Springboard

Student Handbook

Data Science Career Track

Introduction

Welcome! We are so excited that you've enrolled in the Data Science Career Track!

In order to set you up for success, we've put together **this handbook**, which **includes essential information you'll need to know.** We recommend that you review this in full, and save this to reference throughout the course.

 If you have any questions while reading through the handbook, email us at advising@springboard.com.

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Student Advisor

Your **student advisor** is your main point of contact from the Springboard Team. Your advisor can address general questions or concerns about the program, and help with time management, accountability, and goal setting. Your student advisor is NOT a Data Scientist, so your technical questions are best directed to our other resources

You can contact your student advisor by emailing advising@springboard.com, or setting up a call with them.

Atiriya Hari	**Katherine Allen**	**Sophie Weissbourd**
Book a call here	Book a call here	Book a call here

If you are unsure who your student advisor is, send us an email and we'll confirm!

Note: For questions about billing, tool access, and bugs, please email support@springboard.com

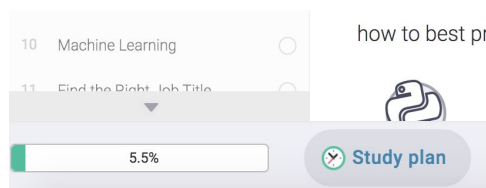## Time Commitment
Course Length & Weekly Work
- This course is **6 months** in duration
- **15-20 hours per week** for a total of ~500 hours.
- **Weekly, 30-minute 1:1 call** with an industry expert mentor

Tips for Success and Starting off Strong 💪🏽

We've seen that students who **complete at least 7%** of the course by the end of their first month are **twice as likely to complete the course.**

To help you reach this goal, we've put together tips and suggestions below on how to start off strong in your first month:

1. We recommend that you block off 15-20 hours a week on your calendar each week to complete your coursework. Treat this as protected time! Watch this [Ted Talk](#) for guidance on how to prioritize and make time for the course.
2. Utilize the **Study Plan** to create weekly goals. This is a week-by-week breakdown of exactly what resources and project work you need to complete each week during this course, with time estimates for each assignment. You can find this at the bottom of the curriculum.

3. [Book a call](#) with a career coach during your first month. 55% of students who book a career coach call in their first month land a job **before** they complete the course!
4. Schedule a 1:1 call with your student advisor during your first month to review your study plan and request optional accountability check-ins throughout the program.

If you have any concerns about reaching 7% in the first 4 weeks of the course, reach out to your student advisor!

Support Along the Way

Learning online can be hard! Our goal is to ensure that you have the support you need every step of the way. That's why we've designed this program to include plenty of real, human support throughout your learning journey. In addition to your mentor, here are some helpful resources to utilize when you get stuck or need help:

- **Course Teaching Assistant**: You can send technical projects to our TA's at projects@springboard.com. They can give in depth feedback on your mini projects and code reviews. They reply within 24 business hours.
- **On Demand Mentors:** If you need additional technical support outside of your 30 minute mentor call, you have access to industry experts through the [on-demand mentor call system](#) and can book calls with available Data Science mentors. You can schedule a call for the same day or the next few days through the pop up on your mentor call tab.
- **Career Coaches**: You'll work with the career coaches both during the course and for 6 months after you complete. They'll help you with your job search strategy, resume, networking tips, interview prep, and more! Book a call through the links in each career unit.
- **Online Community**: Post questions and get feedback from the community manager, a Data Science expert, and other students and alumni by posting in our

online community, accessible via the "Community" tab in the Springboard platform. The community manager will reply within 24 business hours.
- **Student Guide**: A [help site](#) with articles about how the program works, how to use the Springboard platform, and answers to FAQ's.

Break Options

We understand that life happens, and sometimes you need to take a break for vacation, an emergency, or just to catch up.

We offer two break options: **a pause** and **a freeze**. For both options your end date will be pushed back by the number of weeks that you pause or freeze. We typically only allow two breaks during the course, but please reach out to your advisor if you have an extenuating circumstance and need an additional break.

A **pause** is a *1-3 week* break.
- You will not have access to mentor calls or on demand mentor calls during the pause.
- You'll still have access to the curriculum, online community, and office hours.
- You will still be able to book and take any scheduled career coach calls.
- You'll remain matched with your current mentor.
- You can pause your course by going to your billing tab and clicking on "I need a break."

A **freeze** is a longer *1-4 month* break.
- You will lose access to your mentor calls and demand mentor calls, the curriculum, online community, and career coaching calls.
- You will be unmatched with your current mentor, and while we will do our best to rematch you with them when you return, we cannot guarantee it.
- If you think a freeze is right for you, you will need to reach out to your student advisor to request it.

Springboard Mentorship

How Mentoring Works

You'll be matched with a data science expert who will serve as your personal mentor. Springboard mentors are working industry professionals who dedicate some of their time to working with students in our program. They can help you with the curriculum, give feedback on your projects, and offer insight into how data science is applied to solve problems in the real world.

Like any relationship, you'll have a better experience if you invest in your mentor relationship and come to your mentor calls prepared.

- **Setting a Call Agenda**: It is important that you share a Call Agenda with your mentor at least 24 hours in advance of your scheduled call. You can submit your agenda through the Mentor Call tab on the Springboard platform.

- **Mentor Availability:** You'll be able to ask questions of your mentor during your 30-minute call each week. If you need additional support, please utilize our additional resources.

- **Canceling/Rescheduling Etiquette**: In general, it's best to take your mentor calls at the same time each week. If you must reschedule a call, please give notice at least 24 hours in advance. You can request to reschedule your call via the Mentor Call tab or by emailing your mentor directly.

- **Communicate**: Be open, honest and constructive in sharing feedback with your mentor — they're a working professional and may not have teaching experience, but they want to help you succeed! Share how you're feeling and if you need more guidance, or specific types of support, don't be afraid to ask.

⚠️ *If you have any concerns about your mentor calls, please reach out to your student advisor!*

Completion

In order to officially complete the course and earn your certificate, you will need to complete 100% of the course **by your 6 month end date.** This includes:
- Complete and pass 100% of technical and career projects and units
- Complete all 6 required career calls
- Complete and pass all 4 mock interviews

Note: If you are not eligible for the job guarantee or choose to waive it, you are only required to complete the technical units in order to earn your certificate. If you have questions or want to waive the job guarantee, please email your student advisor.

Springboard

Once you have met the completion requirements, reach out to support@springboard.com to request the **application to complete** the course. This is a brief ~5-10 minute survey.

After you apply to complete, we will process your completion and send your certificate of completion once all projects and mock interviews have been officially passed.

After you officially complete, you'll officially start your 6 month job search period!

Extensions

The course is meant to be completed in the 6 month timeline, not including any Springboard approved breaks.

If you reach your end date and need more time to complete, there is the possibility of an extension of up to **two months.**

- Extensions are granted on an **exception** and **request** basis only.
- We typically only grant extensions who have reached at least **50%** and **finished capstone 1 by their end date.**
- For students below this, an advising call is required to request an extension.

Paid Extensions
- If you do not complete the course by the end of the free extension, you have the option to cancel or move onto a paid extension at a rate of $1000/month.
- If you are eligible for the job guarantee, you'll have two months on the paid extension to complete the course and remain eligible.
- If you do not complete the course within two months on the paid extension, your job guarantee will be revoked. However, you can still continue on the paid extension and complete the course without it.

⚠️ *If you have any concerns about completing on time, email or schedule a call with your student advisor! They can help you create a plan to get back on track.*