

Northwestern University
School of Professional Studies
Wieboldt Hall, Sixth Floor
339 East Chicago Avenue
Chicago, Illinois 60611-3008

Phone 312-503-6950
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sps.northwestern.edu



Dear Northwestern Coding Boot Camp Student,

We are delighted to welcome you to Northwestern University and to the Northwestern School of Professional Studies' community.

The Northwestern Coding Boot Camp learning experience extends far beyond the classroom. We are committed to your academic and professional success and request your equal dedication in achieving these goals by affirming your commitment below.

Student Success Agreement:

As an admitted student in the Northwestern Coding Boot Camp, a joint venture between Northwestern University and Trilogy Education Services, LLC ("TES"), I understand and affirm my role and responsibility as an active learner, and I agree to these standards of performance, conduct and expectations.

- Attendance and on-time completion of assignments are key performance metrics for all students. Because of the intensity of the program content and the critical nature of in class collaborative work, I agree to remain in good standing in this course, and I commit to the following:
 - I agree to attend at least 95% of class sessions.
 - I agree to submit at least 90% of coding and career assignments.
 - I agree to remain current with my financial obligations as set out in my enrollment agreement.

I understand and confirm that access to career services will be contingent upon meeting those minimum standards of attendance, completion of assignments and good financial standing.

- As an instructional tool, class sessions will be recorded and made available for viewing by all students in the course. I understand and confirm that my image and voice may be included in those recordings and I provide permission for Northwestern University and TES to display them to current and future students in any medium desired. I understand that segments of the video may be included in future promotional efforts, and I provide permission to display my image if it is included in those segments.
- By participating in the class, I agree to abide by the [Northwestern University Code of Conduct](#).

I understand and affirm my agreement to participate in the course on these terms and conditions. If I cannot fulfill these terms and conditions or fail to abide by any of your written policies, I understand Northwestern University and TES will retain the right to restrict my access to career services, course materials or class sessions and/or refuse to issue a certificate of completion to me.

Print Name

Signature

NWCHI20180108FST-FT

Date

Course Code



Introduction

Our Career Services support is a contract built on the principles of coaching and empowerment. Over the coming months, we commit to providing you with the tools, guidance, and motivation needed to find a job that utilizes your new skills. We commit to leveraging our employer relationships to share job leads and positions that may be a fit to your goals and strengths. We cannot, however, do the work of securing a job for you. Devoting yourself to that hard work is the commitment we require in return for those services. The success of your Career Service experience will primarily depend on the effort you invest into your search. For that reason, your access to Career Services requires you to maintain a minimum level of commitment and action in order to continue to qualify for Post-Graduation Career Services support.

How To Qualify For Career Services - Post Graduation Support

1. You must complete the course requirements and remain in good standing as outlined in your student agreement. That includes:
 - Attending a minimum of 95% of classes.
 - Completing a minimum of 90% of your homework with a passing grade
 - Remaining current with your financial obligations
 - Maintaining legal status to work in the United States
 - Attending a minimum of 90% of your Career classes
2. You must have finished 100% of these Career Service assignments four weeks (Part-time) / two weeks (Full-time) prior to graduation:
 - A resume that has been reviewed and approved by a member of your Career Services team
 - An updated LinkedIn Profile that has been reviewed and approved by a member of your Career Services team
 - A completed portfolio of deployed projects that has been reviewed and approved by a member of your Career Services team
 - A 30-second Brand Statement that has been reviewed and approved by a member of your Career Services team.
3. You must continue to be responsive and active in your job search duties, including:
 - Electing to opt-in to job placement services before the end of your 4th month (Part-time) / 2nd month (Full-time) month in the program.
 - Responding to messages marked as “URGENT” within 48 hours
 - Updating your Career Director twice a week on your job search activities via email, phone calls or other agreed upon system

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- Honoring 100% of your scheduled commitments with employers. Your actions with employers affect the credibility of all program graduates. For that reason, if you miss a scheduled interview or meeting with an employer without notifying the employer in advance, you will no longer qualify for post-graduation Career Services support.

Finally, you have the sole option of deciding whether to accept a job offer. If you do elect to decline at least two confirmed offers, we will request that you confirm whether you want to continue receiving Career Services support.

Jobs that we support:

Any job where 50% of the skills required are learned during the program.

Conclusion

Finding a new job is time-intensive, stressful and, quite often, demoralizing. However, if your goal is to embark on new careers paths on the strength of your new skills, there is no substitute for hard work and resilience to make that happen. There are no short cuts. As your coaches, we will work alongside you throughout the process. That is the purpose of these Career Service Opt-in requirements: to ensure your hard work leads to the next stage in your career growth. We look forward to working with you.

Print Name

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Career Services FAQ

What is “Career Services?”

Career Services is a team of individuals committed to assisting you with finding a job utilizing the skills you have acquired during your Full Stack Flex program. You should think of us as your **coaches**--coaches who help you improve the skills you need to land a job in technology.

The team is comprised of each of the following people:

- Instructors: Instructors teach you to become a Full Stack Developer.
- TAs: TAs support you and your instructor during class by answering questions, by giving project feedback and by giving homework feedback.
- Student Services Managers (SSM): SSMs support you throughout the course as a single point of contact for questions, concerns and feedback. The SSM also ensures you have a proper learning environment during your time in class.
- Career Directors: Career Directors provide you with training and coaching to assist you through your career search.
- Profile Coaches: Your Profile Coach will provide individualized feedback on developing your online presence, your resume and your cover letter.
- Directors of Talent Solutions: Directors of Talent Solutions connect with highly engaged employers to bring you online informational sessions and class activities to assist you in the hiring process
- Talent Solutions Managers: TSMs connect you and your Career Director with relevant opportunities that become available with employers in the geographies in which you’re searching.
- **You:** You are the most important member of the Career Services team as we’ll discuss in more detail below. Your persistence and ownership of this process will directly impact the results you achieve.

What does Career Services do for me exactly?

- We help you to craft a compelling story that ties together your previous experiences with your newly developed skills
- We teach you to create and edit your resume to get it looked at by employers
- We help you to establish and optimize your online presence relative to your new skills
- We provide individualized reviews and consultations on resumes, brand statements, LinkedIn profiles and Portfolios to help you stand out as a unique applicant.
- We review and comment on your cover letters as requested
- We provide career-focused instruction from employers and Career Directors
- We train and coach you in behavioral interviewing, providing opportunities for practice
- We train and coach you in technical interviewing, as needed, a skill new to most of our students, providing opportunities for practice



- We provide you with educational sessions designed to give you industry exposure and perspective on working in a tech environment.
- We help you to develop soft skills such as networking to better establish mentoring and job search relationships
- We monitor your job search activities and provide guidance along the way
- We provide reminders and motivational messages from Career Directors designed to keep you focused on key career search tasks and deadlines
- We connect you to open roles identified within your market to supplement your own efforts

Will Career Services actually find me a job?

No one can hand you a job. We can help you find jobs available in your area and we can try to connect you with employers that seem like a good fit as we surface new opportunities. But it's important that you not just wait for those connections to be made. Consider them additive to the relationships you develop and the opportunities you discover on your own. There is no substitute for the power of a strong network. That's why one of our objectives is to help you develop that network.

What is my "online presence?"

Your online presence is comprised of things like LinkedIn, Facebook, Google Plus, Git Hub and StackOverflow. It's important to have a professional and active presence in many of these locations and to ensure that any existing social sites, like Facebook and Google Plus, do no harm to your professional reputation.

What's the difference between technical and behavioral interviewing?

Behavioral interviews ask you to describe situations in your past that exhibit the behaviors the interviewer is highlighting. A technical interview is designed to determine your knowledge of hard skills, in this case, your coding skills.

You stated earlier than I'm the most important member of the Career Services team. Why?

Remember how we said earlier that we're your coaches? A coach can help you play or perform better, but a coach can't play or perform for you. Finding a job in tech is real work requiring persistence and personal accountability. You should plan to spend significant time outside of class every week developing the skills you need to land a job. It may sound cliché, but it's true that the more you put into it, the more you'll get out of it. On the first Saturday of your program, and again in month 4, you'll review our "Student Expectations Document." That



document specifically outlines the minimum requirements for receiving Career Services support, but you should always focus on maximizing your potential, not meeting a minimum.

What other skills should I try to cultivate to help me land a tech job?

- *Master the technical skills we teach you in class. Practice every day while you are in class and after you graduate.*
- *Get confident speaking about your code*
- *Learn to network, especially with people working in the field. Relationships can be critical to a more rapid job search.*
- *Immerse yourself in environments that help you pick up tech jargon*

How likely am I to land a job at one of those companies where everyone in tech wants to work?

Be realistic in setting your expectations. To land your “dream job,” you will need the experience that comes with getting that first job. Even if you were an executive at your last company, in starting an entirely new career, you’ll need to get good, relevant experience to open future doors.

You’ll want to target junior developer roles or roles requiring the specific skills and languages you’ll learn in the weeks ahead. It’s really important to get through that first door, prove yourself, and then continue to cultivate your newly acquired skills. You are choosing a new career path that will persist for years --its not about a single boot camp and graduation event. You are just getting started!

How long will Career Services support me after graduation?

We will actively support you for 90 days after your graduation. To receive that support, we only ask that you meet the minimum requirements outlined in the Student Expectations Document. We’ll review that document in detail several times in class but know that the requirements focus on your doing the things you need to do to get the most out of your class--things like completing your homework, attending class, attending Career Service classes and ensuring your resume and profile are complete and up to date.

When does career services start and what can I expect?

Career Services begins the moment you start your class and extends through your finding a job utilizing your new skills, assuming you elect to receive our support in finding a job. That’s a decision you will “officially” make in your 4th month of class. From the beginning of the program, you will start to receive guidance in creating your resume and online presence. From there, interspersed throughout the course, you will receive training in the skills you need to acquire a new job--things like behavioral interviewing, technical interviewing, and networking. While many students do not wait for graduation to find a job, once you do graduate, we will begin to more actively engage with you in applying for roles and in connecting you to experiences and roles that are a good fit.

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What if I still have questions about Career Services?

Your Student Services Manager or Career Directors will always be able to assist you with questions about Career Services.

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NORTHWESTERN UNIVERSITY PHOTO RELEASE

All photographers taking photographs on University property or of University events must obtain a signed release form from any student, faculty member, staff person, or member of the public who is visibly recognizable in the photograph prior to making any commercial use of such photograph. Crowd scenes where no single person is the dominant feature are exempt.

These rules govern photographs intended for use in any University publication of a marketing or a public relations nature, such as newsletters, brochures, viewbooks, promotional items, or other such material. Releases also must be obtained for photographs used on the web. These rules are not in effect when photographs are taken of news events, but photographs taken for news purposes require a release for reuse in marketing materials.

Photo release

Date _____

I hereby grant Northwestern University permission to interview me and/or to use my likeness in photograph(s)/video in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by Northwestern University, in perpetuity, and for other use by the University. I will make no monetary or other claim against Northwestern University for the use of the interview and/or the photograph(s)/video.

Name (print full name)

Signature

Relation to subject (if subject is a minor)

Address

City, state, zip code

Telephone

N/A

Requested by