



RICHMOND
School of Professional
& Continuing Studies

UNIVERSITY OF RICHMOND
CODING BOOT CAMP

University of Richmond Coding Boot Camp

INSTRUCTOR ORIENTATION

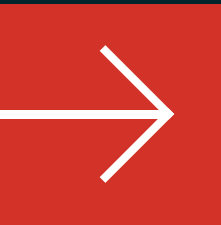


Importance of Training

- Helps set you up for success ahead of the launch of class.
- Provides you with tools and resources, whether new or seasoned.
- Explains your role as a 2U employee and boot camp instructor.

Welcome to Boot Camp Instructor Orientation!

1. Meet and Greet
2. About the Boot Camp
3. Expectations as Employees
4. Classroom Management
5. Career Services for Students
6. Program Requirements
7. Bootcamp Spot - The Online Learning Platform
8. Preparing for Day 1
9. Q&A
10. Optional: Demos/Practice Teach Back Sessions



Meet and Greet

University of Richmond Coding Boot Camp Team

- Instructional Team - Instructor and Teaching Assistants (TAs)
- Student Success Manager (SSM) - Me
- Regional Director
- Central Support Team - Student Engagement Specialists, Student Advisors, Tutors, Learning Assistants (AskBCS), Central Grading
- Specialized Career Services Team
- Career Material Advisors - Feedback on career materials (resume, LinkedIn, etc.)
- Career Coaches - Provide 1:1 career coaching
- Curriculum Team - Write, update, and fix curriculum issues
- Learning and Development Team - Training, PD, Teaching Support, and Regional Academic Manager (RAM)



Jamie DeLong

Instructor

- *20-year Disney Cast Member*
- *Central NY native living in Central FL*
- *Collector of Pop Funkos (over 200!)*
- *14-year player of World of Warcraft (For the Horde!)*



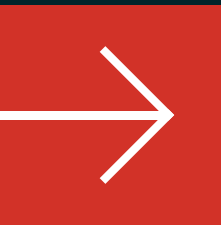


Eliot Cleveland

Teaching Assistant (TA)

- *Three-time UR alumnus*
- *Former boot camp graduate*





About the Boot Camp






Live Online Instructional Model




Synchronous Learning Events

Virtual classes, office hours, live chat in the Slack community, or events in which multiple students and instructional team are online together.

Standard Weekly Calendar: Monday/Wednesday/Thursday Live Classes (LOL ONLY)

1	2	3	4	5	6	7
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
 Virtual Class	Virtual Class	 Virtual Class	 Virtual Class	Review Class Recordings	Challenge Focus	Challenge Focus

Academic support

Learning Assistants						
Office Hours (5:45 PM—6:30 PM) +  Instructor-led virtual class (6:30 PM—9:30 PM) + Office Hours (9:30 PM—10 PM)		Office Hours (5:45 PM—6:30 PM) +  Instructor-led virtual class (6:30 PM—9:30 PM) + Office Hours (9:30 PM—10 PM)	Office Hours (5:45 PM—6:30 PM) +  Instructor-led virtual class (6:30 PM—9:30 PM) + Office Hours (9:30 PM—10 PM)	+ Next module opens at 12:01 AM today		

NOTE: ALL times are in Eastern Standard Time.

Holiday Schedule Adjustments

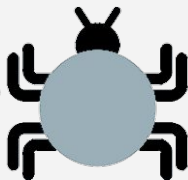
- **President's Day (Feb. 20):** No instruction this day. Class will be held on Feb. 22.
- **Memorial Day (May 29):** No instruction this day. Class will be held on May 31.
- **Juneteenth (June 19):** No instruction this day. Class will be held on June 21.

NOTE: These adjustments are reflected in your Bootcamp Spot calendar.

Online Weekly Blueprint Sync

Maintenance

Our curriculum team maintains all Instructor lesson plans and student facing modules to ensure technologies are relevant and bugs are squashed.



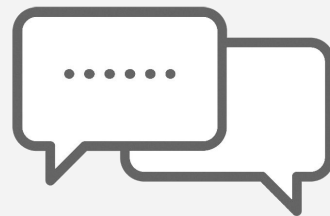
Blueprint Sync

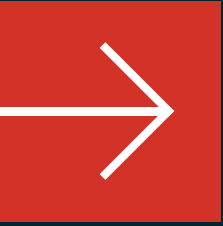
Each Wednesday, our team performs a “blueprint sync” from our main canvas course to all “child” courses to resolve typos or versioning errors.

Occasionally, this can cause an issue with the course, including changes to assignment due dates.

Resolve Issues

If you or a student notices an issue with due dates or session times, please notify your SSM to resolve.





Expectations as Employees

Our Guiding Principles

Our culture is built on strong values. United by purpose, passion, and powerful collaboration, we're driven to be better here—to each other, to our students, and to the university partners who work with us to eliminate the back row in education.



Cherish each opportunity.

Life is short, so treasure every moment.



Give a damn.

Care about what you do each day.



Strive for excellence.

Don't settle for second best.



Be bold and fearless.

Question the status quo and embrace change.



Be candid, honest and open.

Listen to others and offer respectful feedback.



Have fun.

Fun is important. Fun is simply better.



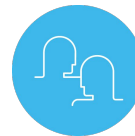
Make service your mission.

Give the highest level of support to our partners and to one another.



Don't let the skeptic win.

"No" is easy. "Yes" is hard. Fight for "yes."



Relationships matter.

Build trust, value differences, and invest the time.

Instructor Expectations: General

- Be on time and model it for your students
 - **Class times**
 - **M/W/Th.: 6:30-9:30 p.m. (EST)**
 - **Office hours: Date: Start time - end time (EST)**
 - **M/W/Th.: 5:45-6:30 p.m. (EST)**
 - **M/W/Th.: 9:30-10 p.m. (EST)**
- Establish rapport in the classroom
- Make the learning environment a safe place for everyone (knowing names, pronunciation, gender pronouns, special needs, etc.)
- **Comply with FERPA guidelines**
- Prep the lesson before class to ensure a clear, engaging delivery of the material
- Be aware when recording that there is no way to edit recordings
- Immediately communicate any instance of violence, harassment, illegal activity, or misconduct to the SSM and/or emergency services if applicable
- Identify and communicate any student/instructor or student/student issues immediately
 - Report Title IX issues directly to me
- Complete all onboarding trainings

Instructor Expectations: Weekly

- Bi-weekly 15-minute meeting between instructor and TAs
- Weekly surveys in Canvas BCS
- Be on the same page regarding challenge/project objectives/expectations
- 48-hour minimum notice for sub request / time off; must [complete sub request form](#)
- Be aware of the [Instructional Team Calendar](#) and upcoming learning and development opportunities

Instructor Communication Expectations

Communication

All communication will be through Slack



Emergencies

For urgent communication or emergencies, call or text your SSM at 954-610-3546



Classroom Do's and Don'ts

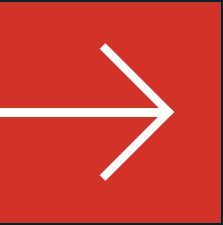
Teaching Skill	Definition	Do's	Don'ts
Positivity	The ability to create a safe, positive and upbeat learning environment that inspires teamwork. This skill helps students feel comfortable and confident in their work.	<ul style="list-style-type: none"> • Use humor when appropriate • Recognize student success • Normalize asking questions or not understanding the content 	<ul style="list-style-type: none"> • Be discouraged by student confusion • Use a negative tone of voice
Investment	The ability to generate student engagement by sharing the rationale and objective for each learning activity. This skill helps students stay interested and understand why the content is important.	<ul style="list-style-type: none"> • Explain the importance of the content • Plan in advance to ask PLENTY of content questions 	<ul style="list-style-type: none"> • Insult or disregard the lesson plan • Say "you won't use this again"
Pace	The ability to structure the delivery of a lesson with appropriate speed and timing. This skill ensures that you cover all of the necessary information in a limited time-frame.	<ul style="list-style-type: none"> • Be aware of remaining time • Avoid off-topic explanations • Ask your TA for time checks to adjust your pace on the fly 	<ul style="list-style-type: none"> • Rush through or cut explanations short • Skip emphasizing key concepts
Clarity	The ability to communicate complicated concepts in a clear and concise way. This skill reduces confusion and increases knowledge retention.	<ul style="list-style-type: none"> • Provide step-by-step instructions • Give concise explanations • Normalize asking questions or not understanding the content 	<ul style="list-style-type: none"> • Overuse jargon • Get off topic during an explanation
Group Facilitation	The ability to track and manage the learning process for multiple participants. This skill deepens each learner's experience and builds a community of learning between participants.	<ul style="list-style-type: none"> • Use student names when asking questions • Encourage students to respond to each other's ideas 	<ul style="list-style-type: none"> • Only address one participant Ask questions to the void Ex: "Does anyone know..."
Responsiveness	The ability to field, respond and ensure understanding of unanticipated questions and/or situations from students. This skill helps with addressing in-the-moment student concerns.	<ul style="list-style-type: none"> • Directly and succinctly answer questions • Respectfully redirect when necessary 	<ul style="list-style-type: none"> • Ignore student questions • Dismiss students' questions as "easy" or "simple"
Industry Knowledge	The ability to solidify abstract concepts through examples of current and practical applications within the relevant industry. This skill connects the content to the real world.	<ul style="list-style-type: none"> • Use examples that relate the content to real-world situations • Use your own career development to make skills seem attainable 	<ul style="list-style-type: none"> • Provide examples that distract from the content • Miss the opportunity to share examples

Classroom *Don'ts*

- Invite students to your home or other private areas outside of the classroom.
- Engage in private messages on social media or other platforms outside of the designated class communication tools.
- Use or share inappropriate language, images, or videos in class, Slack, or via other communication methods.
- Comment on student appearance.
- Have inappropriate physical contact with students.
- Share student grades with other students, parents, or industry professionals.
- Invite unauthorized guests—including industry professionals without informing SSM and Industry Engagement.
- Show favoritism in the classroom.
- Invite or meet students one-on-one at bars serving alcohol outside of class. We do understand there may be instances when a large group will gather for various events. (e.g., Demo day, Graduation, etc.). In these instances, use good judgment and ensure you are never alone with a student outside the classroom.
- Fraternize with students.

Classroom *Don'ts*

- **Do not** say anything to disparage 2U, boot camps, the University, or the curriculum.
- **Do not** deviate from the curriculum, follow the playbook! Use office hours for additional learning.



Classroom Management

Classroom Values

We Never Stop Improving

We lend an ear to both praise and feedback to deliver our best work. This process is a journey and not a destination.

We Bring a Can-Do Attitude

We confront challenges with enthusiasm and figure things out. We value effort, commitment, learning, and a growth mindset.

We Only Succeed Together

Teamwork is critical to our success, and we place a tremendous value on how we work together across the entire cohort.

We Respect the Rights, Differences, and Dignity of Others

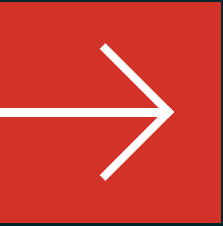
We want to create a learning space where people can bring their full selves. In order to do this we must all respect the diversity of our experiences and how it contributes to our learning.

Classroom Management

You should cover the following information to create classroom norms.

- Timeliness
- Video share
- Screen share
- How to ask questions
- How to use Slack channels
(in and outside class)
- Breakout rooms
(use and management)
- Office hours structure
- Feedback structure
- Grading
- Repository / Resources
 - GitLab repo management
 - Video tutorial
- Resources

For additional support around classroom best practices attend an upcoming Office Hours or Take Flight Session.



Career Services for Students

Career Engagement Network



Resources for Career Advancement. Career material libraries, with templates and tools tailored to your industry and level of experience, will help you prepare for career readiness.

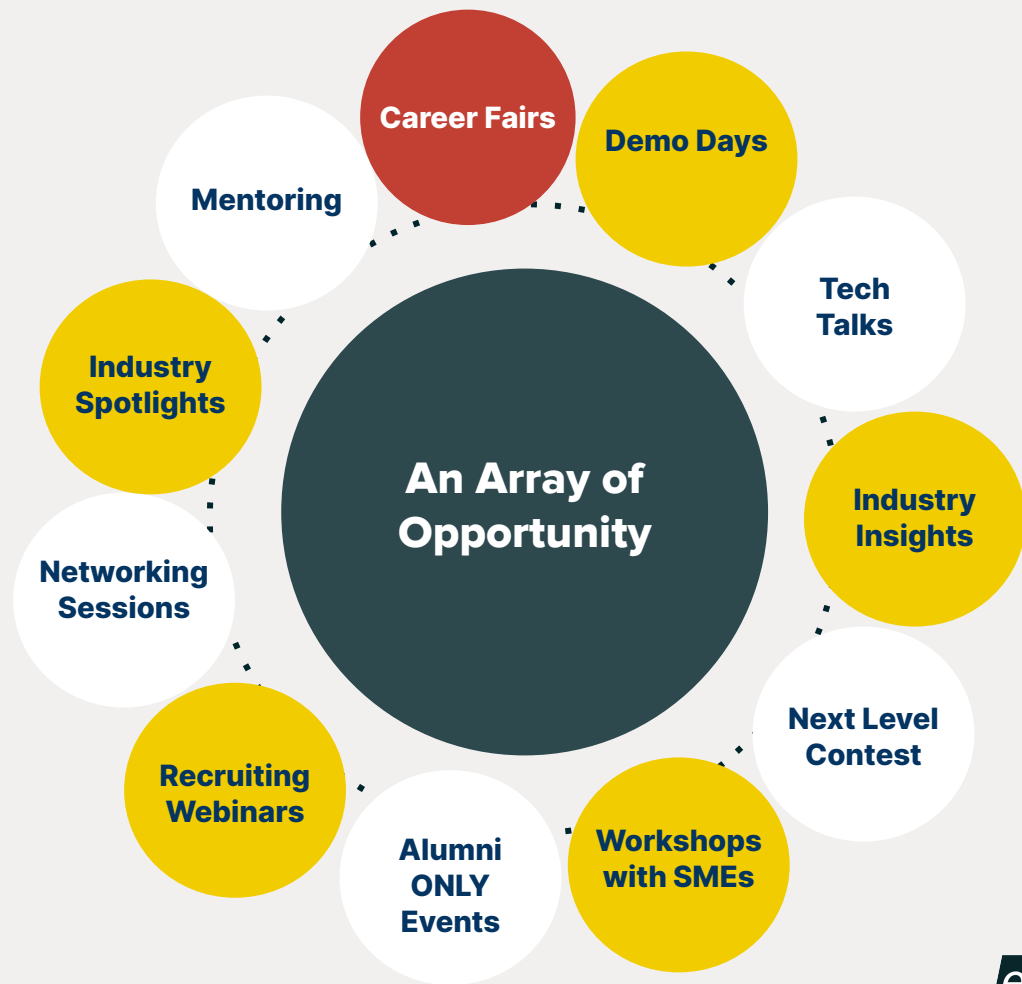


Workshops and Engagement Events with edX experts and industry professionals. Access to almost daily online events focused on interview prep, networking, and more to help you become competitive in the job market.



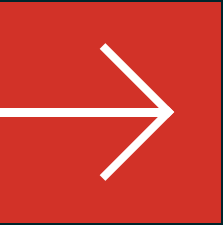
Direct line to job opportunities. Through our job board, you can apply to and get referred to a wide range of jobs at edX's hiring partners. You also get access to quarterly career fairs and over 50 company recruitment webinars per year.

Career Services 2022



Career Materials and Projects

- Intro & Career Goals
- Get Started: Resume or CV
- Personal Brand & LinkedIn
- Online Presence (submission requirements vary by program)
- Job Search & Networking
- Get Hired

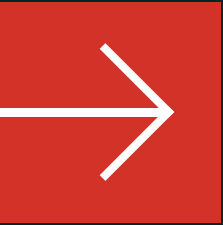


Program Requirements

24-Week Graduation Requirements

- Miss no more than 4 virtual classes (via Zoom).
- Complete all 3 group projects.
- Miss no more than 2 Challenge assignments.
- Fulfill tuition requirements.

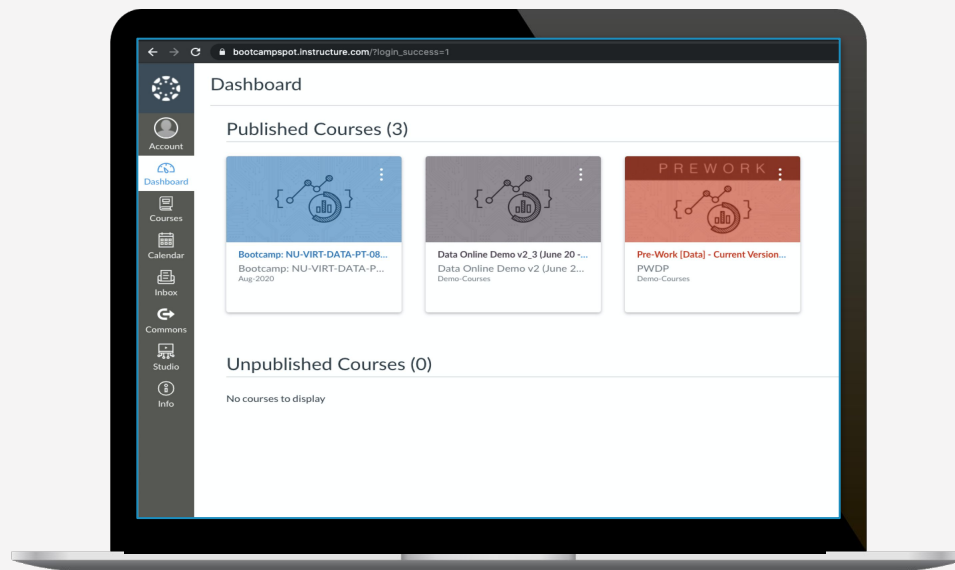
*NOTE: Add/Drop period is
2/20/2023*



Bootcamp Spot: The Online Learning Platform

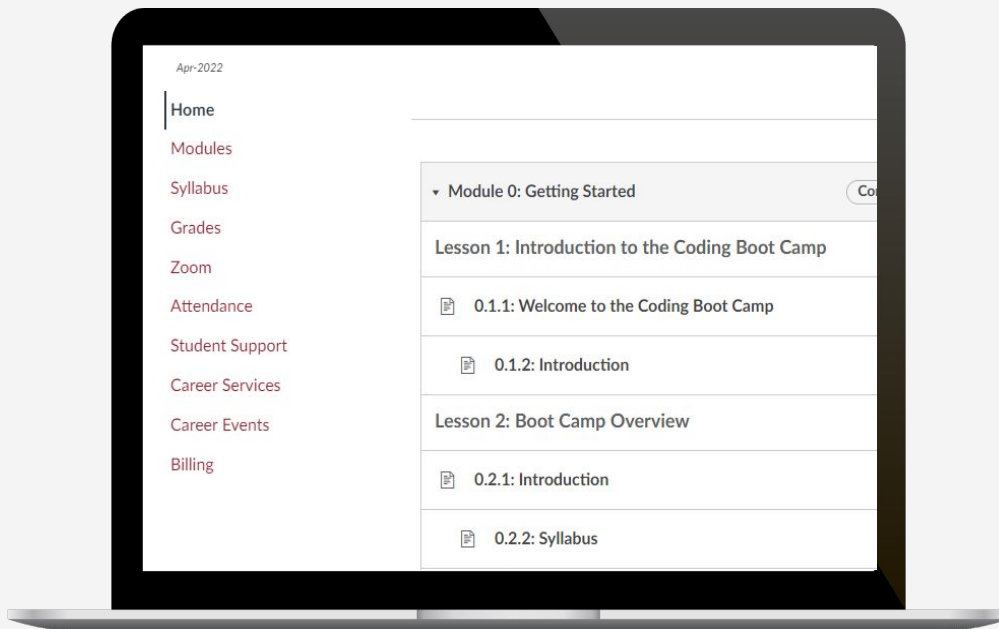
Online Platform

- You can access the student's course [here](#) using your 2U email.
- This is a different instance than than your instructor training account.
- The course is published one week before the class starts.



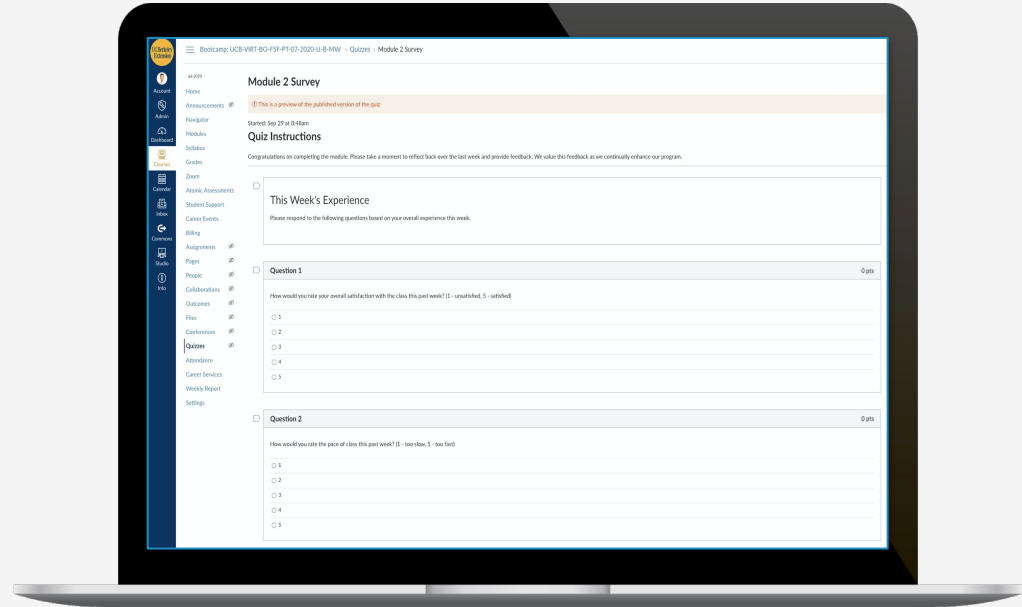
Student Progress

Students have curriculum modules with activities for each week.



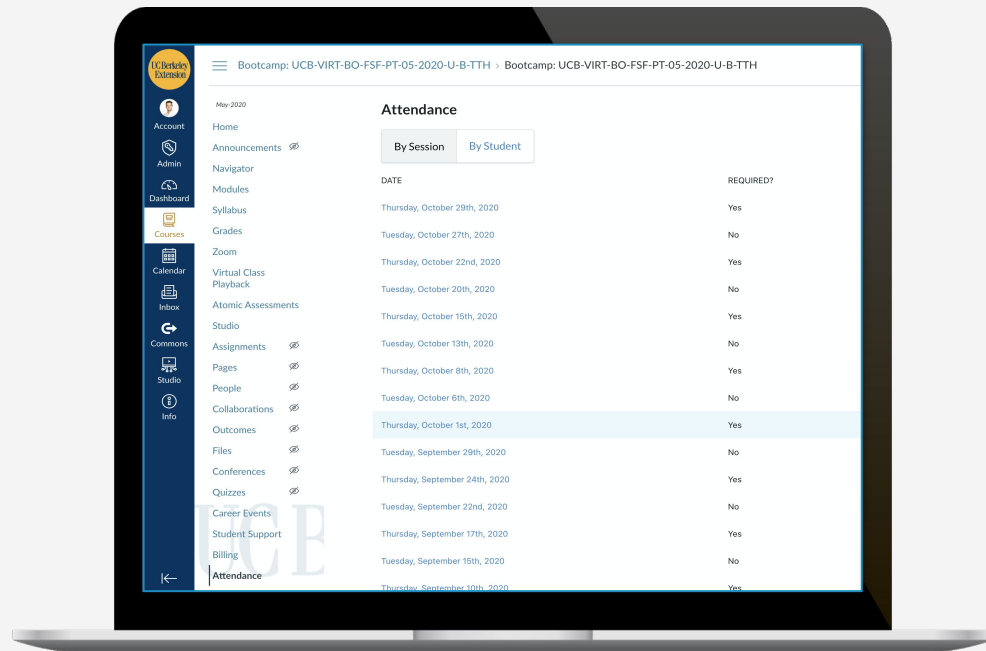
Student Surveys

- Surveys will be released on the **last lesson of each unit** or every **Sunday at midnight**. When a student logs into the online platform, they will be required to complete the survey in order to gain access to their full course.
- Mid- and End- term NPS surveys continue to be automatic. They will be released at the beginning of Week #12 and on the last day of class. SSMs should attend class prior to when the surveys are released.



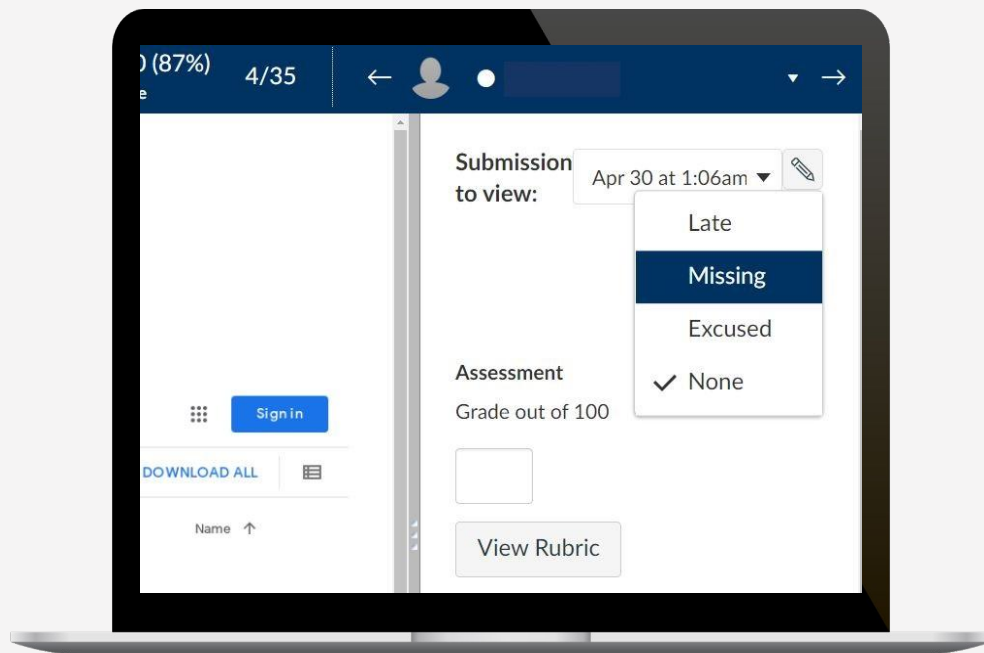
Student Attendance

- Attendance is recorded under the Attendance tool.
- TAs (not students) are responsible for taking attendance at the start & end of class.
- You must submit attendance for ALL classes - the system will block impartial attendance submissions.



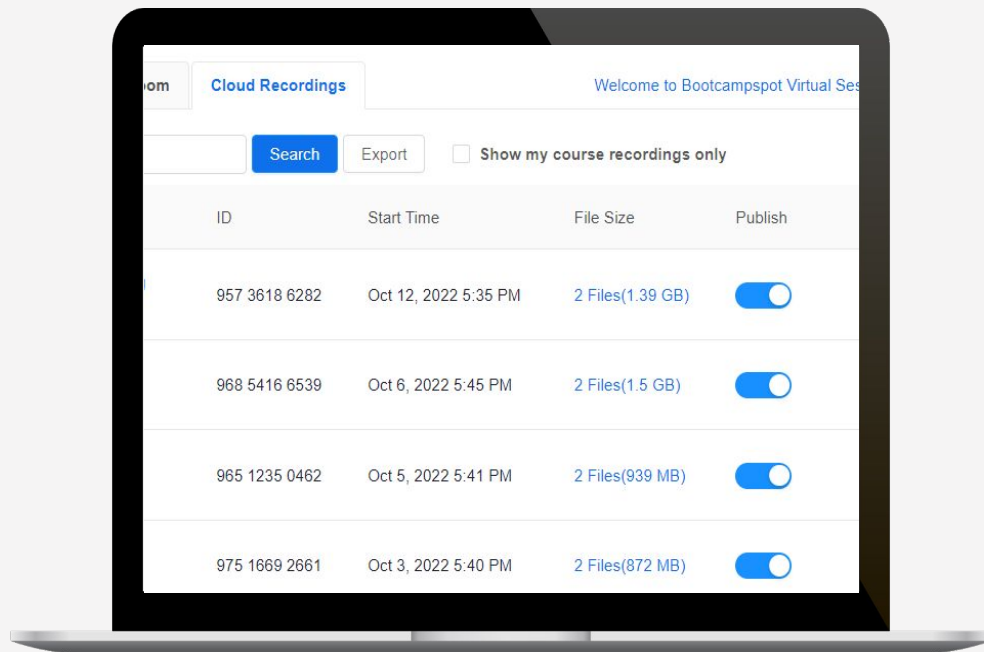
Grading

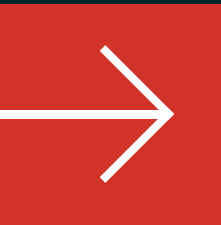
- Grading is completed using the SpeedGrader Tool.
- Assignments can be located by selecting the Assignments tab. The SpeedGrader tool is on the right.
- When a student has not submitted an assignment or it is incomplete, include a Missing tag using the pencil icon.
- For classes using Central Grading, comments left by students cannot not been seen by the Graders. All questions and comments regarding assignment feedback should be addressed by the Instructional Team.



Publishing Zoom Recordings

- Instructors are responsible for publishing the Zoom class recordings for student viewing.
- Class recordings should be published within 24 hours of the class being complete.
- Zoom class recordings can be found and published within the Zoom tab under the Cloud Recordings tab. Select the toggle button to publish.





Preparing for Day 1:

General Resources and Additional Support

General Resources and Systems

You and your students will need access to the following systems

Systems Check (Instructors)

- [Canvas Bootcamp Spot](#)
- GitHub
- GitLab
- Slack
 - Pink Brain
 - Instructional Team
 - Student facing
- Central Grading Portal (TA's only)

Systems Check (Students)

- Canvas Bootcamp Spot
- Slack
- AskBCS
- Central Tutor Support
- BCS Support

Proper Planning Promotes Productivity

Preparing Yourself

- Intentional Prep for Each Session
- Manage the Class Repository
- Upload Class Material to Class Repository
- Upload/Publish Class Recordings in BCS
- Host Structured Office Hrs/Review Sessions
- Verify Attendance in BCS
- Show/remind students about resources available in class repository
- Grading/Central Grading
- Active Non-Participatory Option
- Review Student Feedback each week

Structuring Office Hours Sessions

- Instructional Team-led Review Sessions
- Topic/Subject-Specific
- Announced in Advance
- While one team member hosts structured time, other instructional team members are available to help students with other questions/topics in breakout rooms

Preparing for Course Milestones

- Drop Period - First Week of Class
- Midway Point Celebration
- Project Presentations
- Demo Day
- Graduation
- Industry Engagement Events

Setting Student Expectations Early

- Your Online Presence
- Professionalism - Virtual/In-Person
- Response Time/Slack Availability
- Timeframe for Grading HW
- Providing Meaningful Feedback on HW
- Purposeful Use of Office Hours
- Provide guidance for how to troubleshoot problems (Google, Ask the Class in Slack, AskBCS when available, Tutoring, Office Hours)

First Day Ready

- Be intellectually prepared
- Review the corresponding lesson plan and student-facing material related to activities you will cover in class
- Check the Instructor Notes section of your lesson plan for specific guidance
- Repository management
- SSM will share launch deck with Instructor
- Arrival time/ End time
 - 5:45-10 p.m. EST
- Appropriate and classroom friendly backgrounds
- Assignment Tracker (sample)

Launch Night: What to Expect

- One week prior to the first night of class, asynchronous Orientation Event videos to help them prepare for the start of class.
- “Launch night” (first night of class) will be led by both the SSM and instructor. SSMs will set expectations and provide resources for support while the instructor will review the content of the course.
- We will share the deck with you so you can review it ahead of time, and lead your part of the presentation.
- Launch night will begin at 6:30 p.m. university time.

Install Office Hours

During the first set of Office Hours, we ask the TAs to focus on system setup for you and other key downloads from the prework. You should plan for two hours to ensure your system is first-day ready.

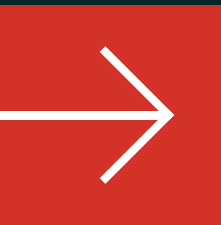
Estimated Time:
2 hours

Final Checks

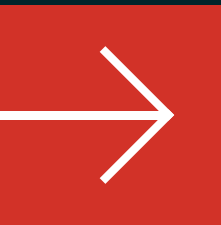
- Connect with RAM for onboarding assistance (if needed)
- Complete the [multi-factor authentication](#) for your 2U email
- Ensure all steps in the [new hire checklist](#) are completed
 - Have payroll or HR questions? Submit a [support ticket](#)
 - Additional onboarding FAQs can be on the [new hire website](#)
- Reach out to me for remaining questions
- Finish Online Platform Training
- Send Intro Slide Information
- Check out the [Instructional L&D website](#)
- Watch your 2U email for newsletters, announcements, and important information
- Establish a working schedule for moving content
- Establish expectations you will set for students
- Establish how you will work together during office hours/class
- Put cell number in Instructional Team Slack Profile
- Review [FERPA](#) guidelines
- Review Team Shared Folder
 - Push Student Policy folder to Class Repository
 - Know/enforce the Attendance Policy
 - Know/enforce the Homework/Grading Policy
 - Know the Tutoring Policy/Process
 - Know Internal Team Policies

Onboarding Feedback Survey

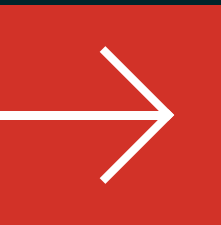
- We want your feedback!
- An Onboarding Feedback Survey will be sent via email **2 weeks post launch.**
- Please fill out this form to give us thoughtful and fruitful feedback on your experience leading up to the first day of class.



Q & A



Demos



Thank You