

General Catalog



January 1, 2020 - December 31, 2020

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 officially announced 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 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 licensed 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.
[LEARN academy transitioned to remote learning effective March, 2020 in response to local, state and federal guidelines for the COVID-19 pandemic. See the "Virtual Classroom Addendum" for adaptations made in the virtual classroom.]

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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. Our leadership team brings experience from Fortune 500 companies, mid-size technology companies, and startups to their students. By tapping into the lessons learned from hundreds of projects, we have 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 apply to their own interests and career aspirations. 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 Loops and Methods using Javascript in weeks 1 and 2, then again using Ruby in week 4.. This repetitive approach encourages understanding of the abstract construct separately from its application in multiple languages. A similar approach is taken to teaching Relational Databases, and then the Object Relational Mapping layer of a Ruby on Rails application.

The course begins with fundamental HTML and CSS, and 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 provides 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 this project is to further prepare students to enter the workplace by simulating how many technical development teams function.

The last month of class is spent in an internship working in a local San Diego tech company as a member of a functioning technical development team. LEARN is deeply invested in San Diego's tech community through our outreach efforts and relationships with local businesses. Our staff work with our company partners to establish great mentorship and learning opportunities for students in their internships. Introducing students to the technological community in San Diego is integral to their success after graduation.

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. Our graduates are well prepared to begin the next phase of their careers.

Mission Statement

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

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 as a whole. We welcome anyone looking to learn the skills that will move them into a career in the growing tech / web development industry.

Objectives

- Recruit students from diverse backgrounds
- Provide students with a complete training in full stack web development (HTML/CSS/Javascript/React/Ruby/RubyonRails/PostgreSQL) through a forward-thinking and flexible curriculum
- Provide students with job hunting skills including
 - interviewing skills
 - resume & cover letter writing
 - portfolio preparation
 - Networking and relationship building strategies

- Introduce students to the technology and protocols used in the web development field
- Provide students with a month-long educational internship at a local tech company under close supervision by a company mentor.
- Train students to prepare and deliver technical presentations out in the community
- 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
- Enrich the tech community with a pool of trained and job-ready web developers

State of California Approval

LEARN academy is a private institution and is approved to operate by the *California Bureau for Private Postsecondary Education (BPPE)*. 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 1747 North Market, Suite 225, Sacramento, CA 95834 (web site: www.bppe.ca.gov) (Tel: (916) 574-8900).

Bureau for Private Postsecondary Education

Mailing: P.O. Box 980818

West Sacramento, CA 95798-0818

Physical: 1747 North Market, Suite 225

Sacramento, CA 95834

Tel: (916) 574-8900

Toll Free: (888) 370-7589

Fax: (916) 263-1897

Web: www.bppe.ca.gov

Email: bppe@dca.ca.gov

School Performance Fact Sheet

Prospective students are encouraged to review this catalog prior to signing the Enrollment Agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided to them 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 and Equipment

LEARN academy is located in the historic and central district of East Village. The campus is within walking distance to major transportation hubs and is conveniently located close to major roads. The approximately 4500 square foot campus is equipped with front and back entrances, a reception area, two administrative offices, two classrooms, restrooms, and both student and staff lounge areas. Enrollment capacity is 22 students per classroom.

LEARN provides instruction for its courses 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: 619.940.7848

Recommended Websites

A list of suggested resources outside of the LEARN 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/learn/paths/web-development>

<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:

Typewriter
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/>

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/>

Class Resources:

A list of resources that supplements the LEARN curriculum

The protocols by which LEARN students interact with each other in class:

<https://liveingreatness.com/core-protocols>

Time management tool LEARN uses 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=pkcDclhVM30>
<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=FtefVGlgAfA>

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=rDtirLUIJ4o>
<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/>

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/>

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://seenseacat.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=xbjTIKC2ld8>
<https://www.youtube.com/watch?v=X6tKAUOMzCs>
<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/>
https://github.com/railsware/rspec-example_steps

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>

Capbara:

<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/>

Heroku:

<https://www.pluralsight.com/courses/heroku-getting-started>
http://installfest.railsbridge.org/installfest/deploy_a_rails_app

Installation:

<http://installfest.railsbridge.org/installfest/>

Professional Development:

Tech Resume Resources:

<https://zety.com/blog/computer-technician-resume-example>
<https://zety.com/blog/chronological-resume>
<https://zety.com/blog/resume-formats>

Cover Letter Resources:

<https://zety.com/blog/cover-letter>
<https://zety.com/blog/how-to-write-a-cover-letter>
<https://www.thebalancecareers.com/front-end-web-developer-cover-letter-and-resume-examples-2060131>
<https://resumegenius.com/cover-letter-examples/web-developer-cover-letter>

Portfolio Resources:

<https://www.codementor.io/learn-programming/12-important-things-to-include-in-web-developer-portfolios>
<https://skillcrush.com/blog/web-developer-portfolio/>

Networking Resources:

<https://www.themuse.com/advice/an-introverts-guide-to-networking>
<https://hbr.org/2014/08/networking-for-introverts>
<https://www.topresume.com/career-advice/networking-tips-for-introverts>
<https://slackhq.com/networking-tips-for-introverts-and-everyone-else-from-karen-wickre>
https://www.meetup.com/cities/us/ca/san_diego/

Github Resources:

<http://anti-pattern.com/github-is-your-resume-now>

<http://pydanny.blogspot.com/2011/08/github-is-my-resume.html>

Interview Preparation:

<https://www.edureka.co/blog/interview-questions/css-interview-questions/>

<https://www.dotnettricks.com/learn/javascript/javascript-interview-questions>

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

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

<https://career.guru99.com/top-34-ruby-on-rail-interview-questions/>

<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>

<https://insights.dice.com/2015/02/05/answer-technical-interview-question/>

<https://learntocodewith.me/posts/technical-interview/>

Authentication vs Authorization:

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

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

Equipment

Resources available at each workstation:

- 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 Catalina Version 10.15.5
- 1 x AOC G2770PQU 144hz, 1ms, 27" Monitor
- 2 x Mice
- 2 x Keyboards
- 2 x Whiteboards and pens

Resources available 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

Software used during the course:

- Atom
- Bootstrap
- Bundler
- CSS
- Git
- Github
- Google Chrome
- Google Chrome Dev Tools
- Heroku
- HTML
- JavaScript
- pgAdmin3
- PostgreSQL
- Rails
- React
- Reactstrap
- RSpec
- Ruby
- Slack
- Terminal
- Yarn

Additional Ruby Gems used in the course:

- CanCanCan
- Capybara
- Devise
- FullCalendar
- Geocoder
- Google-Maps-For-Rails

- OmniAuth
- Paperclip
- Rolify
- Rubocop
- SimpleCov
- Textacular

Care of Classrooms and Equipment

Students are responsible for the equipment and supplies used during classes. All equipment must be returned in an orderly manner to the storage areas, and the classroom must be cleaned and organized before students are dismissed. Students are expected to pick up around them, straighten desks and chairs, and spray off and wipe down tables at the end of each class. Students will not be permitted to remove any equipment from the classroom without the consent of the instructor, or to enter the equipment storage room at any time.

LEARN academy is not responsible for lost personal items.

Faculty and Administration

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, all while updating their skills daily by staying current on web programming, coding training, and education theory and practice.

Faculty

Founders

Matt Clark, Co-Founder

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 peoples' 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 a 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 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 bachelor's 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 its 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 his experience as both a founder and a developer, Rob now has over 10 years experience overseeing the operations of Notch8. His responsibilities with Notch8 include designing and implementing business strategies, establishing 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. Notch8 feeds LEARN in terms of real-world experience, and thus 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

Sarah Proctor, Instructor

Rachael Stanislaw, Instructor

Robert Kaufman, Sr Developer Instructor

Administrators

Bryan Banville, Career Services Manager

TJ Kidder, Marketing Manager

Kumba McGill, Enrollment Manager

Lisa Brancheau, Administrative Manager

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, instructors, staff, and the public. LEARN academy is not authorized under Federal law to enroll nonimmigrant 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 of an American high school graduate.

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. The decision to admit a student into the course is made by LEARN academy's 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

1. An application form is available on the website (www.learnacademy.org). Prospective students must submit a completed application through LEARN academy's web portal.
2. Application Fee: \$0
3. Admission Interview: all applicants 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. Submit all required documents via email including secondary or post-secondary credentials:
 - a. Copy of High School Diploma
 - b. College transcripts (can be unofficial)
 - c. Proof of GED
 - d. Proof of completion of an [approved Ability to Benefit Test](#)
 - e. Copy of College Diploma
2. When admission is granted, the Office of Admissions will assist with the registration process.
3. Once the registration payment is received, the Office of Admissions will send a confirmation letter along with a completed Enrollment Agreement and associated paperwork.
4. Sign and return the necessary paperwork to the Office of Admissions.

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 English-medium education documentation
 - a. Copy of High School Diploma
 - b. College transcripts (can be unofficial)
 - c. Proof of GED
 - d. Proof of completion of an approved Ability to Benefit Test of English
3. Copy of College Diploma Receipt of Test of English as a Foreign Language (TOEFL) examination score of 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 courses do not lead to eligibility for licensure in web development or any related field.

Course Title: Jumpstart

Level of Course: Beginner

Course Calendar: Offered every two months, typically 2-3 weeks before the next full-time bootcamp start date. Upcoming course offerings are listed on the [LEARN website](#).

Graduation Requirements: Completion of the 2.5 days and 20 hours of instruction

Course Description:

Jumpstart is an introduction to web development, covering HTML, CSS, and beginning Javascript in a compact, 2.5-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

Course Calendar: Course is offered approximately every two months; 5 or 6 times per year. Upcoming course offerings are listed on the [LEARN website](#).

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, Rails, 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 time spent on professional development, which focuses on creating resumes and portfolio sites, and technical interview experience that will help students land jobs 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.

Holiday Calendar

LEARN academy is closed on the following holidays: MLK Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the Day after Thanksgiving. In addition classes are not held the week of Christmas Day through New Year's Day. The Academic Calendar for the cohorts that fall during these weeks is modified to account for these holidays.

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 daily code challenges, group projects, and weekly assessments.

Prerequisites

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

<https://www.codecademy.com/learn/paths/web-development>

<https://www.codeschool.com/paths/html-css>

<http://www.codeavengers.com/web/1#1.2>

Another option students have is to attend LEARN academy's Jumpstart Course, <https://www.learnacademy.org/jumpstart>, 20 hours of programming over a weekend where the basics of HTML, CSS, and JavaScript are covered.

By completing either these tutorials or LEARN academy's Jumpstart course, students will have the requisite background knowledge in HTML and CSS, namely:

- HTML/CSS duality
- HTML syntax
- HTML tags (, <a>, <head>, <title>, <body>, <header>, <nav>, <footer>,
, <p>, , , <table>, <caption>, <tr>, <th>, <td>, &)
- 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 students have a little more experience with programming, they work through these Javascript exercises:

<https://www.codecademy.com/learn/introduction-to-javascript>

<https://www.khanacademy.org/computing/computer-programming>

The final day of Jumpstart covers these same elements of JavaScript. By completing either these tutorials or LEARN academy's 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)

LEARN academy encourages those who know they type slowly to practice ahead of time with these exercises:

[Typeracer](#)

[Typing.io](#)

LEARN also requires 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, LEARN arranges a meeting with each of the students on an individual basis, either in-person or by 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 and what will be covered in the 12 weeks in class
- Expectations in terms of pair programming, collaboration and involvement in community

- Appearance, Etiquette and Professional Conduct

This meeting is also an opportunity for students to ask questions about any and all aspects of the course

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 class 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 students 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.
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 how CSS applies to HTML elements
- have a working understanding of the Bootstrap CSS framework and how to use it
- be familiar with Flexbox and the Bootstrap grid system
- be able to use and identify Javascript syntax

- understand control structures like loops and conditionals in Javascript
- be able to create functions and objects in Javascript
- be able to use scope to prevent over exposure of variables and objects
- understand the concept of the browser DOM and how to manipulate it with Javascript and React
- be able to create basic React applications from stories
- understand component based structure of React
- understand React syntax and state manipulation
- be able to apply Bootstrap and Reactstrap CSS styles to a React application
- understand control structures like loops and conditionals in Ruby
- understand objects and methods in Ruby and how they differ from Javascript
- be able to create basic Rails applications from stories
- be able to form CRUD based controllers and connect them to database backed models in Rails
- understand the interaction between the view and controller in Rails
- be able to add new routes to a Rails application
- 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
- have deployed applications to Heroku and be familiar with the Heroku based deployment process.
- understand unit testing and acceptance testing and be able to describe the difference between them
- be able to create unit tests in Ruby / Rails
- have a working understanding of SQL syntax and join tables
- understand the that ActiveRecord creates SQL, executes that SQL and converts the results into Ruby objects
- have a basic grasp of RESTful routes and mapping HTTP verbs to CRUD actions
- have a working understanding of passing information between decoupled applications
- understand what user authentication is and how it differs from user authorization
- understand how Rubygems are packaged and how to add a rubygem to a Rails application to give it new functionality

- be proficient at taking larger stories or wireframes and carving them up into smaller actionable stories for development
- be able to communicate with team members about stories and organize work in cooperation with others
- understand committing, pushing and pulling in git and when to do each action
- understand Github, pull-requests and the Github flow
- have dealt with merge conflicts and know which tools to use to deal with future code merge conflicts
- have significant experience pairing with other developers and how to pair most effectively
- understand the concept of an API and how to follow provided steps to integrate that API into an application
- understand an agile workflow, know how to write and interpret user stories, and describe and demo their work to stakeholders
- have developed an online professional persona using tools such as LinkedIn, and Github
- have experience answering technical questions as part of a technical interview
- have prepared a technical resume, and developed a job search plan to follow
- have worked on a technical team as an intern

Staff

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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 the Full-Time Rails and Javascript Bootcamp Program:
\$14,500.00**

Program Cost Breakdown for 2021:

\$500 is required at time of registration.

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

These fees are subject to change.

There are no required supplies and books.

Tuition Total for the Jumpstart Weekend Bootcamp: \$499

\$0 is required at time of registration.

The \$499 tuition is to be paid on the first day of class.

These fees are subject to change.

There are no required supplies and books.

Student Services

Whether someone is a student or a staff member, LEARN academy is dedicated to providing the best opportunities while on campus. Here is information that helps students be an involved and knowledgeable member of the LEARN community.

Academic Advising

School personnel or the student may initiate academic advising when the need is identified. Instructors provide academic advising through weekly one-on-ones with students.

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.

Career Planning and Placement

Career Planning

LEARN academy provides professional development training, one-on-one career counseling to every student enrolled in the full-time program, and continuous career support from staff throughout the program and after graduation.

The seventh week of the full-time program is dedicated to professional development. The week's lessons all focus on several areas of their professional development including resume and cover letter workshops, online portfolio assistance, elevator pitches and personal branding, and technical and general interview preparation. LEARN hosts a panel of local tech recruiters to answer questions about entering into the industry and share advice on building relationships with recruiters and hiring managers. Local tech professionals are brought into to present on salary negotiations and technical interview preparation. Time is set 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 one (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. In total, 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 consists 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 effectively interning at the company and it is a mutually beneficial experience.

Career Placement

LEARN academy's courses prepare graduates for a specific occupation or employment and provide career planning and guidance services.

LEARN academy will contact students with employment opportunities from employers who have contacted LEARN academy directly. Additional postings will be made available on the public bulletin board or online via the LEARN Slack channel.

Near the end of their internship each student sets up a one-on-one meeting with LEARN's Career Services Manager. This meeting serves as a time to plan for post graduation and create an individualized job search plan for each student. During this meeting, the following is discussed:

- Amount of hours per week that will be spent on job searching
- Side projects and skill development plans
- Application goals on a weekly basis
- Short and long-term career goals to establish career pathway
- Networking strategies and event attendance goals
- Additional resources for current job market trends

In addition, the meeting involves helping 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.

Students can also have their job search materials reviewed prior to entering the job market including, resume, cover letter, portfolio, or any online accounts, ie. Github & LinkedIn. The Career Service Manager will revisit all the work students start during professional development week to assure their resume, portfolio, professional accounts, and more are all up to date. It is important for the Career Services Manager 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 helps students take the necessary steps towards their individual goals with the support of the LEARN community.

In addition to professional development week and one-on-one meetings, LEARN brings 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 students' professional development.

LEARN understands what it takes for students to be successful and prides itself on providing all the tools necessary for students to become professional junior developers.

The full-time bootcamp program prepares students for the following possible job opportunities:

SOC 11-3000 Operations Specialties Managers

- Computer and Information Systems Managers

SOC 15-0000 Computer and Mathematical Occupations

- Computer Systems Analysts
- Information Security Analysts
- Computer and Information Research Scientists
- Computer Network Support Specialists
- Computer User Support Specialists
- Computer Network Architects
- Network and Computer Systems Administrators

- [Database Administrators and Architects](#)
- [Computer Programmers](#)
- [Software Developers and Software Quality Assurance Analysts and Testers](#)
- [Web Developers and Digital Interface Designers](#)
- [Computer Occupations, All Other](#)

SOC 25-1020 Math and Computer Teachers, Postsecondary

- [Computer Science Teachers, Postsecondary](#)
- [Vocational Education Teachers, Postsecondary](#)

SOC 27-1020 Designers

- [Graphic Designers](#)
- [Designers, All Other](#)

SOC 27-3040 Writers and Editors

- [Technical Writers](#)

SOC 41-4010 Sales Representatives, Wholesale and Manufacturing

- [Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products](#)

SOC 41-9030

- [Sales Engineers](#)

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. LEARN 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 instructors, 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, Withdrawal, Leave-of Absence Policies

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 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 instructors' guidelines.

Withdrawal / 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. Official notification in writing must be received before any withdrawal from LEARN academy is processed. Student's cancellation notices must be in writing. The notice of cancellation and withdrawal is effective when delivered, postmarked, or e-mailed. Withdrawal may be noticed by a student in writing or by the student's conduct including lack of attendance. See Tuition Refund Policy.

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 Chief Academic Officer by writing a note or email clearly stating the reason for the request for a 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
2. Extending the graduation date

Academic and Grading Policies

Course Completion Requirements

1. Attend class, with no more than 5 absences.
2. Actively participate in all classroom lectures, projects, challenges, etc.
3. Submit assessments weekly
4. Give a tech talk
5. Actively contribute to group projects and deploy final project
6. Submit technical resume for review
7. Design and deploy portfolio site
8. Complete 160 Hours of Internship

Course Attendance Policy - Didactic

Class begins promptly. Students should not be late. It is disruptive and unprofessional to enter a class that is already underway. "Prompt arrival" also includes returning back to class on time from scheduled breaks. Three tardies or leaving class early of any amount will be assessed as a full absence regardless if they are excused.

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 using the system set up by the instructor; 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, call, email or Slack message prior to the start of class. If students fail to notify the instructor before class that they will be absent, he or she 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 instructor 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.

Workload and Succeeding

This is a fast-paced course. LEARN recommends that students use time outside of class to strengthen their understanding of materials/concepts. The amount of time students will need to dedicate outside the classroom will depend on individual students' comprehension of the material. If students can fully dedicate the time and effort, they will come out of this class a different person and as a software developer. Instructors are always amazed at the transformation that students make. So, with that said, here are some recommendations for surviving and succeeding in this course:

- Always do the assigned projects. Instructors will assume this is done before students 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 students take notes on a computer or iPad, do not surf the web or check email during class time.
- The instructors encourage open communication. Students should feel free to discuss problems or concerns they may have by making an appointment with instructors.

Course Grading

Students are evaluated based on individual weekly assessments. The assessments are reviewed by an instructor and feedback is given to each student in regards to the application of specific coding syntax, the recall memory of terminology, and the comprehension of coding concepts taught during the week. Key practices such as “bug fixing,” proper workflow for assessment submission, and ability to follow style guides are also evaluated. The student is expected to communicate intent clearly and professionally during the assessment. Instructors will approve complete assessments that meet the appropriate level of understanding

Grading Scale

Students are evaluated using the following grading system which measures students comprehension of learning objectives following Bloom's Taxonomy framework. Students have the ability to resubmit incomplete assessments for reevaluation.

Expert
Intermediate
Beginner
Incomplete

Academic Integrity and Academic Dishonesty

Academic integrity means doing academic work in a manner that strives to achieve the learning objectives the courses have set. It means following the rules and procedures prescribed by the instructors so that students acquire the skills and knowledge the courses are designed to give students. It means that students engage in ethical practices in taking tests and doing assignments, and that they 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 Executive 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 complete all course requirements to receive credit for the course. Students may retake the course for which they have not completed all course requirements. 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 will be 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 from the time of their admission.

Notice Concerning Transferability of Credits and Credentials Earned at LEARN academy

The transferability of credits earned at LEARN academy is at the complete discretion of an institution to which students may seek to transfer. Acceptance of the Jumpstart or Full-Time Rails and Javascript Bootcamp Certificates earned at LEARN academy is also at the complete discretion of the institution to which a student may seek to transfer. If the Jumpstart or Full-Time Rails and Javascript Bootcamp Certificate that a student earns at LEARN academy are not accepted at the institution to which he or she seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason, students should make certain that their attendance at LEARN academy will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending LEARN academy to determine if the Jumpstart or Full-Time Rails and Javascript Bootcamp Certificate will transfer. LEARN academy has not entered into an articulation or transfer agreement with any other institution of higher learning.

Student Rights

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 (see below).

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 disruptions 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.

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 its 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 and Grading Policies

Cheating and Plagiarism

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).

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 instructors and administrators may not distinguish between deliberate and accidental plagiarism, the heart of avoiding plagiarism is to make sure students 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 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 using information gained through interviewing another person
- When copying the exact words or a "unique phrase" from somewhere
- When reprinting any diagrams, illustrations, charts, and pictures
- When using ideas that others have given a student in conversations or over email

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

Action against Cheating and Plagiarism

One or more of the following actions are available to the instructor who suspects a student has been cheating or plagiarizing. The choice of action taken by the instructor is guided by the extent to which the instructor 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 Chief Academic Officer, 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. The Chief Executive Officer shall determine

whether a formal complaint is to be filed with the Executive Office within 15 school days (exclusive of weekends and holidays) of notice to the student. 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 Chief Executive Officer shall keep a record of the allegation, nonetheless. The student will 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 work, 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 with LEARN academy, instructors 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. Students who do not wish to accept these terms of enrollment have the option to opt out when completing the LEARN academy Media Release form.

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 the office of the Chief Executive Officer. The Chief Academic Officer 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 would be 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 students do not find their school on the list and believe their transcripts have not been destroyed they may request information regarding the custodian of records from the Department of Consumer Affairs by sending an email 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 with specification as to 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 LEARN to have current mailing addresses for all students. A student may notify LEARN with a change of address via email or 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 LEARN academy front office. LEARN 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 among students as well as instructors. 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 instructor 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 and offers students a number of scholarship and discount options available on the LEARN academy website. 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, family, friends, and personal savings. For students seeking outside funding, LEARN academy has partnerships with third-party financing options for students listed on the LEARN academy website. LEARN academy does not currently participate in state or federal financial aid programs. Financial assistance for students may come in the form of third-party financing plans, private scholarships, or the LEARN-sponsored scholarships and discounts.

Financial Suspension

A student may be suspended from LEARN academy for failing to pay tuition and fees as agreed to in the Enrollment Agreement.

Tuition

Tuition must be paid before course work begins, unless students opt for a financing plan option described in the Financial Policies 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, credit card payment, 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. See Financial Plan policy herein.

Cancellation, Withdrawal, and Refund Policies

Student's notice of cancellation must be in writing, and a withdrawal may be initiated by the student's written notice or by the student's conduct including, but not limited to, a 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 students will be entitled, at their discretion, to attend the course at the proposed later date, or to receive a full refund of any course fees they 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 a student displays threatening, abusive or dangerous behavior towards any of LEARN staff or personnel, then LEARN reserves the right to refuse to allow the student to continue taking the course. In such circumstances the student will not be entitled to a refund of any fees paid except as mandated by the student's state's refund policy and LEARN reserves the right to prevent the student from taking any course in the future if it feels that is necessary for the protection of LEARN staff, students, 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. A student has the right to cancel the 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 45 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:

- The 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 Chief Executive Officer 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 five 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.

Refund Policy

LEARN academy shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit not to exceed \$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 receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds

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

The pro-rata refund is based on the following formulation for the daily charge and calculated in the following manner; (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.

Refund Example

Refunds will be issued within 45 days of approval. If financing with a financing partner, LEARN will abide by the refund policies of that lender when issuing the refund. Most agreements with LEARN third-party financing 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 losses 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, the student must pay the state-imposed assessment for the STRF, or it must be paid on his or her behalf, if he or she is a student in an educational program, who is a California resident, or is enrolled in a residency program, and prepaid all or part of the tuition.

A student is not eligible for protection from the STRF and a student is not required to pay the STRF assessment, if he or she is not a California resident, or is not enrolled in a residency program.

It is important that students keep copies of their 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, a student must be a California resident or 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 a student 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. A student was 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 was enrolled in an educational program within the 120 day period before the program was discontinued.

3. A student was 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. A student has 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 has been unable to collect the award from the institution.
7. A student sought legal counsel that resulted in the cancellation of one or more student loans and has 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 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 non-collection 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 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 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 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 (\$2.50) 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 (\$2.50).

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 five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code.

Virtual Classroom Addendum

Change to Remote Instruction

In response to the public health crisis, LEARN has placed the health and safety of its students and intern partners as of the utmost importance through a temporary transition to virtual learning for the delivery of the 16-week Full-Time Rails and Javascript Bootcamp and the Jumpstart Weekend Bootcamp programs. In deciding which method of instruction to adopt, emphasis was placed on simulating the in-person classroom environment by adopting a distance learning method that is online, synchronous, and collaborative. The intention of LEARN is to return to in-person instruction only once it is deemed safe to do so by local government authorities.

Equipment

Resources loaned to each student for duration of the course:

- 1 Apple MacBook Air (13-inch, 8 GB RAM, 256GB SSD Storage)
- 1 Apple MacBook Air charger

Software downloaded to each loaned laptop:

- Homebrew
- Git commands
- Postman
- Text editor
- Zoom
- Slack
- PGAdmin
- NVM (Node Version Manager)
- RVM (Ruby Version Manager)
- Ruby
- Rails
- PostgreSQL
- Yarn

Students are expected to have an internet connection to connect to the virtual LEARN classroom.

Remote Internship Program

To support the current environment, all LEARN internships have been made into remote based experiences. Students continue to maintain a full-time schedule, (40 hours/week for 4 weeks), and mentorship and direction from internship partners takes place virtually through ZOOM, Google Hangouts, and Microsoft Teams.

Students are required to participate in multiple check-ins with LEARN academy each week. Students will meet virtually via Zoom twice a week to discuss their progress on internship projects and request support/help from peers where they are blocked. Students are also required to “check-in” and “check-out” on a daily basis through SLACK communication channels.

Internship companies are requested to provide 4-5 hours per week of direct/hands-in mentorship and pairing on projects. Mentors must also be available during all work hours via phone, SLACK, email, or other agreed upon methods.

All aspects and outcomes of the internship have continued to result in strong relationship building, mentorship, and preparation to enter into the tech industry as junior developers.