**Powercoders Zurich 2020-1 Onboarding**

**(new version for virtual coding academy)**

**New circumstances**

Due to COVID-19 and the government regulations, all schools and educational institutions in the Canton of Zurich remain closed till 26 April 2020. Therefore, we are holding the first weeks of our program online.

Make sure you follow the guidelines of the government (see [here](https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/so-schuetzen-wir-uns.html)), including social distancing, frequent hand wash, and staying at home (if possible). Let us know if you have questions or need support.

We are aware that the new circumstances are challenging on many levels (e.g. children at home, no quiet work space, worries about family members, etc.). Let us do our best to support each other in this time.

We will keep you posted via Slack about relevant updates.

Please read carefully the following:

**I. TIMELINE**

**KickOff Day**

The KickOff day has taken place on Tuesday, 17th March 2020 2-3.30pm in a shorter, virtual version via Google Hangout.

The program covered:

* Welcome
* Introduction of the team
* Program overview
* The new situation & adaptation
* Q & A

[Here](https://drive.google.com/open?id=122nJswek_CUhfp5zyJO55t54RyHY-D-b) you can find the slides of KickOff Day.

**Launch Party**

Launch Party (20 March 2020) has been cancelled. We will instead do a virtual mini-celebration on Monday, 23 March, 9:15am ([15min on Zoom](https://us04web.zoom.us/j/432436655)).

* Welcome
* Short intro by participants (name, country, something that characterizes you / makes you special)
* Speech by alumni
* Celebration: cheers to a great start

Dress up for the occasion, get a drink (coffee / tea / juice) ready and join the celebration.

**School Start**

The first school day is on Monday, 23rd March 2020 at 9:00 am in our virtual classroom: <https://zoom.us/j/136553440?pwd=N1RRd2RPSGFhV1JxYnFRYnFxZU5wUT09>

Each school day will start with a 15min check-in followed by 1 hour online session in our classroom. After a 15min break there is time to go through the assigned slides on your own. After lunch we will again meet in our virtual classroom for a live coding session, followed by another short break. The rest of the afternoon you have time to code yourself and do the assigned exercises.

Please ensure to update your learning blog daily. Also on Wednesday during the social and business workshops you will learn new and interesting things worth noting down.

At the end of each school day catch up with your buddy, that will be assigned to you on a weekly basis, and fill out our daily feedback form. We appreciate any feedback and ideas to make the best out of the current situation. We end the day with a quick slack check-out, answering a question with an emoji.

On Fridays, we do not have regular school, but have scheduled group sessions and 1:1 tutoring sessions. The rest of the class has time to work on their coding skills and to update their blog.

[Here you can find the current weekly schedule](https://docs.google.com/spreadsheets/d/1lL_eRRfs_F5J-Wun0NC6qd2cOGfRdxwHmEfqiAngn7g/edit?usp=sharing). There might be changes in the first days and weeks, so make sure to look at the schedule regularly.

**Career Week**

Due to the current situation, the Career Day is canceled, instead, matching and interviews will take place online. We will make a short video (1-2 mins) for each participant and share with the companies. Companies will send their lists of whom they would like to invite for interviews and on the other side, participants will check the companies who picked them and choose maximum 3 to 4 out of them. No direct contact should be made with the company, everything will be controlled by Powercoders.

Companies will contact participants directly to set up interviews. Interviews will take place in person or remotely on the Career Week from May 7 till May 15 2020.

**Graduation Party:**

We really hope we can hold the Graduation Party in person! The location is booked, we’re accepting sign ups - and hope to celebrate all together in Zurich.

1. **What**: the [Graduation party](https://forms.gle/zSqy7tVFyjNdDviq7), presentation, diplomas, snacks & drinks
2. **When**: June 19, from 17:00 till 20.30
3. **Where**: TGIM - Löwenstrasse 17, 8001 Zürich ([map](https://g.page/tgimzh?share))

**Internship Start**

Internships start in July 2020 and will last 6 - 12 months. This is an essential part of the program. You’ll receive a minimum salary of 400 CHF to 600 CHF depending on the residence canton (which will be deducted from your social assistance). We’re expecting that you’re willing to travel for one hour or one hour and a half.

A volunteer job coach will accompany you during the internship phase to support you.

**II. TOOLS**

We use Slack as our main communication tool and we use G-suite (Email, Calendar, G-Drive, .. etc), too.

**Slack**

Slack is our main communication tool where the team, trainers, coaches, and other community members are. You have already received an invitation to your Powercoders email.

**IMPORTANT:**

* Activate the notifications from settings
* Be very responsive (reply within 24 h)
* Reply to posts by opening a new thread
* Search and join the channels (#zrh, #zrh-only-participants, #ch, #ch-community, … and any other channels you want)

**Google Suite**

Powercoders has access to the whole G-suite package and it is a helpful and great set of tools like email, calendar, g-drive, word processor, spreadsheet, presentations, … etc

* **Powercoders Email**: You have to use your Powercoders email account which is created and sent to you from now on as your main professional email when you contact the team, your trainers, your coach, or the companies during the career week. (Avoid using your personal email, especially if it has a strange combination like [nano2002@gmail.com](mailto:nano2002@gmail.com))
* **Google Calendar:** Try to be organized and start using **Google calendar t**o set appointments. We are using it a lot and you will receive a lot of invitations from now on. Here is our calendar: [Powercoders Zürich 2020-1](https://calendar.google.com/calendar?cid=cG93ZXJjb2RlcnMub3JnX2ZrazNhaWJwYzZzbjdmbTE5YWkwOG8wNXVnQGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20)
* **Google Drive:** You can access shared documents with your Powercoders login. Here is the shared Google Drive folder where you find workshop slides, key info and more: [ZRH2020-1 Resources for Participants](https://drive.google.com/open?id=122nJswek_CUhfp5zyJO55t54RyHY-D-b)
* **Google Classroom:** Exercises and tasks will be assigned and graded in the Google Classroom. We will use the same classroom as for the Prep Weeks: [Google Classroom 2020-1](https://classroom.google.com/c/NjAyMTU0MjU1MjFa)

**Zoom**

We will use Zoom for all public meetings. Public meetings are open to everyone who wants to join and has the link (<https://zoom.us/j/437747540>). Thursday sharing sessions are public , as well as the mini launch celebration on the first day.

Our virtual classroom will be also on Zoom, but restricted to participants and Powercoders team ZRH. All sessions will be recorded and made available to you, so that you can look at them again at a later point. If you object and don’t want it to be recorded, please let us know. With 16 participants, 1 teaching assistant and 1 teacher in the virtual room, it is very important that everyone follows the guidelines for video conferences and online etiquette (see below).

**Live Sharing Extension Pack for Visual Studio Code**

We will all install the live sharing extension pack for visual studio code together on our first day. This extension will be used for group assignments and pair programming as well as online tutoring.

**III. PROGRAM**

The three months are divided into two parts:

**Part 1:** The first seven weeks will be dedicated to building strong basics in frontend development: mainly HTML, CSS, JAVASCRIPT. From the beginning you will use GIT and GITHUB as well as CLI (command line) to organise your projects.

**Part 2:** The last five weeks will be dedicated to focus on the requirements for your internships so that you are well prepared. Depending on these requirements you will choose one or more specialisation tracks. That could be Java, Python, SQL, php, react and many more. IT trainers and Susanne as teaching lead will coach you in learning the skills you need. During this time it is very important to be proactive, communicative and strong in self-study.

The career day and the career week will be between the two parts because we need to know where each participant is going to do his internship and contact the company to send us what they want the intern to learn to be ready for the internship.

**IV. VIRTUAL GROUND RULES**

**Before you join the call:**

* Make sure you have a reliable internet connection
* Find a quiet space (if possible)
* Use your headphones
* Test your microphone and your camera before you start
* Be ready 5-10min before to have a smooth start
* Have your camera turned on so that we can all see each other
* Make sure your name is legible. Not firstnamelastname, but Firstname Lastname
* Put the screen in gallery view so you can see everyone. If there are many, go to video settings and select to display 49 people per screen.

**Online etiquette:**

* Mute your microphone when not speaking
* Raise your hand in front of the camera when you want to speak
* Use the spacebar to temporarily unmute to speak. This only works when the chat is closed.
* Use thumbs up & down for simple yes or no questions
* Leave food for the breaks; chewing sounds and visuals are not appreciated
* Use the chat only for questions and urgent comments. Chit-chat can be too disruptive for everyone

**VI. SOCIAL & BUSINESS SKILLS (WEDNESDAY MORNING)**

Every Wednesday in the morning, there will be a social & business skills workshop where professionals will be leading these workshops to help you improve your social and business skills and eventually be able to integrate well in the company after the school and increase your chances of getting a job at the end of the internship.

It is very important that you don't miss these workshops as they will not be repeated.

**VII. ACTIVITIES (WEDNESDAY AFTERNOON)**

To give some space for recharging our batteries and enjoy some time together as a team, Wednesdays will be dedicated for different activities (city tour, (internship) company visit, bowling, ice-skating, a visit to a museum, etc).

If you would like to organize an activity, please do inform us a week before at least.

**VIII. THURSDAY SHARING SESSIONS (VIRTUAL OPEN DOORS)**

Every Thursday from 4-5pm is dedicated to sharing and learning (non-IT) cultural, knowledge and skills. Participants prepare short presentations, inputs or workshops that allow others to learn. Topics can be around culture (your home country), a specific skill you have, an update of what you learnt in school that week, or others.

The hour is open door for anyone interested in joining: our volunteer trainers and coaches, interested companies, or potential applicants. So make sure it’s engaging and rewarding for everyone.

**An input should:**

1. Be fun, interactive and allow us to learn new knowledge or skills
2. Take between 10-20min
3. Be organized by an individual or group up to 3 people

**Fill in this sheet to choose which week you will be preparing:** [**Cultural presentation**](https://docs.google.com/spreadsheets/d/1jaN8n2tYXJGmYlboC2peM4owK-xfM494H7yh8Epyp8g/edit?usp=sharing)

**IX. ABSENCE FROM CLASS**

In case you have doctors / social workers appointments you need to take, schedule them in your free time if possible, else on Wednesday afternoon if needed (double-check which activity you’d be missing). If this is not possible, then please arrange these for as late in the afternoon as possible. This will ensure that you miss the minimum amount of material. And liaise with Susanne (teaching lead), so that she can make the course material that you missed is available to you for review in the evening.

90% of your class attendance is required for you to get a diploma and an internship.

Please read the points above very carefully to understand how things will be going during the 13 weeks.

**-- GOOD LUCK**