LEARN academy

General Catalog

January 1, 2019 - December 31, 2019

Please Note:

This publication is certified as true and correct in content and policy as of the date of publication. LEARN Academy, however, reserves the right to make changes of any nature in programs, calendar, or academic schedules whenever these are deemed necessary or desirable, including changes in course content, class rescheduling, and the canceling of scheduled classes or other academic activities. Changes become binding on all students at the time they are announced officially and posted.

Consult LEARN Academy's website at www.learnacademy.org for a current Calendar, application deadlines, and other event information.

LEARN Academy is committed to equal opportunity and equal treatment for all qualified individuals. LEARN Academy will not discriminate against any person because of age, gender, color, race, national origin, religion, marital status, disability, veteran status, sexual orientation, or any other class status protected by law.

LEARN Academy is a private institution and is approved to operate by the Bureau of Private Postsecondary Education. The Bureau does not endorse LEARN Academy's programming.

DISTANCE EDUCATION IS NOT OFFERED AT LEARN ACADEMY

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Overview and Introduction

The curriculum at LEARN Academy is rooted in more than thirty years of combined experience among its founding partners and director of education. The leadership brings experience in Fortune 500 companies, mid-size technology companies, and startups to their students. By tapping into the lessons learned on hundreds of projects, they constructed a curriculum based on the underlying core principles required to become successful at building software. LEARN's core mission, as expressed through our curriculum, is to build a foundation of technical principles that our students can mold to their own interests and career direction. By the end of instruction, and after completing their internship, graduates are equipped with the practical skills to succeed in an entry-level position on a team utilizing modern web technologies. Those practical skills are backed by enough theory and understanding of the industry as a whole to quickly expand their knowledge in many different directions.

LEARN Academy provides a full stack curriculum designed to prepare students for a diverse, and ever-changing software industry. LEARN covers theory and practical skill application through teaching common patterns and concepts in multiple programming languages. Students cover logical constructs like for and while loops using Javascript in week 2 and 3, then again using Ruby in week 6. This repetitive approach encourages understanding of the abstract construct separately from the application in multiple languages. A similar approach is taken to teaching relational databases, and then the Object Relation Mapping layer of a Ruby on Rails application.

The course begins with fundamental HTML and CSS, then proceeds to add higher levels of control over the web page with Javascript, before shifting to the backend technologies with SQL and server side frameworks. LEARN Academy also has career development units where students create tech resumes, prepare for their first technical interview, create a solid online presence, and network with local technology companies.

The students finish their classroom work with a group project that applies the technologies previously covered in the course. The goal of the project is to simulate how many technical development teams function, further preparing students to enter the workplace.

The last month of class is spent in an internship working with a local San Diego company on a functioning technical development team. Our staff builds relationships in the business, and coordinates opportunities for students to complete their internships. Introducing students to the technological community in San Diego is integral to their success after graduation. LEARN is deeply invested in San Diego's tech community through our outreach efforts and relationships with local businesses. We are a safe and welcoming home base where graduates find coaches and mentors as they find their first jobs, and progress through their career.

LEARN is a launch-pad for students to begin their career in web technologies. We provide the building blocks students need to be successful. Through a mix of core programming principles, practical skills, and an immersion in the local technological community, graduates are well prepared to begin the next phase of their careers.

Mission Statement:

Our mission is to provide students with the fundamental knowledge and skills in web development that inspires a passion for lifelong learning in every student that is engaging, entertaining, rigorous, and up-to-date.

Our students include anyone looking to learn the skills that will move them into a career in the growing tech / web development industry. At LEARN academy, students are empowered to pursue their personal career goals through an educational experience that encompasses practical training, industry experience and integration into professional tech networks. The result of which includes graduates being hired into junior developer positions at local companies as well as becoming active and contributing members of a LEARN alumni network and the local tech community on a whole.

Objectives:

- Recruit students from diverse backgrounds
- Provide students with a complete training in Ruby-based full-stack web development (HTML/CSS/Javascript/Ruby/RubyonRails/SQL) through a forward-thinking and flexible curriculum
- Provide students with job hunting skills including
  - interviewing skills
  - resume writing
  - portfolio preparation
  - social media tools
- Introduce students to the technology and protocols used in the web development field
- Provide students with month-long educational internship at a local tech company under close supervision by a company mentor and LEARN academy instructors.
- Train students to prepare and deliver technical presentations
- Create and maintain relationships between Learn personnel and the tech community
- Foster diversity in the tech community by promoting targeted groups and events
- Foster relationships between students and the tech community
- Provide the tech community with a pool of trained and job-ready web-developers

State of California Approval:

LEARN Academy has approval from the current *California Bureau for Private Postsecondary Education (BPPE)*. This institution's application for approval to operate has not yet been approved by the Bureau for Private Postsecondary Education. The California Private Postsecondary Education Act of 2009 (Act) provides that all institutions may continue to operate but shall comply with, and are subject to, the Act.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 (web site: www.bppe.ca.gov) (Tel: 916-431-6959).

Bureau for Private Postsecondary Education:

Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818
Physical: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Tel: (916) 431-6959
Toll Free: (888) 370-7589
Fax: (916) 263-1897
Web: www.bppe.ca.gov
Email: bppe@dca.ca.gov

School Performance Fact Sheet:

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling **(888) 370-7589** or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov

Currently LEARN academy is not accredited by a recognized accrediting agency by the United States Department of Education. Currently the school does not need to meet national accredited standards in order for their graduates to be eligible to sit for the applicable licensure exam in California and other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Facilities & Equipment:

LEARN academy is located right in the historic and central district of East Village. The campus is within walking distance of major transportation hubs and conveniently located to major roads. The campus is composed of approximately 4500 square feet, with front and back entrances, a reception area, two administrative offices, two classrooms. Restrooms and student and faculty lounge areas are also available.

LEARN provides instruction for its programs with up to date equipment, which is listed in detail below.

Location:

All class instruction is held at 704 J Street, San Diego CA 92101 Telephone: 619.840.7848

Recommended Websites:

A list of resources that we suggest that is outside of our curriculum.

General Pre-work Assistance:
https://www.codeschool.com/learn/javascript
https://www.youtube.com/watch?v=KnRdGe1VmsM
https://www.youtube.com/watch?v=lqG37kfZ2kA
https://www.codecademy.com/courses/functions-in-javascript-2-0/0/1

As part of the onboarding process once they are accepted into the full-time course to help solidify HTML and CSS skills:
https://www.codecademy.com/en/tracks/web,
https://www.codeschool.com/paths/html-css
http://www.codeavengers.com/web/1#1.2

If they are already familiar with HTML and CSS:
https://www.codecademy.com/learn/javascript
https://www.khanacademy.org/computing/computer-programming

To practice typing skills:
Typeracer
Typing.io

To learn basic unix command line tools:
http://computers.tutsplus.com/tutorials/navigating-the-terminal-a-gentle-introduction--mac-3855

Recommended Reading List:

Chris Pine "Learn To Program" https://pine.fm/LearnToProgram/
Marijn Haverbeke "Eloquent JavaScript" http://eloquentjavascript.net/
Cody Lindley "JavaScript Enlightenment" http://www.javascriptenlightenment.com/
Kyle Simpson "You Don't Know JS" https://github.com/getify/You-Dont-Know-JS
Cody Lindley "DOM Enlightenment" http://domenlightenment.com/
Cody Lindley "jQuery Enlightenment" http://jqueryenlightenment.com/

Additional Preparation Materials:
https://www.khanacademy.org/computing/computer-programming
https://www.lynda.com/Web-Development-training-tutorials/1471-0.html
https://www.udemy.com/courses/development/web-development/

In class - A list of resources that supplements our curriculum:

The protocols by which we interact with each other in class:
https://liveingreatness.com/core-protocols

Time management tool we use to ensure that everyone gets the same time at the keyboard:
http://pomodorotechnique.com/

Specific Github Help links:

https://help.github.com/articles/adding-an-existing-project-to-github-using-the-command-line/

https://help.github.com/articles/adding-collaborators-to-a-personal-repository/

https://help.github.com/articles/creating-an-issue/

https://help.github.com/articles/cloning-a-repository/

https://help.github.com/articles/resolving-a-merge-conflict-from-the-command-line/

Specific CS50 Videos:

https://www.youtube.com/watch?v=XdCxfJki4t4

https://www.youtube.com/watch?v=RNhQyOd29gk

https://www.youtube.com/watch?v=JYIKYnbdu4E

https://www.youtube.com/watch?v=pkcDcIhVM30

https://www.youtube.com/watch?v=hU4XuBe50K4

https://www.youtube.com/watch?v=iy6xhPB12V8

https://www.youtube.com/watch?v=BPOH5WLf3yM

https://www.youtube.com/watch?v=FtefVGIgAfA

Tool to visualize what the computer is doing as it executes each line of code, step-by-step:

http://pythontutor.com/

Specific Mozilla Developer Network links:

https://developer.mozilla.org/en-US/docs/Web/JavaScript/A_re-introduction_to_JavaScript#Objects

https://developer.mozilla.org/en-US/docs/Web/Guide/HTML/Using_data_attributes

Banas Videos:

jQuery: https://www.youtube.com/watch?v=_iRIPJHrdXg,

https://www.youtube.com/watch?v=XRRgBrw9NRw,

https://www.youtube.com/watch?v=qrFf7Xee4N0 &

https://www.youtube.com/watch?v=8c69M0iGLhg

Ruby: https://www.youtube.com/watch?v=Dji9ALCgfpM

Rails: http://www.newthinktank.com/2015/03/ruby-rails-video-tutorial/,

http://www.newthinktank.com/2015/03/ruby-rails-tutorial-2/ &

http://www.newthinktank.com/2015/03/ruby-rails-tutorial-3/

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Resources for teaching Flex properties:

http://codepen.io/enxaneta/pen/adLPwv

http://flexboxfroggy.com/

Learning Bootstrap:

http://www.newthinktank.com/2015/11/learn-bootstrap-one-video/

http://startbootstrap.com/template-overviews/modern-business/

JavaScript:

http://jsforcats.com/

http://www.whoishostingthis.com/resources/javascript/

http://jshint.com/

http://underscorejs.org/underscore-min.js

Ruby:

https://www.codecademy.com/articles/ruby-setup

https://github.com/bbatsov/ruby-style-guide

https://rubymonk.com/learning/books/1-ruby-primer/chapters/5-strings/lessons/31-string
-basics

Specific Ruby Documentation links:

http://www.ruby-doc.org/core-2.1.5/String.html

http://www.ruby-doc.org/core-2.1.5/Array.html

http://ruby-doc.org/core-2.2.0/Array.html#method-i-slice

http://ruby-doc.org/core-2.2.0/Array.html#method-i-rotate

http://ruby-doc.org/core-2.2.0/Array.html#method-i-sample

http://api.rubyonrails.org/classes/ActionDispatch/Flash.html

HTTP:

https://www.youtube.com/watch?v=iy6xhPB12V8

http://cdn.cs50.net/2014/fall/lectures/7/w/notes7w/notes7w.html#http_review

http://cdn.cs50.net/2014/fall/lectures/7/m/notes7m/notes7m.html#http_requests

Rails:

https://gist.github.com/iangreenleaf/b206d09c587e8fc6399e

http://edgeguides.rubyonrails.org/active_record_migrations.html#creating-a-standalone-migration

http://edgeguides.rubyonrails.org/active_record_migrations.html#writing-a-migration

http://sevenseacat.net/2015/02/24/add_foreign_key_gotchas.html
http://edgeguides.rubyonrails.org/active_record_migrations.html#active-record-and-referential-integrity

Specific Rails Documentation links:
http://guides.rubyonrails.org/command_line.html#rails-generate
http://guides.rubyonrails.org/command_line.html#rails-destroy
http://guides.rubyonrails.org/routing.html#resource-routing-the-rails-default
http://guides.rubyonrails.org/routing.html#nested-resources
http://guides.rubyonrails.org/association_basics.html#the-belongs-to-association
http://guides.rubyonrails.org/asset_pipeline.html
http://guides.rubyonrails.org/form_helpers.html#making-select-boxes-with-ease
http://guides.rubyonrails.org/action_view_overview.html#partials
http://guides.rubyonrails.org/routing.html#controller-namespaces-and-routing
http://guides.rubyonrails.org/v4.2/active_record_validations.html

RailsCasts:
https://www.youtube.com/watch?v=xbjTlKC2Id8
https://www.youtube.com/watch?v=Cg43NpWReuU
https://www.youtube.com/watch?v=X6tKAUOMzCs
https://www.youtube.com/watch?v=tkvXjYRNYmU/
https://www.youtube.com/watch?v=FBxVN7U1Qsk

RSpec:
http://blog.teamtreehouse.com/an-introduction-to-rspec
https://www.relishapp.com/rspec/rspec-core/v/2-4/docs
http://betterspecs.org/
http://www.anchor.com.au/wp-content/uploads/rspec_cheatsheet_attributed.pdf
https://github.com/railsware/rspec-example_steps
http://www.railscook.com/recipes/how-to-test-rails-with-rspec-and-capybara/
https://timsjpark.wordpress.com/2015/10/29/how-to-get-rid-of-a-huge-stack-trace-from-rspec-rails/

Databases:
http://www.stat.fi/worldinfigures

Specific PSQL Documentation links:
https://www.postgresql.org/docs/9.5/static/ddl-constraints.html

APIs:
https://www.publicapis.com/

Google Maps API
http://codepen.io/anon/pen/qOoVPO,
https://developers.google.com/maps/documentation/javascript/reference &

JSON
https://www.youtube.com/watch?v=CtDjQznAZR8

Gems:

Capybara:
https://github.com/jnicklas/capybara, https://gist.github.com/tomas-stefano/6652111 &
https://til.hashrocket.com/posts/c790268652-attach-a-file-with-capybara

Geocoder:
https://github.com/alexreisner/geocoder

Google-Maps-For-Rails:
https://github.com/apneadiving/Google-Maps-for-Rails

Paperclip:
https://github.com/thoughtbot/paperclip

Textacular:
https://github.com/textacular/textacular, http://textacular.github.io/textacular/

OmniAuth:
https://github.com/omniauth/omniauth,
https://github.com/plataformatec/devise/wiki/OmniAuth:-Overview
& https://github.com/arunagw/omniauth-twitter

Devise:
http://devise.plataformatec.com.br/, https://www.youtube.com/watch?v=zJYuLebl-Js &
https://github.com/plataformatec/devise/wiki/How-Tos

CanCanCan:
https://github.com/CanCanCommunity/cancancan

Rolify:
https://github.com/RolifyCommunity/rolify

FullCalendar:
https://github.com/bokmann/fullcalendar-rails & http://fullcalendar.io/

SimpleCov:
https://github.com/colszowka/simplecov

Rubocop:
https://github.com/bbatsov/rubocop

jQuery plugins:
http://jquery.malsup.com/form/
http://www.jtable.org/
http://www.appelsiini.net/projects/jeditable

Heroku:
https://www.codeschool.com/screencasts/heroku
http://installfest.railsbridge.org/installfest/deploy_a_rails_app

Installation:
http://installfest.railsbridge.org/installfest/

Professional Development:
http://anti-pattern.com/github-is-your-resume-now
http://pydanny.blogspot.com/2011/08/github-is-my-resume.html

Interview Preparation:

http://www.skilledup.com/articles/25-css-interview-questions-answers

http://www.skilledup.com/articles/20-must-know-javascript-interview-qa

http://career.guru99.com/top-50-jquery-interview-questions/

http://www.careerride.com/Ruby-Interview-Questions.aspx

http://www.skilledup.com/articles/ruby-on-rails-interview-questions-answers

http://www.toptal.com/sql/interview-questions

http://www.piexposed.com/wp-content/uploads/2012/06/Rock-the-Technical-Interview.pdf

http://www.forbes.com/sites/dailymuse/2012/05/30/4-non-annoying-ways-to-follow-up-after-an-interview/

http://www.hiringthing.com/2012/05/12/conducting-a-great-technical-interview.html#sthash.wkSZ1LSp.dpbs

http://www.coderreport.com/programming/interviews/technical-interview-questions/

Authentication vs Authorization:

https://en.wikipedia.org/wiki/Authentication

https://en.wikipedia.org/wiki/Authorization

Equipment

A list of resources at each station:
1 x Height adjustable desk
2 x Adjustable chairs
1 x Apple Mac Mini
2.6 GHz Intel Core i5 Processor
8 GB 1600 MHz DDR3 Memory
Intel Iris 1536 MB Graphics
OS X Yosemite Version 10.10.5
1 x AOC G2770PQU 144hz, 1ms, 27" Monitor
2 x Mice
2 x Keyboards
2 x Whiteboards and pens

A list of resources in the classroom:
- 3 x Large Whiteboards
- 1 x Projector
- 1 x Apple Mac Laptop
- 1 x Apple TV
- 1 x Chromecast
- 2 x Speakers
- 1 x Brother Printer

A list of the software used during the course:
- Atom v 1.10.2
- Bootstrap v 3.3.7
- Bundler v 1.12.0
- CSS v 3.0
- Git v 2.8.1
- Github
- Google Chrome v 53.0
- Google Chrome Dev Tools v 53.0
- Heroku v v 3.43.9
- HTML v 5.0
- JavaScript
- jQuery v 3.1.1
- pgAdmin3 v 1.22.1
- PostgreSQL v 9.5.2
- Rails v 4.2.6
- RSpec v 3.4.4
- Ruby v 2.2.2
- Slack v 2.0.2
- Terminal v 2.5.3

List of additional Ruby Gems used in the course:
- CanCanCan v 1.15
- Capybara v 2.10.1
- Devise v 4.2.0
- FullCalendar 3.0.0
- Geocoder v 1.4.0
- Google-Maps-For-Rails v 2.1.2
- OmniAuth v 1.3.1
- Paperclip v 5.1.0
- Rolify v 5.1.0
- Rubocop 0.44
- SimpleCov 0.12
- Textacular v 4.0

Care of Classrooms and Equipment

Students are responsible for the equipment and supplies used during the classes. All equipment must be returned in an orderly manner to the storage areas before students depart the classroom. Do not remove any equipment from the classroom without the consent of the instructor. It is the expectation that the classroom shall be put back into clean and neat order prior to students being dismissed. Please help by picking up around you, straightening desks and chairs, and spraying off and wiping down tables at the end of each class. At no time will students be allowed in the equipment storage room. LEARN Academy is not responsible for lost personal items.

Faculty and Administration:

The majority of the Instructors at LEARN Academy, have years of experience in their field of expertise. They bring that level of experience to every class they teach while updating their skills daily and staying up-to-date on the latest in web programming and coding training / education theory and practice.

Faculty:

Founders

Matt Clark, Co-Founder and COO
Matt received his undergraduate degree from the University of Wisconsin, Madison, and brings years of experience to his role as co-founder of LEARN Academy. He has served in technical leadership and management roles in companies such as Getty Images, Regence Blue Cross, Blue Shield, Climber.com, and MoreFocus.com. Since joining the software consultancy Notch8 as a partner in 2011, Matt has worked with companies and development teams all over the world to help them realize their dreams through software that delights, inspires, and makes people's' lives better. He has a passion for working with talented teams of developers and unlocking their highest creative potential. As co-founder of LEARN he helps build a launchpad for a brand new generation of developers to begin their own journey into the fulfilling and rewarding field of application development.

Chelsea Kaufman, Co-Founder and CEO
As the leader of this San Diego based tech start-up, Chelsea sets strategy and vision for the company, builds and maintains the company culture, provides the tools the staff needs to do their job to the best of their abilities, and manages revenue, expenses, and external financing to maintain the consistent growth of the business. Under her leadership the company brought in a profit in the first year of business. Prior to her role at LEARN, Chelsea was the Managing Director for New Village Arts (NVA), where she led the charge in a major financial and artistic turnaround. This turnaround included the implementation of strong financial controls and systems, the development of the board of directors, and a creative marketing engagement and development plan. Before her time at NVA, she was the Program Director and Producer for Playwrights

project. There she used her skills in developing curriculum and managing instructional staff to help to build education programs all over San Diego. She is also proud to have served as the Chair of the Rising Arts Leaders in 2014. Chelsea received her Master's of Science in Arts Administration from Drexel University and a degree in Theatre Education from San Diego State University. She is passionate about finding the role of technology within nonprofit best practices as well as the ways in which nonprofits and start-up corporations can benefit and learn from each other.

Rob Kaufman, Co-Founder and CAO

Rob Kaufman is a second-generation engineer who knew by age 12 it would be his career. After completing a bachelors degree in Computer Science at Cal Poly he worked in medical devices using embedded C, Java SWING and building developer tools in Ruby. That early Ruby experience (starting in 2003) translated into riding the Ruby on Rails wave from the very beginning. He's been an active member of the SDRuby community since it's inception in 2005 and has gone on to found Notch8, a web and mobile development agency with offices in San Diego and Portland, OR. Notch8 has grown from a one-man operation to a team of elite developers and project managers. With that experience as both a founder and a developer, Rob now has over 10 years experience overseeing the operations of Notch8. His responsibilities with Notch8 included designing and implementing business strategies, establish policies that promote the company culture and vision, and overseeing the daily operations of the company. With his experience in operations and web development he teamed up with Matt Clark and Chelsea Kaufman to create LEARN academy. He took all of his operational experience and the mentoring and teaching Rob was doing regularly with clients and community members and applying that to the company. Notch8 feeds LEARN in terms of experience and acts as a constant reality check. Meanwhile LEARN feeds Notch8 with new talent, new experiences and the depths of knowledge that can only be attained through teaching.

Instructors

Damon Lemmons, Instructor
Jezreel Go, Development and Operations Manager / Instructor

Administrators
Hillary Opperman, Director of Operations
Bryan Banville, Career Services Manager
TJ Kidder, Marketing Manager

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Admissions:

LEARN Academy welcomes all students and does not discriminate on the basis of race, color, national origin, religion, disability, gender or in any other way in its policies, practices, or procedures involving applicants, students, faculty, staff and the public. LEARN Academy is not authorized under Federal law to enroll non-immigrant alien students. Please note, however, that the school reserves the right to refuse admission to anyone Learn Academy believes does not meet its academic standards. Students must be able to read and understand English at the level equivalent to that of a graduate of an American high school.

General Procedure

Applications for admission are accepted throughout the year. Contact us for registration deadlines. Class sizes are limited and most fill months in advance of the start date. A student's registration must be complete with all required documentation, recommendation for admission, and payment arrangements before a student may start class. LEARN Academy's Office of Admissions responds to all requests for information. Most admission decisions are made on a "rolling" basis. As soon as an applicant's file is complete, the application is processed. The applicant is notified of our decision via email or postal mail and will be assigned to an academic advisor, if admitted. The decision to admit a student into the program is made by our staff following the student's admissions interview and submission of all required application materials. Learn academy does not utilize an ability-to-benefit exam as an alternative form of enrollment.

Application Instruction for Admission

An application form is available on the website (www.learnacademy.org). You must submit the application through our web portal.

1. A completed application for admission. You may apply online through our web portal.
2. Application Fee: $0
3. Admission Interview: all applicants for degree programs are required to undergo a personal interview with the admission officer at LEARN Academy. This allows the office of admissions to evaluate subjective criteria that is not revealed on paper

What Happens After Applying for Admission?

1. If you have not yet completed an admission interview, contact the Office of Admissions to schedule the interview with an advisor.
2. Submit all the required documents including official transcripts and credentials via our web portal. Also, you may include your résumé, personal statement, and/or recommendation letters.
3. When your admission is granted, your advisor will assist you with the registration process.
4. Once your registration payment is received, the office of admissions will send you a confirmation letter along with your completed enrollment contract and associated paperwork.
5. Sign and return the necessary paperwork to the Registrar.

International Students and English Language Services

LEARN Academy does not offer visa services to prospective students from other countries or English language services. LEARN Academy also does not vouch for student status or any associated charges. LEARN Academy does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. The admissions interview;
2. Receipt of prior education documentation;
3. Receipt of Test of English as a Foreign Language (TOEFL) examination score of an 80 or better for the Internet-based test and 550 or better for the paper-based test.

Transfer of Credit to LEARN Academy

At this time, LEARN Academy does not accept transfer credits from other institutions.

Experiential Learning Credit

At this time, LEARN Academy does not award credit for prior Experiential Learning.

Program Description:

LEARN Academy offers two programs:

1. Jumpstart Weekend Bootcamp
2. Full-Time Rails and Javascript Bootcamp

LEARN Academy's program does not lead to eligibility for licensure in web development or any related field.

Course Title: Jumpstart
Level of Course: Beginner
Graduation Requirements: Completion of the 2.5 days and 24 hours of instruction
Course Description:

Jumpstart is an introduction to web development, covering HTML, CSS, and beginning Javascript in a compact, 3 day, in person, weekend course. It is a preparatory class for the four-month full time courses. Material is presented in compact lectures, 1 on 1 instruction, and hands on exercises. Upon successful completion of Jumpstart, students will know about the components used to create static web pages, and how they work together in visually interesting and interactive ways.

Course Title: Full-Time Rails and Javascript Bootcamp
Level of Course: Intermediate
Graduation Requirements: Completion of 16-week/640 hour program in accordance with Learn's Attendance and Academic policies.
Course Description:

This hands on course provides the fundamental knowledge required to design and develop full stack web applications using Ruby, SQL, Javascript, React, HTML and CSS. Students are introduced to server side web application development using the Ruby On Rails MVC framework and client side interactive page design in Javascript. It

covers language syntax and interaction between all components to create a full stack, dynamic, and mobile responsive web application. There is an emphasis on core programming principles like logic control structures, and database schema design, to prepare students for the quickly evolving web development ecosystem. Students are also introduced to team and pair programming workflows with a focus on Agile and SCRUM methodologies common among modern professional software development environments. The course also includes times spent on professional development, focusing on creating the resumes, portfolio sites, and technical interview experience that will help students land a job in the industry. Three months of in classroom coursework are followed by a one month internship, during which students work with mentors at local companies to gain experience working with a live code base and development team. Upon successful completion of the course, students will be prepared to join a web development team as a junior developer.

Teaching-Learning Methods

Teaching-learning methods in this course may include, but are not limited to assigned readings, presentations, previously recorded as well as live coding demonstrations, discussion, critical thinking exercises, skills exercises and class activities. Evaluation procedures include quizzes, written examinations, and assignments.

Prerequisites

Firstly, it's important that our students have a solid understanding of HTML and CSS before the start of class. This way we are able to spend more class time devoted to programming in Javascript and Ruby. We recommend they work through these tutorials:

https://www.codecademy.com/en/tracks/web,
https://www.codeschool.com/paths/html-css and
http://www.codeavengers.com/web/1#1.2

Another option the students have is to attend our Jumpstart Course, https://www.learnacademy.org/jumpstart, 24 hours of programming over a weekend where the basics of HTML, CSS & JavaScript are covered.

By completing either these tutorials or our Jumpstart course, they will have the requisite background knowledge in HTML and CSS, namely:

- HTML/CSS duality
- HTML syntax
- HTML tags (<img/>, <a>, <head>, <title>, <body>, <header>, <nav>, <footer>, <br>, <p>, <ul>, <ol>, <table>, <caption>, <tr>, <th>, <td>, <em> & <strong>)
- CSS properties (color, text-align, font-family, font-size, background-color, color, font-weight, width, border, border-width, border-style, float, margin & padding)
- CSS pseudo-selectors (:hover, :visited, ::first-letter & ::first-line)
- CSS Class and Id Selectors

In CSS Frameworks, namely:

- Bootstrap (JumboTron, Grid Model, Carousel, Responsive/Collapsing - Menu)

If the students have a little more experience with programming, we get them to work though these Javascript exercises:
https://www.codecademy.com/learn/javascript
https://www.khanacademy.org/computing/computer-programming

The final day of Jumpstart also covers the same elements of JavaScript. By completing either these tutorials or our Jumpstart course, they will have the requisite background knowledge in JavaScript, namely:

- Using Developer Tools (console, strings, numbers, alert, prompt, variables if statements & booleans)
- Using JavaScript with HTML (create functions, document.getElementById, input type & onclick)

We encourage those who know they type slowly to practice ahead of time with these exercises:
Typeracer
Typing.io

We also require that the students learn basic unix command line tools as they will be using Terminal a lot. In order to learn the basics, they should work through this introduction to Terminal.
http://computers.tutsplus.com/tutorials/navigating-the-terminal-a-gentle-introduction--mac-3855

Before the first day of class, we arrange a meeting with each of the students on an individual basis, either in person or video call. This is an opportunity for the teaching staff to get to know the students a little better by asking questions such as:

- Motivations and decision process to join the full time course.
- If they have a vision about what happens after the course.
- What background do they have in programming? At college or professionally.
- How have they found the online tutorials?
- Do they know what kind of learner they are?
- What technical equipment do they have at home?
- Remind them of what they should be doing to prepare for the first day of class.
- Logistics for
- What a regular day looks like.
- What will be covered in the 12 weeks in class.
- Expectations in terms of pair programming, collaboration and involvement in community
- An opportunity for them to ask any questions about all aspects of the course Appearance, Etiquette and Professional Conduct

1. It is the responsibility of the student to dress appropriately for class and skills sessions.
2. Cell phone usage shall not occur during class hours. This includes cell phone calls, voicemail, and text messaging. Cell phone usage is acceptable before and after school and during breaks. Students who violate this policy shall be sent home and receive an unexcused absence.
3. Offensive language is not a desirable attribute of public service. This includes not using profanity in class or labs. The training you receive demands maturity and emotional intelligence. Failure in good judgment, integrity and honesty could result in immediate dismissal from the course. This is a demanding field of study and not everyone is emotionally suited for it. #15
4. Breaks are typically provided every hour. These breaks are provided to allow students the opportunity to use the bathrooms. It is expected that students will

use these opportunities and avoid unnecessary class disruptions. Snoozing or sleeping in class is strictly prohibited.

5. Students are required to maintain the highest of educational standards and professional conduct throughout the program. At a minimum, students are expected to:
    a. Respect fellow classmates, program visitors, and program instructional staff, and preceptors.
    b. Maintain a positive attitude throughout the program; avoid sarcasm, speaking out of turn and derogatory speech.
    c. Be attentive, stay on task and participate.
    d. Work collaboratively with peers as appropriate for each assignment.

Upon successful completion of this course, the student will

- ... have mastery of basic HTML syntax and structure
- ... understand the way CSS applies to HTML elements
- ... have a working understanding of the Bootstrap CSS framework and how to use it
- … will be familiar with Flexbox and the Bootstrap grid system
- ... be able to use and identify Javascript syntax.
- ... will understand control structures like loops and conditionals in Javascript
- ... will be able to create functions and objects in Javascript
- ... will be able to use scope to prevent over exposure of variables and objects
- ... will know the jQuery selector syntax
- ... will be able to apply events to objects using jQuery
- … will understand the concept of the browser DOM and how to manipulate it with both plain Javascript and the jQuery library
- ... will understand control structures like loops and conditionals in Ruby
- ... will understand objects and methods in Ruby and how they differ from Javascript
- ... will be able to create basic Rails applications from stories
- ... will be able to form CRUD based controllers and connect them to database backed models in Rails
- ... will understand the interaction between the view and controller in Rails
- ... will be able to add new routes to a Rails application

- … will be able to apply Bootstrap CSS styles and other CSS styles to a Rails view
- … have a working knowledge of the asset pipeline and why using Rails based tags is important over trying to serve static files directly
- … have an understanding the HTTP response cycle and HTTP verbs
- … will have deployed applications to Heroku and be familiar with the Heroku based deployment process.
- ... will understand unit testing and acceptance testing and be able to describe the difference between them
- ... will be able to create unit tests in Ruby / Rails
- ... will be able to create basic acceptance tests using Capybara in Rails
- ... will have a working understanding of SQL syntax and join tables
- ... will understand the that ActiveRecord creates SQL, executes that SQL and converts the results into Ruby objects
- ... will have a basic grasp of AJAX and how to add AJAX actions map to a Rails application
- ... will understand what user authentication is and how it differs from user authorization
- ... will have used and seen the omniauth and devise authentication libraries
- ... will have used the cancan authorization library
- ... will understand how Rubygems are packaged and how to add a rubygem to a Rails application to give it new functionality
- ... will be proficient at taking larger stories or wireframes and carving them up into smaller actionable stories for development
- ... will be able to communicate with team members about stories and organize work in cooperation with others
- ... will understand committing, pushing and pulling in git and when to do each action
- ... will understand Github, pull-requests and the Github flow
- … will have dealt with merge conflicts and know which tools to use to deal with future code merge conflicts
- ... will have significant experience pairing with other developers and how to pair most effectively.
- ... will understand the concept of an API and how to follow provided steps to integrate that API into an application.
- … will understand an agile workflow, know how to write and interpret user stories, and describe and demo their work to stakeholders.

- … will have developed an online professional persona using tools such as Linkedin, and Github.
- … will have experience answering technical questions as part of a technical interview.
- … will have prepared a technical resume, and developed a job search plan to follow.
- … will have worked on a technical team as an intern.

Staff

Chelsea Kaufman
Co-founder and CEO
chelsea@learnacademy.org

Rob Kaufman
Co-founder and CAO
rob@learnacademy.org

Matt Clark
Co-founder and COO
matt@learnacademy.org

Schedule of Fees:

Tuition is set by management at LEARN Academy. LEARN Academy reserves the right to change its charges and policies at any time.

Tuition Fees

Tuition Total for four month full-time course: $14,500.00

Program Cost Breakdown for 2019:

There are no required supplies and books.

$500 is required at time of registration.

The remaining $14,000 is to be paid on the first day of class.

Required Fees, Logistics and Equipment for the Course

There are no books or manuals required.

These fees are subject to change.

Student Services:

Whether you're a student or a staff member, LEARN Academy is dedicated to providing the best opportunities to you while on campus. Here, you'll find information that helps you be an involved and knowledgeable member of our community.

Academic Advising

School personnel or the student may initiate academic advising when the need is identified.

Housing

LEARN Academy does not provide housing nor does it provide housing advice. There are plenty of housing opportunities around the facility and/or near public transit. The average cost of rent in San Diego County is $1800 per month.

LEARN Academy does not have dormitory facilities under its control.

LEARN Academy is not responsible for finding or assisting a student in finding housing.

Career Planning & Placement

LEARN Academy's programs prepare graduates for a specific occupation or employment and provides career planning and guidance services. LEARN Academy will provide a list of employers who have contacted LEARN Academy offering employment opportunities. These postings will be made available on the public bulletin board or online in the student resources

LEARN Academy provides a week long lesson on professional development, one on one career counseling to every student enrolled in our full time program, and continuous career support from staff throughout the program and after graduation.

We dedicate the seventh week of the full time program to professional development. We tailor the schedule to best fit the student's needs, all while focusing on several areas of their professional development including resume workshops, online portfolio assistance, elevator pitches, technical interview preparation, and general interview preparation. We plan a network outing during this week where the students are able to practice their elevator pitches on local developers while having close support from the staff. The students hear presentations from local marketing firms on how to improve their social networking and online professional profiles. We have recruiters come in to assist them with their resumes and local tech professionals answer questions about salary negotiations, and technical interview preparation. We set time aside during the week for every student to practice interview questions that are provided in advance by LEARN's staff. By the end of the week the students are well on their way to landing a job as a junior developer.

Students are also provided with a 1 month internship, during which time they continue to hone their skills as a developer, while gaining experience in a real-world developer environment. The internship also provides each student additional experience for their resume and portfolio, as well as networking and hiring opportunities.

The internship is 40 hours per week for 4 weeks. Totally 160 hours of programming.

It is expected that every student who attends LEARN Academy will complete an internship at a local company, and every student is provided a guaranteed internship placement.

Successful completion of internship is comprised of regular attendance to internship placement and active participation in the project designated by each internship company. Every company and student is in consistent communication with the LEARN Career Services Manager to ensure that the student is effective interning at the company and it is a mutually beneficial experience.

Near the end of their internship each student sets up a one on one meeting with LEARN's Career Services Coordinator. This meeting serves as a time to plan for the student post graduation. This involves helping the students start conversations with their internship provider about staying on staff, if appropriate, and ensuring the student gets the references they need moving forward. Other planning includes week by week goals, actively pursuing networking opportunities, and applying for jobs. We revisit all the work

students start during professional development week to assure resume, portfolio, professional accounts, and more, are all up to date. It is important for our Career Services Coordinator to evaluate the student's resume, portfolio and active projects and to find out what the student's long term goals are. One on one counseling help students take the necessary steps towards their individual goals with the support of LEARN community.

In addition to professional development week and one on one meetings, we bring in professionals from local tech companies throughout the program to chat with students about what it takes to be successful after graduating. LEARN sponsors and organizes several events that are helpful for our students' professional development.

LEARN understands what it takes for our students to be successful and we pride ourselves on providing all the tools necessary for our students to become professional junior developers.

Our full-time bootcamp program prepares students for the following possible job opportunities:
- SOC 15-1250 Software and Web Developers, Programmers, and Testers
- SOC 15-1290 Miscellaneous Computer Occupations
- SOC 11-3020 Computer and Information Systems Managers
- SOC 15-1230 Computer Support Specialists
- SOC 15-1240 Database and Network Administrators and Architects

Library

LEARN has a small library, which contains relevant reading and course materials for the school's classes and is open during regular campus hours. To checkout items from the library, students should speak directly with their lead instructor. Enrolled students are also given access to an online resource, which houses course-specific learning resources and tools. LERN Academy has a plethora of partnerships with vendors that allow students to get free or discounted licenses for any learning software products that are required by the curriculum.

Policies:

LEARN Academy policies have been established to create a safe and productive academic and work environment. All LEARN Academy employees and students are expected to be familiar with these policies and to follow them. LEARN Academy policies are subject to change at any time, and faculty, staff and students are responsible for familiarizing themselves with current policies. Individuals with questions about a particular policy should contact the main administrative offices.

Attendance, Withdraw, Leave-of Absence Policies

Withdraw / Drop Policy

A student may withdraw/drop from LEARN Academy at any time during the term by the last day of regularly scheduled classes by completing the proper forms from the Office of Admissions & Records. Official notification in writing must be received before any withdrawal from LEARN Academy is processed. Student's cancellation notices must be in writing and that a withdrawal may be noticed by a student in writing or by the student's conduct including lack of attendance.

Students who wish to withdraw from their program of study should send a written notice to the Office of the Registrar at LEARN Academy mailing address. The notice of

cancellation and withdrawal is effective when delivered, postmarked, or e-mailed. See Tuition Refund Policy - General herein

Attendance Policy

Regular and punctual attendance, as well as active student participation, is an important part of a student's education. Except for emergencies, students will notify LEARN Academy twenty-four (24) hours in advance of any absences. Student must maintain satisfactory academic progress. Attendance is strictly monitored. All missed assignments and/or additional assignments must be completed according to professors' guidelines.

Leave Of Absence

LEARN Academy realizes that an emergency may occur for a student that may only be solved by electing to interrupt class attendance for a time by requesting a Leave Of Absence (LOA).

The student must direct such a request to the Office of Student Services by writing a note clearly stating the reason for the request for leave of absence and stating the date of the request, the anticipated date of return, and signing the request. The LOA may be granted if sufficient reason is provided. When a student is granted a leave of absence, consequences may include:

1. Repeating failed courses, and
2. Extending the graduation date.

Academic & Grading Policies

Course Completion Requirements

Components to the course:
1. Ability to create HTML pages and style those pages with CSS, including an understanding of the Bootstrap CSS Framework
2. Understanding and capability to create Javascript programs, including control flow and user interface elements
3. Ability to create Ruby on Rails web applications from a set of given specifications. These application include database, models, controllers, views and routes
4. Demonstrated understanding of software validation and test driven development tools
5. Technical and non technical interview skills along with a polished resume and written job seeking plan.

Course Attendance Policy - Didactic

Student attendance and active participation is a critical part of succeeding in this course. Students are expected to attend every class session and document their attendance by signing in on the course attendance roster; failure to do so will result in the student being counted absent. Students may be dropped from the course for excessive absences of any kind. In the event of illness or emergency, students are required to notify the instructor by text or email prior to the start of class. If you fail to notify the instructor before class that you will be absent, you will receive an unexcused absence. All unexcused absences require an immediate student-instructor conference. If three or more absences occur for any reason, the status of the student will be reviewed by the faculty to determine a disposition. Course failure is likely under these circumstances. State law requires that no more than 14 hours of instruction can be missed in order to get a course completion certificate. If a student misses any class, he or she is responsible for any missed quizzes, examinations, and material covered in that class session.

Class begins promptly. Please do not be late. It is disruptive and unprofessional to enter a class that is already underway. In the unforeseen event that you stopped to

help deliver triplets on the side of the highway on your way to school and will be late, students are still required to notify the instructor by text or email prior to the start of class whenever possible. Three tardies or leaving class early of any amount will be assessed as a full absence regardless if they are excused

"Prompt arrival" also means returning back to class on time from scheduled breaks.

Workload and Succeeding

This is an intense course. There is a significant workload that includes enormous amounts of reading, class time and studying. We WANT you to succeed, but only YOU can do the work to make this happen. We recommend that you study a minimum of three (3) hours for every hour of class time, which means that – for this course –you need to dedicate 24 hours per week outside of class in addition to the eight hours of class you've already committed to. No, we're not kidding. But the rewards at the end of the semester will be plentiful. If you can fully dedicate the time and effort, you will come out of this class a different person and as a software developer. As instructors, we are always amazed at the transformation that our students make. So, with that said, here are some recommendations for surviving succeeding in this course:

- Always do the assigned projects. We will assume this is done before you arrive to class.
- Arrive on time and take lots of notes.
- Arrive with a positive attitude and an open, questioning mind. Participate in class through discussion and answering questions about the topic at hand.
- Turn cell phones off. Do not text or take calls during class time. If you take notes on a computer or iPad, do not surf the web or check email during class time.
- The instructors encourage open communication. Feel free to discuss problems or concerns you may have by making an appointment with instructors.

Grading System

Students are graded on an academic grading system. Incomplete grades are final.

4.0 Exceeds expectations
3.0 Meets expectations
2.0 Does not meet expectations
1.0 Incomplete

Unsatisfactory Academic Progress

LEARN Academy does not provide a probation option. If a student is not making progress at the point of evaluation as stated above in the Standards of Progress policy, they are dismissed from the program. Students dismissed for unsatisfactory academic progress may reenter LEARN Academy subject to approval by the CEO.

Academic Integrity and Academic Dishonesty

Academic integrity means doing academic work in a manner that strives to achieve the learning objectives your courses have set for you. It means following the rules and procedures prescribed by your instructors so that you acquire the skills and knowledge your courses are designed to give you. It means that you engage in ethical practices in taking tests and doing assignments and that you respect intellectual property rights by fully disclosing sources of information that appear in any assigned papers and presentations.

Academic dishonesty in any form will not be tolerated and is grounds for immediate dismissal from the program and other administrative action.

Appealing a Grade

Students who have questions regarding their grade in a course should confer directly with the instructor. Students who also believe the grade awarded is demonstrably improper by reason of capricious or arbitrary grading should confer directly with the instructor of the course or, if the instructor is unavailable, with the staff. Students who are unable through such discussion to arrive at a mutually agreeable solution may file a written appeal with the Chief Academic Officer. Prompt attention to these concerns is important. The appeal must be filed within six working weeks after the start of next semester.

Satisfactory Academic Progress

Students must achieve a 1.0, or "D", average to receive credit for a particular class. Students may retake any classes for which they have not achieved this passing grade. Standard tuition fees are applicable.

Probation

LEARN Academy does not provide a probation option. If a student is not making progress at the point of evaluation as stated above in the Workload and Succeeding policy, he or she is dismissed from the program. Students dismissed for unsatisfactory academic progress may re-enter LEARN Academy subject to approval by the Chief Executive Officer.

Completion Time

Maximum Completion Time
Students are required to complete the program within 200% of the standard time of completion of the time of their admission.

Notice Concerning Transferability of Credits and Credentials Earned At LEARN Academy

The transferability of credits you earn at LEARN Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits, certificate, or degree you earn at LEARN Academy is also at the complete discretion of the institution to which you may seek to transfer. If the credits, certificate, or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at LEARN Academy will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending LEARN Academy to determine if your credits, certificate, or degree will transfer. LEARN Academy has not entered into an articulation or transfer agreement with any other institution of higher learning.

Student Rights

Students have the right to equal opportunity education and an educational experience free from discrimination or harassment based on sex, gender identity and/or expression, race, color, religion, ancestry, national origin, marital status, veteran or military status, sexual orientation, medical condition, genetic information, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability or other categories protected by law of the states in which we operate.

1. Students have the right to view their own academic records.
2. Students have the right to cancel or withdraw from their course, per LEARN Academy's Cancellation, Withdrawal and Refund Policy.
3. Students have the right to file a grievance, per LEARN Academy's Grievance Procedure.

Student Conduct and Dismissal

LEARN Academy is a community of learners. Should a student be disruptive to the community, he or she may be asked to leave. Examples of disruption include, but are not limited to, aggression or threats towards other students, instructors, or staff; illegal activities conducted or discussed on or around campus; the failure to observe classroom or campus conduct standards set forth by instructors or staff; or other behavior identified as disruptive to the learning environment of other students by instructors or staff. Students may also be withdrawn for academic violations, per LEARN Academy's withdrawal policy below.

LEARN Academy has a zero tolerance policy towards plagiarism and cheating. It is destructive to classroom culture, and exhibits a clear lack of respect for classmates, instructors, the company, and the greater community. Any work considered to have been plagiarized will not be accepted and will not count towards graduation requirements. If a project exhibits evidence of plagiarism or cheating, the student will not be able to display the project at a LEARN-sponsored class "science fair" or "meet & greet." Any student found plagiarizing or attempting to plagiarize will be disciplined accordingly (including but not limited to removal from class).

Students are to treat all members of the staff and other students with respect and dignity. A student who is caught cheating; willfully destroying school property; attending school under the influence of illegal and recreational drugs and/or alcohol; or exhibiting disruptive, insubordinate, boisterous, obscene, vulgar, or disrespectful behavior may be dismissed and prohibited from re-enrollment in another course. Students dismissed due to disruptive and/or disrespectful conduct will not be readmitted to LEARN Academy.

Equal Opportunity

LEARN Academy is an equal opportunity organization and does not discriminate based on sex, gender identity and/or expression, race, color, religion, ancestry, national origin, marital status, veteran or military status, sexual orientation, medical condition, genetic information, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability or other categories protected by law of the states in which we operate. LEARN Academy strictly

prohibits and does not tolerate sexual harassment or other unlawful harassment (including verbal, physical, or visual conduct) based on protected status. Individuals who believe they have been subject to or witnessed conduct that violates this policy should immediately notify the Chief Executive Officer. All complaints will be investigated and prompt corrective action will be taken, as appropriate. Interim measures may be taken, as appropriate, when a complaint is made. LEARN Academy prohibits retaliation against any individual who raises concerns under this policy or participates in an investigation. LEARN Academy will conduct its courses, services and activities consistent with applicable federal, state and local laws and regulations. Students who seek accommodations related to a disability should contact the Chief Executive Officer.

LEARN Academy provides reasonable accommodations to individuals who desire to participate in our educational programs.

Diversity and Inclusion Values Statement

LEARN Academy abides by a diversity and inclusion values statement. Our entire community upholds this commitment, and we maintain shared responsibility across our global campuses to live these values. LEARN Academy strives to make the future of tech as vibrant as the world it inhabits through a global commitment to diversity and inclusion.

At LEARN Academy, we are diverse. We foster a community comprised of different backgrounds, experiences, identities, and perspectives. We work to ensure that everyone has a place at the table at LEARN Academy, regardless of race, gender, gender identity, gender expression, age, sexual orientation, disability status, religious affiliation, socioeconomic status, or political persuasion. We consistently leverage the diverse experiences of our community members to transform the narrative of diversity within the tech, data, business, and design communities. We also strive to ensure that the LEARN community is not just a reflection of the world today, but of the world we want to see in the future.

At LEARN Academy, we are inclusive. We celebrate and welcome diversity unbound by social hierarchies, and collectively work to foster mutual respect, empathy, and common cause. We provide welcoming spaces for growth conversation and empowerment on our campuses and strive to build greater cultural competence within our community. We also commit to supporting opportunities beyond our walls to promote access, break down barriers, and empower future generations of leaders in the tech industry.

Academic & Grading Policies:

Cheating and Plagiarism

The Council of Writing Program Administrators (WPA) defines plagiarism to be,

"In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source."

Academic writing in American institutions is filled with rules that students often don't know how to follow. A working knowledge of these rules, however, is critically important; inadvertent mistakes can lead to charges of plagiarism or the unacknowledged use of somebody else's words or ideas. A charge of plagiarism can have severe consequences, including expulsion from LEARN Academy. This section is designed to help writers develop strategies for knowing how to avoid accidental plagiarism.

Since teachers and administrators may not distinguish between deliberate and accidental plagiarism, the heart of avoiding plagiarism is to make sure you give credit where it is due. This may be credit for something somebody said, wrote, emailed, drew, or implied.

Choosing When to Give Credit

- When you are using or referring to somebody else's words or ideas from a magazine, book, newspaper, song, TV program, movie, Web page, computer program, letter, advertisement, or any other medium.
- When you use information gained through interviewing another person.
- When you copy the exact words or a "unique phrase" from somewhere.
- When you reprint any diagrams, illustrations, charts, and pictures.
- When you use ideas that others have given you in conversations or over email.

- When you are writing your own experiences, your own observations, your own insights, your own thoughts, your own conclusions about a subject.
- When you are using "common knowledge" — folklore, common sense observations, shared information within your field of study or cultural group.
- When you are compiling generally accepted facts.
- When you are writing up your own experimental results.

Action against Cheating and Plagiarism

One or more of the following actions are available to the faculty member who suspects a Student has been cheating or plagiarizing. The choice of action taken by the faculty member is guided by the extent to which the faculty member considers the cheating or plagiarism reflects the Student's lack of scholarship or lack of academic performance in the course:

1. Review - no action
2. Oral reprimand with emphasis on advising to prevent further occurrence.
3. Requirement that the work be repeated.
4. Assignment of "Failure" for the specific work in question.
5. Referral to the Dean of Academic Affairs (CAO), as appropriate.

Grievance Procedure

Students have the right to address grievances to the Chief Executive Officer. The Chief Executive Officer shall immediately investigate the situation and shall have the power to question persons with pertinent information, examine any pertinent materials, and question the student. Within fifteen (15) school days, exclusive of weekends and holidays, of notice to the student, the Chief Executive Officer shall determine whether a formal complaint shall be filed with the Executive Office. If a complaint is filed, the person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence, the time and place of the hearing, a statement that the accused has the right to be represented by counsel or representative of his/her choice, and an opportunity to review any information gathered by the Chief Executive Officer.

If no complaint is filed with LEARN Academy because the allegation is without merit, the conduct is diminished, or the evidence is insufficient, the Dean of Academic Affairs shall keep a record of the allegation, nonetheless. The student shall be informed accordingly.

Student Health and Safety Regulations

LEARN Academy is not liable for injuries sustained by students in their activity as students, even though such injuries occur on school premises, in laboratory wok, or in clinics. Students are advised to be certain that they are covered by personal health and accident insurance.

Photo Release

As a condition of their employment LEARN Academy, our faculty and staff are required to consent to being photographed and grant a perpetual, royalty-free and irrevocable license to LEARN Academy with respect to reproduction, display or other use of any photographs in connection with their employment with LEARN Academy. Students, as a condition of their enrollment and attendance at LEARN Academy, also consent to being photographed on campus and grant a perpetual, royalty-free and irrevocable license to LEARN Academy with respect to reproduction, display or other use of any photographs depicting them on campus or in connection with their coursework at LEARN Academy.

Student Records Policies

Family Educational Rights and Privacy ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment of FERPA, and California Education Code: 67100 ff, provide generally, that (1) the Student shall have the right of access to their educational records, and (2) educational institutions shall not release educational records to non-school employees without consent of the Student. "Students" as used in this notice include former Students.

Custodian of Records

LEARN Academy serves as its own Custodian of Records. Student records are maintained on-site in a secured Records Room. The Registrar is the officer responsible for maintaining the files. The academic and financial records are maintained in the same files, in separate sections. Additional documents maintained in the student file will be all documents used for the admissions evaluation, academic plan, copies of contracts, and advising/grievance documentation.

Availability of Student Records

Students have access to their own personal records during regular business hours upon advanced notice, but access can only be in the presence of a duty-authorized LEARN Academy representative. Student academic transcripts are available permanently. If in the unlikely event that LEARN Academy closes, LEARN Academy were obligated to provide a custodian of records – someone a student could contact to obtain a copy of their transcript. A list of closed schools and the custodian of records is provided. If you do not find your school on the list and you believe your transcripts have not been destroyed you may request information regarding the custodian of records from the Department of Consumer Affairs by sending an e-mail to bppe@dca.ca.gov. Please include as much information about the school as possible.

Disclosure of Student Records

With several exceptions provided by law, LEARN Academy cannot release information concerning students to prospective employers, government agencies, credit bureaus, etc., without the written consent of the Student. Students and alumni applying for jobs, credit, =graduate school, etc., can expedite their applications by providing LEARN Academy with written permission to release their records, specifying which records and to whom the release should be made. The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal income tax dependency.

Rights and Access by Others

The law provides that right of access to Student records is available to authorized officials of State or Federal agencies when such access is necessary for audit or evaluation of educational programs supported by such agencies.

Right to Withhold Transcripts, Grades, or Information for Nonpayment of Tuition

The office may withhold a student's transcript or grades if the student is in default on a student tuition contract. LEARN Academy will not provide documentation for any student or graduate who is delinquent in payment of tuition, fees or any other financial obligation incurred through the school.

Address Change, Name Change, Deceased Students (Updating Records)

It is important for us to have current mailing addresses for all students. If you change your address, you may notify us via email. If you do not have Internet access, you may notify the front office by phone, mail, or fax.

Students who need to change the names on their academic records may do so by contacting the Front office in writing and providing appropriate documentation. The office will then notify other LEARN Academy offices of the name change.

Family members of students who have passed away during the course of their program and are entitled to a refund are required to submit a copy of the Death Certificate to the Office. The Office will update the deceased student's file at that time.

Academic Freedom Policy

LEARN Academy promotes academic freedom. LEARN Academy encourages independent and creative thinking of the students as well as that of the faculty. All are assured of the following academic freedoms:

1. Freedom of discussion in the classroom, espousing diverse points of view and opinions that are related to the subject being instructed.
2. Freedom to express diverse views on any subject so long as the faculty member believes that it would enhance understanding in the specialized discipline.

Certification Process

LEARN Academy currently does not offer a certification program.

Financial Policies

LEARN Academy is committed to doing everything possible to help eligible Students meet their financial needs. Major responsibility for securing the necessary financial resources rests with the student. In some cases, assistance can be expected and should be sought from the home church, support of family and friends, summer savings, and work-study funds. LEARN Academy does not currently participate in state or federal financial assistance programs. Financial assistance may come in the form of Financing Plans, private scholarships, or the President's Scholarship.

Financial Suspension

A student may be suspended from LEARN Academy for failing to pay the tuition and fees as agreed to in the enrollment agreement.

Tuition

Tuition for a class must be paid before course work is sent begins, unless student opts for Financing Plan described in Financial Information section. LEARN Academy reserves the right to collect any unpaid financial obligations by any means necessary for any education services and/or training provided. Students may use electronic funds transfer, personal or business checks, cashier's check or money order.

Enrollment Agreement

An enrollment agreement must be signed for the entire program enrolled. It is the policy of LEARN Academy to collect all tuition and other fees from a student before he or she starts the course. A tuition payment plan may be developed to assist students who need to pay on an installment plan. See Financing Plan policy herein.

Cancellation, Withdrawal, and Refund Policies

Student's notice of cancellation must be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

LEARN Academy's Right to Cancel

1. LEARN Academy reserves the right to cancel or postpone a course date or to change a course location at any time. If this happens you will be entitled, at your discretion, to attend the course at the proposed later date, or to receive a full refund of any course fees you have already paid to attend the course on the original date and/or location.
2. LEARN Academy reserves the right to cancel an enrollment based on conduct violations prior to course start date. If you display threatening, abusive or dangerous behavior towards us or any of our staff or personnel, then we reserve the right to refuse to allow you to continue taking the course. In such circumstances you will not be entitled to a refund of any fees paid except as mandated by your state's refund policy and we reserve the right to prevent you from taking any course in the future if we feel that is necessary for the protection of our staff or personnel.
3. LEARN Academy reserves the right to cancel an enrollment if a student has failed to complete the pre-work required for course participation.
4. LEARN Academy reserves the right to cancel an enrollment or dis-enroll a student for delinquent past due balances.

Student's Right to Cancel

1. You have the right to cancel your course of instruction, without any penalty or obligation, through attendance at the first class session (or as defined below) or seven days after enrollment, whichever comes later.
2. Cancellation is effective when the student provides a written notice of cancellation at the address of attendance stated on his or her enrollment agreement. This can be done by email or by hand delivery. The written notice of

cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The notification is effective when LEARN Academy receives notice, or the date the notice is mailed, whichever is sooner.

3. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

4. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a deposit specified below in the Tuition and Fees chart and course materials received by the student within 30 days after the notice of cancellation is received.

Withdrawal

Students may withdraw from the course at any time after the cancellation period (described above) and refunds are determined in accordance with the Refund Policy stated below.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a course when any of the following occurs:

- **T**he student notifies LEARN Academy in writing of the student's withdrawal or as of the last date of attendance, whichever is later. The failure of a student to immediately notify LEARN Academy in writing of the student's intent to withdraw may delay any applicable refund of tuition to the student.

- LEARN Academy terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations; absences in excess of maximum set forth by LEARN Academy; and/ or failure to meet financial obligations to LEARN Academy. In these cases, the official termination date of enrollment shall be the student's last day in class. If a student has been withdrawn for failure to maintain satisfactory progress or for violations of LEARN Academy's attendance policy, the student can only be readmitted with the approval of the Regional Director into a future instance of the course after final grades have been issued for the original course.

- The student has failed to attend class for 5 class meetings without prior approval.

- Students who withdraw due to an emergency, such as personal or family illness or national service, may be re-enrolled into another LEARN Academy course following approval by the Chief Executive Officer.

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Refund Policy

LEARN Academy shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

LEARN ACADEMY shall pay or credit refunds due on a reasonable or timely basis, not to exceed 45 days following the date upon which the student's withdrawal has been determined.

Pro Rata Refund Calculation

Under this code, the minimum refund allowed shall be as follows:

Percent of Attendance Time	Refund
Up to 10% of class attendance hours:	90%
10% - 25% of class attendance hours:	75%
25% - 60% of class attendance hours:	60%
60+% of class attendance:	No refund

Refunds will be issued within 30 days of approval. If financing with a Financing Partner, we will abide by the refund policies of that lender when issuing the refund. Most agreements with our partners state that the money goes back to them in the event of a refund.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
8. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

9. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.
10. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Requirements of the California Code of Regulation (CEC) 76120 – Amount of STRF Assessment:

1. *Each qualifying institution shall collect an assessment of two dollars and fifty cents ($0.50) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. Institutional charges of one thousand dollars ($1,000) or less, the assessment is two dollars and fifty cents ($0.50).*

Statement on Bankruptcy

LEARN Academy has not filed bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, nor has had a petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code.