

THE DIFFERENCE ENGINE

Apprenticeship Handbook

Last revised: 2017-05-17

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Welcome!

Welcome to The Difference Engine's Apprenticeship Training Program. You are officially recognized as a web developer of The Difference Engine and have embarked on what will be a career changing experience. During your period of training, you will receive real world experience building web applications for actual nonprofit organizations and one-on-one pair programming with experienced working web developers. Once you are recognized as a developer with our company, you have certain privileges. However, with those privileges come responsibilities. In order for you to fully benefit from your apprenticeship, you must take ownership of your training.

The purpose of this handbook is to inform you generally of your rights and responsibilities as an apprentice. Please read it and use it for future reference when questions surface. This handbook is not intended to be a complete explanation of the program but should serve as a helpful resource.

Purpose

The Difference Engine's Apprenticeship program was created to provide people from nontraditional backgrounds with the professional experience they need to launch careers in web development. Our developers deliver polished web applications to non profit organization at no cost.

The objectives of this program is to provide a **SUPER** experience in a professional, agile and collaborative environment:

- **Self Confidence**
- **Upskilled by mentors**
- **Portfolio**
- **Experience**
- **Real World Skills**

Core Values

- We are honest, kind, and funny.
- Anyone's crazy idea can become reality.
- We move fast on good ideas.
- We have unbridled optimism in ourselves.
- We tackle every problem with belief that a solution exists.

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Apprentice Responsibilities

1. Avoid absenteeism and tardiness.
2. Attend and participate in related instruction, showcases, client demos and job placement opportunities.
3. Be involved and show dedication to your training.
4. Show dedication and interest in learning the various roles/responsibilities of every aspect of agile web development.
5. Meet project delivery deadlines and expectations.
6. Show respect to your team members, tech leads and program staff.
7. Comply with the provisions of the Apprentice program.
8. Communicate often using the team's Slack channels and established means of communication.
9. Comply with rules and policies of building where program is being administered.

TDE Leads and Staff Responsibilities:

1. Provide a safe working and learning environment.
2. Provide supervision and training at all times.
3. Provide proper ratios of tech leads to developers at all times.
4. Provide well-rounded training so the apprentice has learned all aspects of the software development lifecycle by the completion of the training program.
5. Monitor the apprentice's on-the-job progress and provide feedback on performance.
6. Comply with internal policies and playbooks established for the Apprenticeship program.
7. Assist apprentices and leads with questions or concerns.
8. Maintain Equal Opportunity Compliance.

Attendance Policy:

- All Apprentices are required to meet every Monday and Thursday evening from 6pm to 9pm for the scheduled 17 week session (San Francisco meets Monday and Wednesday evenings from 6pm to 9pm).
- When you accept a full time offer of employment, it is imperative to **provide at least 2 weeks notice** for transitioning off the apprenticeship program. Send an email to the Director, Product Owner and Technical Lead.
- Attendance will be taken at each session by the Technical Lead of each project and/or the Product Owner.
- Apprentices may **miss up to two days**. A third absence may result in early termination from the program. If you must be absent from a night of the program, it is your responsibility to notify the Technical Lead and Product Owner by email. It is important to

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understand that the primary purpose for emailing is to make the team leads aware that you will not be present for this day. So that all project tasks are re-assigned and/or reviewed.

- Absence due to health reasons, family issues or other rare exceptional circumstances will be considered when a decision is made to terminate an apprentice's enrollment. The program Director will use common sense and good judgement when making such decisions.
- Holidays
 - The Difference Engine observes US and Jewish holidays within their seasons. Our 17 week calendar will accommodate for these occasions and extend to allow 17 full meeting week sessions when necessary. We will do our best to communicate the session's full calendar prior to the first day for incoming apprentices.
- This program is limited to one 17 week session. TDE reserves the right to limit the number of program enrollment based on availability.

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Acknowledgement

By signing this agreement, I acknowledge that I have received, read, and understand all of the information contained in the Difference Engine Apprenticeship program handbook. I understand that I am agreeing to be a participant in the apprenticeship program as a skilled volunteer for the duration of 17 weeks, unless I become employed as a developer. I sign this acknowledgment voluntarily and realize that these are the policies of the apprenticeship program.

Josh Springer

Participant Name (Printed)

DocuSigned by:

Josh Springer

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Participant Signature

5/24/2017

Date

New York City

Program Location

*** please return this page signed and dated to program Director.**