



Program Handbook

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- I. Onboarding Checklist. Please complete prior to first day.**

- ☐ Read this **LEAP** Program Handbook.
- ☐ Sign-up with [InConsulting](#). See InConsulting's Onboarding document.
- ☐ Email Sirena Rayburn sirray@microsoft.com to register your car for parking
- ☐ Sign Release Form/Person found in *Apendix A* and send it to Sirena Rayburn sirray@microsoft.com
- ☐ Complete the RAA form. You should receive an electronic non-disclosure agreement within a few days after emailing the Intake Form. Supplier name will be listed as Allegis rather than InConsulting. Allegis is a supplier to InConsulting. Please do not change the vendor listed on the form

II. Welcome

Welcome to Microsoft's **LEAP** Program we are excited to have you as part of our team! As a member of the **LEAP** program you have an opportunity to share in the excitement of shaping the future success of Microsoft. We believe you have much to contribute to the intellectual vitality and diversity here.

III. Purpose

The purpose of this document is to provide a high-level overview of the program. Every **LEAP** member should read and become familiar with the contents of this handbook. The handbook is for informational purposes only and provides a summary of many of the key policies, procedures, and benefits of the program. While an effort is made to maintain the accuracy of the handbook, the **LEAP** Team reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the handbook, with or without prior notice.

IV. What is LEAP?

- **LEAP** is a modern apprenticeship program focused on inspiring and developing new and diverse talent. **LEAP** is an immersive program divided into two components:
 - i. **In-class learning** –The first 4 weeks, **LEAP** members learn the fundamentals of computer science, programming, Microsoft technologies. This is supplemented with homework and a mini project are assigned.
 - ii. **Apprenticeship** – You will transition to an engineering team to work on your assigned project. **LEAP** members become a contributing member of the team. As such, you may have the opportunity to participate in scrum meetings, you will have assigned deadlines, work with mentors, and meet 1:1 with your leads.
 - iii. **Project Fair** – On your last week you showcase your engineering project to your team. Additionally, you may have an opportunity to interact with other hiring managers.

V. LEAP Milestone Dates to know

** The schedule below subject to change without notification.*

Milestones	Dates
First day	February 25, 2019
Meet & Greet – Meet your mentor and lead	March 1 st 2019
Classroom – 4 weeks of in-class room learning	February 25, 2019 – March 22 nd 2019
Apprenticeship – 11 weeks working on a project provided by your team while sitting with your team.	March 25 th 2019 – June 14 th 2019
Project Fair – Showcase the finished project	June 13 th 2019
Last day of cohort	June 14 th 2019

VI. Employment Status

- To participate in this program, you must sign-up with InConsulting. You will become an employee of InConsulting and work as a vendor at Microsoft.
- **LEAP** members are **NOT** Microsoft employees. Instead, you work at Microsoft as a contractor. You will be issued a contractor badge (orange badge) and your email appears as a:
 - o v-name@microsoft.com

VII. Equipment

- Participants will be provided with a laptop, monitor and mouse to use during their time in the program.
- No other equipment is required.

VIII. What the program does not provide

1. Job guarantee

- Employment is NOT guaranteed at the end of the program. By the same token, you are NOT obligated to accept any job offers made by Microsoft at the end of the program. You will however have opportunities to meet and network with hiring managers.

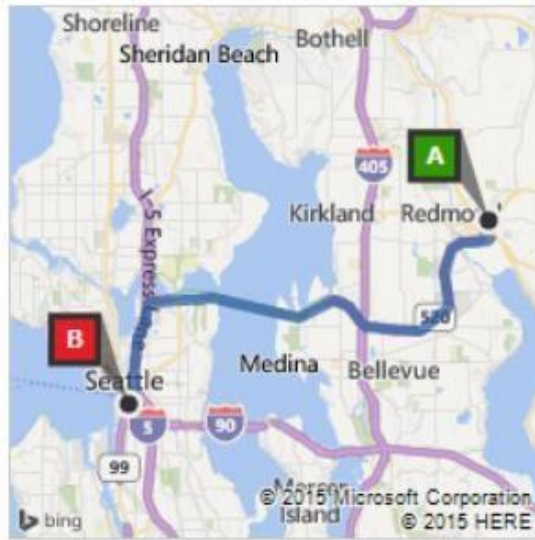
2. Relocation Package

- **LEAP** is a remunerated program. However, the program does not offer reimbursement for any relocation expenses. You must consider these relocation expenses before acceptance into the program.

3. Relocation assistance

- The program does not offer any assistance with your move. To help guide your decision however we can provide some guidelines as to the cost of living in the area.
- Downtown Seattle (marked **B** below) is 17 miles southwest of the Redmond campus (marked **A** below). The cost of living near Microsoft campus may be slightly higher than in Seattle.

Apartment	Seattle	Redmond
1-bedroom apt, single person	\$1,600	\$1,800



4. Connector

- As a benefit to its employees, Microsoft provides a commuter bus commonly known as the Connector. However, as a vendor you do not qualify to ride the Connector bus. You do, however, qualify for a free bus pass. The bus pass provides access to public transportation around the greater Seattle (King County) metropolitan area. Orca cards should be available to you during the first week of the program.

IX Parking

- To park on campus your first day you'll need to register your car by sending an email to sirray@microsoft.com with subject line "LEAP C12" and add the following information in the body: First Name, Last Name, Vehicle Year, Vehicle Type, Vehicle Make, Vehicle Model, Vehicle Color, Vehicle State, and License Plate.

X Photo Release

- The Photo Release form can be found in the very last page of the handbook. Send it via email to sirray@microsoft.com with subject line "LEAP C12" along with your parking information.

XI Pre-work

- Each participant accepted into the program is expected to complete the following pre-work assignments.
 - [Git](#) and [Github](#)
 - [Software Development](#)
 - [Visual Studio](#)
 - Languages
 - [C#](#)
 - [C#](#)
 - [C++](#)
 - [SQL](#)

- [SQL](#)
- Communication Tools
 - [Outlook](#)
 - [Skype for Business](#)
 - [Microsoft Teams](#)
- To make time for more advanced topics, the following C# topics will **NOT** be covered in class:
 - C# Basics
 - Console application “Hello World”, program structure, .NET framework, comments, statements, variables, constants, types, implicit types, expressions, operators, casting and conversion, strings, string operations, enums, structs, console I/O, command-line arguments
 - Logical expressions, logical operators, branching, loops, arrays, multi-dimensional arrays, functions, optional parameters, output parameters, value types vs reference types, reference parameters, variable scope
 - File I/O
 - Algorithms

APENDIX A



Release Form/Person

Name of Depicted Person: _____

Please check all of the applicable items below for the applicable audio recording, video, film, photograph, or illustration ("Media"):

- ☐ I confirm that I am the individual depicted or used in the Media and I grant Microsoft its legal representatives, licensees, and assigns, the unrestricted and irrevocable rights and releases described below to use my appearance, form, name, likeness and voice, as contained in the Media.
- ☐ My child is depicted or used in the Media and my signature confirms I am the legal guardian of said children and on their behalf, and I grant Microsoft its legal representatives, licensees, and assigns, the unrestricted and irrevocable rights and releases described below to the appearance, form, name, likeness and voice, or each listed child, as contained in the Media.
- ☐ I confirm that the individual depicted in the Media is deceased and I am the authorized representative for such deceased individual, and I grant Microsoft its legal representatives, licensees, and assigns, the unrestricted and irrevocable rights and releases described below to use such deceased individual's appearance, form, name, likeness and voice as contained in the Media.

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The right to distribute such Media for use in or related to various Microsoft products including but not limited to all product editions and versions, SKUs, updates, associated products and services, service packs, upgrades, subsequent releases, whether similarly branded or not, and localizations in all foreign languages of the products, all Microsoft Web sites and/or hardware or software products, including all editions, successors, future versions and upgrades thereto, (collectively, the "Products") and any marketing and advertising materials for the Products, on a worldwide basis and for the life of the Products. I expressly release, on my behalf or on behalf of the children, or on behalf of the deceased individual (as checked above and applicable), Microsoft and its legal representatives, licensees, and assigns, from and against any and all actions, liabilities, losses, demands or claims that I or my children, or the owners of any rights applicable to me, my depicted children, or the deceased individual, (as checked above and applicable) have or may in the future have for rights of publicity, invasion of privacy, defamation, libel or slander and/or any other tort or cause of action arising out of any use of the Media, even if such use is objectionable.

I waive any right to inspect or approve any use of the Media and any payment or additional consideration for any use of the Media. I understand and agree that the Media may be modified, altered, cropped and combined with other content such as images, video, audio, text and graphics. I acknowledge and agree that this release is binding on my (or my children's or the deceased individual's, as checked above and applicable) heirs and assigns, and that the personal information provided by me as part of this release may be used and disclosed by Microsoft and its licensees and assigns for the purposes of selling, licensing and distributing the appearance, form, name, likeness and voice, of the person indicated above as contained in the Media for commercial purposes.

I represent that I am at least eighteen years of age, am competent and have authority to execute this release.

Signature: _____

Date: _____

Name: _____

[Describe/Attach copy of media for reference]

Email: _____

Address: _____
