We are looking forward to seeing how you get on this summer. We want to give you some important information upfront on how the program works, what your support network looks like and which responsibilities you will have during the summer. Below you can find an overview of all important information, as well as a checklist of things to do before RGSoc starts or on your first day. Please read this information carefully and keep this guide at hand through the summer. If you have any questions, or if anything is unclear, let us know!*

*Best,*

*Vaishali and the RGSoc Team*

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## Your support network during the program

To get a general overview of the different roles within RGSoc, follow this [link](#). We have compiled an overview of your support network during the summer for you and important information on how to make the best use of it in this section.



### Supervisors

Your supervisor will be your main point of contact from July 1st to September 30th. They will be in touch with you regularly—we require you to meet on a call once a week. Please agree on a schedule for your meetings as soon as the summer starts. You will talk with them about your general progress, how you're doing, and so on. They are also your main contact if there are any minor conflicts within the team (with each other, with the coaches, or with a mentor).



### Your mentor(s) and the project

Your mentor is the person in charge of the project you work on. You should agree with the mentor(s) on a clear roadmap for your work during the summer before July 1st. Your roadmap should include an outline of the features, a list of bugs to fix, and a general list of the technical knowledge you need to acquire before or during the summer. Mentors are also your go-to-person when something is unclear about the features or the directions of the project during the summer. We recommend being in touch with them regularly, every 2–3 weeks, to catch up on your progress. Mentors are not responsible for everyday technical questions that will come up — this is what the coaches are for.



### Coaches

You chose your coaches before applying and we hope that you already have a good relationship with them. Your coaches are the people who provide you with technical support on a daily basis; they will help you learn programming concepts, guide you through some of the difficult problems you have to solve, etc... You should be in touch with your coaches almost daily.

As with mentors and supervisors, get in touch with your coaches before July 1st to establish how and when they will be helping you throughout the summer; talk about the communication tools you'll be using, and figure out the level of involvement of each coach in your team. After speaking with your coaches, they should have a clear idea of your programming level and of the skills you plan to improve, as well as the tasks you might need specific help on. Make sure you set clear expectations!



## External Coaches/helpdesk

If your coaches aren't available to help you solve a problem, you may want to ask other people; that's where the helpdesk comes in. This is a channel we've set up in slack especially for participants looking for some extra help or knowledge. The Helpdesk can be joined using [this link](#). We've also created an onboarding guide with guidelines on asking questions and mentioning people in slack. You can find this [here](#).



## Trust Committee

A primary goal of Rails Girls Summer of Code is to be inclusive to the all of our part-takers — students, coaches, mentors, supervisors and everyone in the organizing team, with the most varied and diverse backgrounds possible. As such, we are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status, and religion (or lack thereof).

We have a [Code of Conduct](#) in place and have set up a Trust Committee that consists of both people involved in organizing, and externals. If you face an issue during the Summer of Code (feeling uncomfortable with somebody, feeling bullied, misunderstood, discriminated against, disrespected, etc.), please contact a person you feel most comfortable reaching out to. You can find our Trust Committee members [here](#).



## Organization Team

The organization team (that's us!) makes sure everything is ready when the summer kicks off; they coordinate volunteers and contributors, work on the most diverse tasks all year around, plan the program from beginning to end, and are in touch with supervisors throughout the summer to make sure each team stays on track. They are also the ones jumping in when Code of Conduct issues are raised or student agreement breaches happen.

## During the summer



### Communication

Communication is key in making your summer of code a success. Make sure that you agree on frequency, dates and tools of communication with your supervisor, coaches, mentors and, of course, your teammate before the summer starts. In our experience, failure to communicate well is the most common cause of frustration during the programme (and you thought it was coding challenges ;-)). Good planning and clear agreements will make your life much easier and contribute to a successful summer.

### TOOLS

APPS	DESCRIPTION
Email	The organizational team is in charge of the official/formal messaging (i.e. <i>Student Agreements</i> ) and for these purposes, we will be using email. If you have any questions, issues or feedback related to the program that you would like to discuss with the organizational team, please send us an email ( <a href="mailto:contact@rgsoc.org">contact@rgsoc.org</a> ).
Slack	Slack is our main communication tool for everyday messaging. It will be the place where you will be able to talk with the other RGSoC Teams (RGSoC Students channel), ask for help (Helpdesk channel), get in touch with RGSoC Community (RGSoC Community channel) and share funny cat videos (Random channel). We also make slack available for your team to create a private chat for you to work, but this is not mandatory. You can use whatever app suits you best.
RGSoC Teams App	In the RGSoC Teams App you'll be able to do your daily logs. This is important for us to be able to follow you and your evolution during the program — see section about daily logs further ahead.

## CONTACTS AND AREAS OF RESPONSIBILITY

**Vaishali Thakkar:** Everything related to the program and supervisors

**Ana Sofia Pinho:** Marketing and social media, conferences

**Ramón Huidobro:** RGSoc Teams App, conferences

**Alexandra Krajzewicz:** Financial matters

## QUICK TIPS ON COMMUNICATION

- Please take into consideration that even though you will be working with your teammate in your location, other members of your team might not, so it's important to reply to any messages as soon as possible and update your status on the RGSoc Teams App
- In a remote setting, [communication is hard](#) and prone to misunderstandings. We suggest getting your point across clearly and simply, showing empathy and understanding, and remembering to be efficient to avoid wasted time since you may be waiting across timezones for your team to reply.
- Everyone who is part of RGSoc has to follow our [Code of Conduct](#).



## Self-organisation

Self-organisation is the other key ingredient for a successful summer of code. It is up to you and your teammate to structure and organise your time. We recommend that you sit down together at the beginning of the program to talk about how you imagine working together. Will you set aside time for pair-programming? If so, when and how often? How will you alternate roles?

Plan a daily and weekly schedule with your team mate. Try and have each recurring task (such as the daily log, your pair-programming sessions, meetings and standups, weekly calls with your supervisor) be at the same time every day or on the same day every week. This will help you become accustomed to your routine more quickly. Here, you can see a sample schedule for one week of Rails Girls Summer of Code.



	MON	TUE	WED	THU	FRI
09:00	Weekly schedule + Daily log (30 min)	Daily log (15 min) RGSOC social stuff	Daily log (15 min)	Daily log (15 min)	Daily log (15 min)
11:00	Project time		Project time	Project time	Project time
13:00					
15:00	Project time	Project time	Project time	Project time	Mentor call (1h)
17:00					
19:00			Supervisor call (1h)		

These are just guidelines to give you an impression of how to organize your time during the program. The actual dates will vary. For example, the timing of calls with your supervisors, mentor and coaches will depend on when they are available. RGSOC Social Stuff will sometimes take more, but mostly way less time. However, we recommend that you build your own sample schedule to help you keep organized and also be able to communicate clearly how you work. It is also important for you in order to keep a healthy balance between work and free time. If you have trouble making it work, speak to your supervisor. They may be able to give advice on how to tweak the organization so that it works better for you.



## Status Updates

As part of your daily routine, we ask you to create status updates for every work day, which you should write either together as a team, or individually (alternating days or weeks, for example). These updates should be short descriptions of what you plan to work on during the day — if you write them at the beginning of the day — or of what you've achieved — if you write them at the end of the day. The format is up to you! These updates give your coaches and supervisors a chance to check on your progress. Also, they can be read by all teams so that they are one way interact with the other teams and see how others are handling their challenges. Your status

updates should be posted in the Teams App; you can also see examples of past teams' posts on the landing page of the Teams App.



## Blog posts

You are required to write two team blog posts during RGSoc: one at the beginning and one at the end of the summer. You can write the blog posts as a team, or alternate (one of you can write the first blog post, the other can write the second blog post). Scheduled dates to send your pull requests for the first and second blog posts are July 9th, 2018 and September 17th, 2018 respectively. The blog posts will be published on dates according to our internal calendar. Please make sure you send your pull request by the assigned dates at 12:00 UTC. Instructions and guidelines on adding your blog post can be found [here](#). If you have any questions regarding scheduling or if you have technical issues, ping Vaishali (@vaishali) in slack.

*Note: If you plan to attend a conference through RGSoc (see further info below), you will also need to write a blog post about it – information and schedule for publishing that post will follow.*



## Marketing and Social Media

We want you to make the most out of the program and one of the ways to do that is to integrate yourself in the community through social media. Here are some tips:

- Follow us on Twitter and Facebook (soon we will also be on Instagram!)
- If you want to share a post about the summer of code, please use the hashtag #RGSoc and/or mention us. This will allow us to retweet you and/or gather your posts on a Twitter moment or Facebook Album. If you are posting on Instagram, please tag us. :)
- You are free to create an account for your team only, but because creating a Twitter account just for the summer won't bring you a lot of followers, we suggest that you use your personal accounts and use two hashtags: #RGSoc and #YourTeamName. This way, if people will be able to check previous posts and you will be connecting to people directly.
- During the Summer of Code we organize some activities and will ask you to use specific hashtags and share pictures or videos (some of these will be used to make the RGSoc 2018 video)
- In order to connect all the people participating in RGSoc, we make Twitter lists of the students, coaches, etc. One of the first things your supervisor will ask of you is to share your personal (or your team's) twitter handle for these lists with us. Sharing this information with us is optional.

- Think strategically about the posts you will be making during the summer. If you want to get a job in a specific area, make posts that show that you are learning and working on features that are related to that area.

We will probably talk more about these topics during the summer, meanwhile, if you have any questions regarding communication and social media, you can reach out to Ana Sofia Pinho on slack or by email to [contact@rgsoc.org](mailto:contact@rgsoc.org).



## Conferences

This year again, we plan to team up with several conferences to get you and your team mate a free ticket to a nice conference during or after the summer. This might be a good way for you to try out public speaking if you'd like by giving a lightning talk, but it's not a requirement. If there's a specific conference you'd be interested in attending, just get in touch with us and let us know! It's not certain we'll get you tickets, but we can try.

We also ask that you make sure that you actually have the time and travel resources to use any tickets we might get you before you ask for them. This year we are asking students to inform us about the conferences of their choice. Here, are few pointers on how to choose your conference:

- Discuss with mentors and coaches [additionally supervisor as well] on which conference will be most useful for you to attend and probably what plans they have when it comes to conferences. It's often good to meet the people you worked with during whole summer.
- Conferences are great way for networking. If you are planning to look for the jobs in the area of technologies you're working on, it is best to look for the conference options in the related areas.
- Conferences are also a way to meet with the local communities and people involved with it. So, if you are or plan to be part of local open source communities, it's good to check conference options accordingly.

If you have questions regarding conferences, contact Vaishali, Ramón and Ana Sofia Pinho at [contact@rgsoc.org](mailto:contact@rgsoc.org) or on slack.



## Remote Meetups

The RGSoc community will be holding short meetups every other week over the summer. It is a good opportunity to meet RGSoc students, coaches, organizers, alumni and supporters! We'll be holding semi-structured conversations on all sorts of topics (past: contributing to open source, how we got started in tech, goals and plans for the future, etc. ). We'll be using a software called 'Zoom' for the call, and links will be posted in the #rgsoc-community channel. Check out the timeline below for meetup dates and times.

This year, we're also adding the opportunity for folks to give 10–20 minute tech talks! If you'd like to submit a talk idea or suggest a topic for a coming meetup, please use this form: <https://goo.gl/forms/mQCjIHcQRCqoUnGb2> If you have any questions/suggestions, feel free to contact 'vaishali' or 'anna' on slack.



## Important dates during the program: timeline

<u><b>Jun 29/30</b></u>	<b>Start of program/Kick-off</b>	Yay, the program begins! To celebrate a nice kick-off we strongly recommend you organise a small event or gathering with your local team / community.
<u><b>Jul 2nd</b></u>	<b>First day of program</b>	Since July 1st is a Sunday, we don't expect you to work on that weekend.
<u><b>Jul 9th</b></u>	<b>First Blogpost PR</b>	All teams are required to send a pull request for their 1st blog post on this day by 12:00 UTC.
<u><b>Jul 10th</b></u>	<b>Remote Meetup*</b>	We will be having the 1st remote meetup at 12:00 UTC.
<u><b>Jul 24th</b></u>	<b>Remote Meetup*</b>	We will be having the 2nd remote meetup at 16:00 UTC.
<u><b>Aug 7th</b></u>	<b>Remote Meetup*</b>	We will be having the 3rd remote meetup at 12:00 UTC.
<u><b>Aug 17th</b></u>	<b>RGSOC Day Off</b>	In order to raise awareness about the risks of burnout in our industry, this will be a planned day off for all teams on which you should not be working and will/can instead organise something nice with your local community.
<u><b>Aug 21st</b></u>	<b>Remote Meetup*</b>	We will be having the 4th remote meetup at 16:00 UTC.
<u><b>Sep 4th</b></u>	<b>Remote Meetup*</b>	We will be having the 5th remote meetup at 12:00 UTC.
<u><b>Sep 17th</b></u>	<b>Second Blogpost PR</b>	All teams are required to send a pull request for their 2nd blog post on this day by 12:00 UTC.
<u><b>Sep 18th</b></u>	<b>Remote Meetup*</b>	We will be having the 6th remote meetup at 16:00 UTC.
<u><b>Sep 28th</b></u>	<b>Last day of program</b>	September 29th — since September 30th is a Sunday, we don't expect you to work on that weekend.
<u><b>Sep 30th</b></u>	<b>End of program</b>	You may organise a small event or gathering with your local team/community to collectively celebrate the end of the program.

\* participation to remote meetups is optional



## How to prepare for the summer: checklist

Here is a list of things you should do before or right at the beginning of the summer to ensure the smooth running of your RGSoC:

- ⦿ Get in touch with your mentor to prepare or update your roadmap for the summer
- ⦿ Set up a rough meeting schedule with your mentor (how often do you want to do calls? How long should they be, and what should you talk about?)
- ⦿ Get in touch with your coaches to figure out their availability; plan regular check-ins and set up a rough meeting schedule
- ⦿ Share information with your coaches about your skills and programming level; tell them what you think you will especially need help with
- ⦿ Get in touch with your coaching company (if you have any) to find out office hours, ask about your workspace, or anything you may need to sort out in advance
- ⦿ Set up a first call and then weekly call schedule with your supervisor
- ⦿ Set up a channel [slack, gitter, telegram, irc etc] for everyone in the team [mentors, supervisor, coaches] to make communication easier
- ⦿ Add all important dates (see above) to your calendar
- ⦿ Make sure your personal and team info in the [Teams App](#) is up to date [including address, t-shirt size, etc.]
- ⦿ Add your banking information to the contract; if any update is required, contact Alexandra Krajzewicz at [alexak@travis-ci.org](mailto:alexak@travis-ci.org)
- ⦿ Set up your team account on twitter
- ⦿ Add important program dates, including the days on which blog posts are due, to your calendar
- ⦿ Create a daily and weekly schedule with your teammate
- ⦿ Set up your development environment and set up the project locally