



STUDENT GUIDEBOOK

Important information and tips for studying at the Coding Bootcamp Praha
www.codingbootcamp.cz

Dear Student,

Welcome to the Spring Batch 2020 of the Coding Bootcamp Praha! Here you can find important information to make the most of your studies with us. Over the course of the next 12 weeks you will be introduced to a number of new concepts and ways of thinking. We have already taught a number of bootcamp students in the past years and we have learnt that what makes a student into a successful graduate is not really related to any previous knowledge - but to their internal motivation, willingness to work hard and be determined even when things get harder. Our motto? **Coding is not a superpower but a deep interest in solving problems.**

During the bootcamp you have several individual progress sessions and HR workshops, typically on Wednesday afternoons. Our objective is to help you **achieve whatever goal you have in mind** - find a job, set off your project or anything else - thus, talk with us and let's make it happen. Our alumni made it before you - people coming from various backgrounds and work experience - and we are looking forward to seeing you **join our network of alumni from more than 30 countries.**

If you would like to discuss or share something, do not be shy. The bootcamp is proud to be an open, friendly and collaborative environment and **everyone's ideas and suggestions are always welcomed.** Chat with the Student advisor in person or send a message on Slack.

Our mission is to make programming skills available to a much wider range of people than nowadays. Most of you have joined because you want to utilise your creativity and see real results behind your work. **Do not be just a user but a creator!**

COLLABORATIVE TOOLS

Classes - All teaching materials on classes.codingbootcamp.cz

Slack - codeboot.slack.com

Calendar - link available on **Classes**

Outside of the bootcamp hours, please make sure that you ask any questions openly through Slack. Learn from each other's issues!

Note: Let us know if you cannot access any of these.

DAY FLOW

Mo, Tu, Th, Fr 9.00 - 17.00
Wed 9.00 - 12.00

Please note that each day starts at 9am sharp. Thus, make sure you allow enough time for your commute.

Between 13 January - 3rd April we teach every single day between Monday - Friday (including Czech bank holidays).

On many Wednesday afternoons, we hold extra activities - HR workshops and individual progress meetings.

EXAMS. After approx. every two weeks, we hold a progress test so that you can test your knowledge. There is a min pass mark. Your first progress test is on Day 11.

"The man who thinks he can and the man who thinks he can't are both right. Which one are you?"

HACKATHON

The ultimate practice

Concept: one-day mentored hackathon following upon a two week teaching cycle within the bootcamp. Your first hackathon is on Day 10.

The idea is to code-only, without introducing any new concepts. The students work in teams of 2-3.

The project is a clearly defined challenge. Test your abilities within a defined time period in a fun environment.



LUNCH BREAK

Fixed each day 12.00 - 13.00

Make sure that you organise your lunch within this time as we cannot wait for students arriving late for the afternoon session.

Tip: if you need to schedule anything during the day, this will be a good time (or use the Wednesday afternoon).

STAND-UP

Each day in the morning.

15 mins, 1 min max / student

Your time to share anything exciting that you learnt the day before with the rest of the class or to tell us that you feel stuck on something and could use more explanation. Please be very specific.

It is not a time for a lengthy discussion, hence the 1-minute rule. If you have something more complex to discuss, please schedule a time with us.

RECOMMENDATIONS

Lessons learnt from the past bootcampers

TAKE NOTES. Take notes from the lectures. It is hard to remember everything that was said and taking notes helps you process the information.

COMMENT YOUR CODE. Write comments in your code so that you can revise from these later. When you figure out a solution, it is easy to forget one hour later why you did, what you did. Always make comments.

I AM NOT GOOD ENOUGH SYNDROME. Some students learn faster and some slower. Do not get discouraged because you feel that others possess some magic abilities and you can never catch up with them. Programming is not a superpower - it is about breaking down problems and solving them. It's about patience and persistence and learning from your mistakes step by step each hour and each day.

QUESTIONS. If you are stuck, ask a question. You can ask an instructor or you can ask a student next to you. The power of the bootcamp comes from collaboration. Be ready to help out others when you know the answer - there is no better way to learn than by teaching others!

TIME MANAGEMENT. The bootcamp is intense and our past students do not recommend to have any extra activities in the duration - work, travels or anything else that would make you miss any sessions. It will take you two-three days to catch up on one teaching day that you missed if you study it on your own. Do the math - you simply have no time for it.

FULL-STACK. The bootcamp teaches full-stack web development. Even if you want to go into front-end or back-end only, you need to understand the basics from the other one. Also, keep an open mind - many students keep shifting their main interest until the end of the programme.

OPENING HOURS

8.30 - 17.30 (Mo-Fr)

Office is open, bootcamp team is around

7.00 - 22.00 (any day)

"Entrance card" access, the students can access the bootcamp space within this time period.

CERTIFICATES

Certificate of Completion

- Two main projects successfully submitted (1st Individual portfolio project and 2nd Final team project)
- All progress tests passed (50% min. pass mark)
- 90% min. attendance
- 5 progress tests on Mondays in weeks 3, 5, 8, 10 and 12. Need to be taken in-person in class

Certificate of Attendance

- 90% min. attendance

WORKSHOPS, PROGRESS MEETINGS, HR, DEMO DAY AND FINAL PROJECT

HR WORKSHOPS DATES

Week 2, Wednesday 6 April, 13:30 – 15:00 - Intro to Job Hunting Workshop

We will look at the basics of job hunting locally as well as worldwide, discuss what personality traits are the companies looking for when hiring a junior web developer and we will work on your LinkedIn and CV.

Week 6, Wednesday 3 June, 13:30 – 15:30 - HR Workshop from a recruiters view

Our partner organization that is innovating the way programmers are recruited will make a workshop for you: what's the market situation? When and how to apply? What to expect during an interview? What salary expectations to have? Tips and tricks? Their expert will also check your LinkedIn and CVs. Try to incorporate the suggestions that were given to you during our first workshop and individual discussions so that they can give you a 2.0 feedback.

Week 9, Wednesday 24 June, 13:00 – 14:30 - CV / LinkedIn Check & Frontend Job Application Case Study

Let's make your CV and LinkedIn complete & let's have a look at an example of a real job application feedback.

DEMO DAY, WEEK 12, 17 July, 16:00 – 20:00

The final event of your bootcamp will be held on the last day of the bootcamp. The students will present their final team project. Each team will have 20 minutes to present what they achieved, their work plan, show the features of their project, and present any lessons learnt as well as plans for the future - individual as well as with the project itself. Would you like to bring a friend, family or your +1? They are welcomed to join but please notify us beforehand. You will get more information on the Demo Day throughout your bootcamp.

FINAL TEAM PROJECT

This project is the highlight of your work at the bootcamp. It brings together all the knowledge that you have gained throughout the programme and enables you to work on a topic that you like most. This project is a **team project**, typically teams of 3 students. Working in a team will enable you to create a more complex project, improve your knowledge of Git, focus on an area that is closer to your interest and have more fun. Remember, this is a simulation of how your work will look like in a professional context and it will enable you to create a unique project. Do you already have a project idea in mind? Start discussing with your fellow students! **In weeks 6-7 we will ask you to submit your project ideas through Classes**, so that other students can join and form teams.

QUICK MEETINGS

We are happy to schedule quick meetings with you, if you wish to discuss something. Send us a message on Slack and we will meet with you as soon as possible. Would you like help with anything? Do you have any idea that you want to discuss? Concerned with your progress? Do you have any personal issues? We are happy to discuss no matter what the topic is.

FEEDBACK FORM

Comment Form - Is there something you would like to share with us but feel like that a personal discussion is not necessary? Or would you like to point out anything but prefer to stay anonymous? Find the Student Form and share your comment there. We understand that sometimes you might want to stay anonymous but unless it is necessary it is better to state your name as it will help us understand the context. LINK: <https://www.codingbootcamp.cz/student-comment>

INDIVIDUAL PROGRESS MEETINGS

Come ready to discuss your progress. In **Meeting 1** we will also discuss your goals, in **Meeting 2** the Project 3 and in **Meeting 3** your job applications and the future. You can also ask for advice on your LinkedIn or CV.

INDIVIDUAL PROGRESS MEETINGS - SCHEDULE

Meeting 1, Week 3

Student	Meeting room Lucy	Student	Meeting room Rajesh
Anna Koriphadze	Wed 12.15-12.30	Adam Znamenáček	Wed 12.15-12.30
Brandon Lubbehusen	Wed 12.30-12.45	Damiano Franco	Wed 12.30-12.45
Daniel Hurley	Wed 13.00-13.15	Harol Maya	Wed 13.00-13.15
Jade Wrann	Wed 13.30-13.45	Jakub Majer	Wed 13.30-13.45
Joaquin Garcia Nieto	Wed 13.45-14.00	Michal Raštica	Wed 13.45-14.00
Kristína Janeková	Wed 14.00-14.15	Petr Jandal	Wed 14.00-14.15
Marian Nestorov	Wed 14.15-14.30	Richard Chotvac	Wed 14.15-14.30
Muhammad Hazmin Firdaus	Wed 14.45-15.00	Vít Husák	Wed 14.45-15.00
Tara Burk	Wed 15.00-15.15	Yun Yong Kim	Wed 15.00-15.15

Meeting 2, Week 7

Student	Meeting room Lucy	Student	Meeting room Rajesh
Tara Burk	Wed 12.15-12.30	Yun Yong Kim	Wed 12.15-12.30
Muhammad Hazmin Firdaus	Wed 12.30-12.45	Vít Husák	Wed 12.30-12.45
Marian Nestorov	Wed 13.00-13.15	Richard Chotvac	Wed 13.00-13.15
Kristína Janeková	Wed 13.30-13.45	Petr Jandal	Wed 13.30-13.45
Joaquin Garcia Nieto	Wed 13.45-14.00	Michal Raštica	Wed 13.45-14.00
Jade Wrann	Wed 14.00-14.15	Jakub Majer	Wed 14.00-14.15
Daniel Hurley	Wed 14.15-14.30	Harol Maya	Wed 14.15-14.30
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Anna Koriphadze	Wed 15.00-15.15	Adam Znamenáček	Wed 15.00-15.15

Meeting 3, Week 11

Book the of your meeting on Calendly. Click here:

<https://calendly.com/cbp4/bookmeeting3>

CODING BOOTCAMP PRAHA SAFETY AND OPERATIONAL REGULATIONS

The following sections provide general safety guidelines and procedures for office safety during your study of the Coding Bootcamp Praha.

General Office Safety

A large percentage of workplace accidents and injuries occur in office buildings. Like the shop or laboratory, the office requires a few preventive measures to ensure a safe and healthful environment. Common causes of office accidents include the following:

- Slipping, tripping, and falling hazards
- Burning, cutting, and pinching hazards
- Unobservant and inattentive employees
- Dangerous electrical wiring
- Horseplay

The following sections address several office safety practices. Other preventive measures not mentioned here may be necessary also.

REMEMBER:

The office building is not a sterile environment; common workplace hazards can be extra dangerous when you ignore them.

Good Housekeeping Practices

Many office accidents are caused by poor housekeeping practices. By keeping the office floor both neat and clean, you can eliminate most slipping, tripping, and falling hazards. Other good housekeeping practices include the following:

Ensure that electrical cords do not cross walkways or otherwise pose a tripping hazard.

Report tripping hazards such as defective tiles, boards, or carpet immediately.

Clean spills and pick up fallen debris immediately. Even a loose pencil could cause a serious falling injury.

Dishes and drinks

Please eat your dishes exclusively in the main kitchenette on the 4th floor. **PLEASE NOTE:** It is strictly forbidden by the landlord to consume dishes outside of the kitchenette, which means **NO dishes (incl. snacks and sweets) in the Coding room** or in the surrounding area.

Hazardous Objects and Materials

Unauthorized hazardous objects such as knives and firearms are not permitted in the workplace. In addition, hazardous chemicals and materials should not be stored in the general office. Hazardous materials include, but are not limited to, the following:

Carcinogens Combustibles Flammables, Gas cylinders Irritants Oxidizers Reactives

Preventing Cuts and Punctures

Cuts and punctures happen when people use everyday office supplies without exercising care. Follow these guidelines to help reduce the chance for cuts and punctures:

Be careful when using kitchen knives, scissors, staplers, letter openers, and box openers. Any of these items could cause a painful injury and should only be used for their intended purpose.

Avoid picking up broken glass with your bare hands. Wear gloves and use a broom and a dust pan.

Preventing Machine Accidents

Only use machines that you know how to operate. Never attempt to operate an unfamiliar machine without reading the machine instructions or receiving directions from a qualified employee. In addition, follow these guidelines to ensure machine safety.

Unplug defective machines and have them repaired immediately.

Do not use any machine that smokes, sparks, shocks, or appears defective in any way. Close hand-operated paper cutters after each use and activate the guard.

Preventing Slips and Falls

As outlined in the General Safety chapter of this manual, the easiest way to avoid slips and falls is to pay attention to your surroundings and to avoid running or rushing. To ensure safety for others in the office, however, follow these guidelines:

Be aware of added risk of falling when entering the building if outside weather is rain or snow.

Equipment Safety

As mentioned earlier, common office machines, such as the following, require special safety consideration: microwave, fridge, dish washer and computers. Be sure you know how to operate these machines before using them, and never use one of these machines if you think it is defective.

Other office equipment that requires safety consideration includes furniture such as file cabinets and shelves, desks, and chairs.

File Cabinets and Shelves

Because file cabinets and shelves tend to support heavy loads, treat them with special care. Follow these safety guidelines for file cabinets.

Do not place heavy objects on top of cabinets. Be aware that anything on top of a cabinet may fall off if a drawer is opened suddenly.

Desks

Keep desks in good condition (i.e., free from sharp edges, nails, etc.). Report any desk damage.

Chairs

Safety guidelines for office chairs include the following:

Do not lean back in office chairs. Do not climb on any office chair.

Report any chair damage. Do not roll chairs over electrical cords.

Smoking:

The whole building is strictly a **non-smoking place**. There is a dedicated place for smoking, which is located in the courtyard of the building. The entrance there is near the reception of the building close to the main staircase. Smoking anywhere outside this area subject to **5 000 CZK fine** charged by the landlord.

Recycling and further housekeeping rules:

1) DISHES. At the end of the day, always put your used dishes into the dishwasher.

2) RUBBISH & RECYCLING.

Please make sure that you recycle correctly. In this building we can only recycle paper, plastics and glass. Before you put anything into the recycling bags, make sure that you rinse out / get rid of remainders of food.

PAPER - recyclable paper only. I.e. definitely not used tissues (!).

PLASTICS - plastics only. I.e. not items that are half plastic / half something else etc.

GLASS - glass only. I.e. definitely not cans.

GENERAL RUBBISH - Anything that cannot be recycled goes into the general rubbish bin.

Thank you for helping us keep the space nice and caring about the environment.

Audio and visual materials consent

This form is to be signed by the person who has agreed to be recorded and filmed as the principal party to, or as part of, any sessions carried out within the Coding Bootcamp Praha. The purpose of this form is to seek consent for the films and/or recordings to be taken and subsequently to be used in a number of media, including the intranet/web by the Data4You. Data4You in turn offers a commitment to only allow said recordings to be used appropriately and sensitively.

Signature:

Hand-written name and surname

Fulltime Student of Spring 2020 Intake of
Coding Bootcamp Praha, Programme
organized by Data4You

Coding Bootcamp Praha Campus Covid-19 hygiene measures

This guidelines will assist the students of the Coding Bootcamp Praha, Data4You employees and visitors of the office building in staying open safely during coronavirus (COVID-19).

The following sections provide general guidelines and procedures for office safety and hygiene during your study of the Coding Bootcamp Praha.

Definitions:

- Office: All the premises of the Tábořská 31, Praha 4 building, incl. the common spaces of the building such as the main reception on the ground floor, corridors, staircase and elevators, outside smoking area and area belonging to the entrance to the building
- Scope: These guidelines are obligatory to every student who visits the Office.

Guidelines:

PRACTICE good hygiene:

- Clean your hands frequently – especially:
 - immediately after you enter the Office
 - at every break
 - before and after handling food
 - after using tissues
- Disinfect (Coding Bootcamp Praha provides the disinfectants) :
 - Your workspace after you arrive in the Office and before you leave
 - Your hand with the portable hand sanitizer
- Wear a face mask over the whole period you are present in the Office. It is recommended to have at least 3 clean masks ready, so that you can change them during the day.
- Maintain a safe social distance

AVOID

- Close contact with other people
- Physical contact
- Touching computers or other belongings of the other students or Coding Bootcamp staff
- Shaking hands

- Contact with people with symptoms

DON'T come in the office if:

- you have any symptoms related to COVID-19. Check your health status:
 - Have you had increased temperature in the past 14 days?
 - Are you coughing?
 - Are you sneezing?
 - Have you had any respiratory problems in the past 14 days?
 - Have you felt unwell - for any reason - in the past 14 days?
- you have had close contact with a person infected with COVID-19.

I, student of the Spring batch 2020 of the Coding Bootcamp Praha, hereby confirm that as I will be attending in person the Office space of the Coding Bootcamp Praha I will follow the above mentioned rules.

Name of the student (Print name + surname):

Fulltime Student of Spring batch 2020 of
Coding Bootcamp Praha, Programme
organized by Data4You