# 2017 CATALOG

AUGUST 21, 2017 – DECEMBER 31, 2017



**DEV BOOTCAMP**

New York City Campus

48 Wall Street, 15th Floor

New York, NY 10005

Fax: 415-532-1599

Website: www.devbootcamp.com

Email: registrar@devbootcamp.com

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# INSTITUTION INFORMATION

## Mission and Purpose

Dev Bootcamp, Inc. (d/b/a Dev Bootcamp) offers its students a hands-on learning experience that teaches students how to build web applications using Ruby, JavaScript, Ruby on Rails, SQL, HTML and CSS. The program is designed to provide students with sufficient technical knowledge and training to pursue software engineering careers and to excel in their careers as web developers. The organization is committed to designing and delivering educational experiences that are financially accessible and to bringing people closer to their potential.

## Objectives

We provide relevant vocational training by creating the operating system for an optimal learning culture. We build great learning environments that educate people to live at their full potential.

We build deep and meaningful relationships within our industry. These relationships form natural bridges for our students to gain meaningful employment.

We will be the primary destination for aspiring software developers, as well as companies looking to hire them by creating a community of practice.

We keep tuition affordable so that software programming is a skill that can be accessible by anyone that wants to take advantage of our services and who is willing to learn.

We're building a nurturing environment for staff to do their work, lead balanced and healthy lives, and to enable teachers to deliver a high quality education.

## Facilities

Dev Bootcamp is located at 48 Wall Street, 15th Floor, New York, New York 10005. It will occupy approximately 14,120 square feet of classroom and study space. Its programs are taught in a combination of an open-space computer lab and break-out classrooms. The facility is compliant with the Americans with Disabilities Act.

The break-out classrooms will be used by students and instructors to participate in lecture and practice programming in real-time, via a computer connected to an LCD projector and screen. Whiteboards are also utilized in all break-out classrooms. During non-lecture hours, students work on coding challenges in the open-space computer lab either in pairs, individually, or in small groups. They frequently switch study partners and are free to change their seating locations to facilitate interaction and discussion. In the computer lab, students have access to both instructor and teaching assistants support.

## Approval to Operate

### New York

Dev Bootcamp is licensed to operate as a non-degree granting school under the jurisdiction of the New York State Education Department, Bureau of Proprietary School Supervision.

New York State Education Department
Bureau of Proprietary School Supervision
89 Washington Ave, EBA 560
Albany, New York 12234
Phone: 518-474-3969
Website: www.acces.nysed.gov/bpss

## Accreditation

Dev Bootcamp is not accredited by an accreditation body recognized by the U.S. Department of Education.

## Disclaimer Statement

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the New York State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

## Ownership

Dev Bootcamp, Inc. (d/b/a Dev Bootcamp) is a business unit of Kaplan, Inc., 750 Third Ave, 7$^{th}$ Floor, New York, New York 10017. Kaplan, Inc. is a subsidiary of the publicly traded Graham Holdings Company (formerly named the Washington Post Company).

## Catalog Certification

Kaplan, Inc. owns and operates Dev Bootcamp, a private institution. Kaplan certifies that the information contained in this publication is current and correct, but is subject to change with prior approval with the Bureau of Proprietary School of Supervision.

## Administration, Staff, and Faculty

**Dev Bootcamp Administration**

John Polstein, CEO
Tarlin Ray, COO
Caryn Pochron, VP, Campus Management and Operations
Ryan Jafari, Campus Director, New York
Melissa Schwartz, Operations Manager
Christine Carbellano, Admissions Manager and Campus Agent
Bie Aweh, Career Developer
Nichole Drummond, Career Developer
Altara Weiland, Career Developer


**Disabilities Coordinator**

Kaplan Special Services
special.services@kaplan.com

**Faculty**

Iuliia Kotlenko, BS, Computer Science, Oles Honchar Dnipropetrovsk National University
Web Development Instructor

Pan Wangperawong, B.S., Computer Science, The University of Edinburgh, University of Southern California
Web Development Instructor

Debbie Milburn, BA, Music, Violin Performance, Cleveland Institute of Music
Apprentice Web Development Instructor

Phil Sofia, MA, Practical Theology, New York University
Apprentice Web Development Instructor

# ADMISSION INFORMATION

## Acceptance to Dev Bootcamp

Dev Bootcamp is an immersive professional training program at heart, and we have an admissions process that has been structured to ensure that we admit only those students for whom our program is appropriate and effective in preparing them for a successful career as a web developer.

The admissions process begins with the submission of the prospective student's application. After the application is completed, the student's application is reviewed by a member of the Dev Bootcamp admissions team.  The application provides the prospective student and Dev Bootcamp the opportunity to determine if the training program is a good fit for all concerned. The application focuses on evaluating three different aspects of fit:

> **Cultural Fit**: is Dev Bootcamp's learning approach well-suited for the student's personality and apparent learning style? (i.e. does s/he have a base-level belief that there are benefits to giving and receiving feedback?)

> **Program Fit**: is the format of the Dev Bootcamp program a good match for how the prospective student appears to learn best or would prefer to learn?  (i.e. would s/he thrive in an environment of intensive group-based learning?)

> **Technical Aptitude Fit**: does the prospective student demonstrate both the real underlying desire to learn web development (or are they more interested in the salaries in the industry) and the intellectual rigor and persistence to learn effectively in the format(s)/structure(s) that Dev Bootcamp teaches it students?  (i.e. is s/he applying for the right reason - does s/he truly wish to be a web developer or does s/he see it as a means to an end?)

On all portions of the application, the admissions team member may decide that further evaluation is required and will request the applicant to revisit the response submitted in the application, by which a decision will be made on that applicant's fit with Dev Bootcamp.

If the admissions team member does not qualify a prospective student for the Training Program, the prospective student is not accepted to the Program.

## Admission Requirements

1.  A prospective student interested in submitting an application to Dev Bootcamp must:

    a. be a high school graduate (high school seniors may apply but cannot start the program until submitting acceptable proof of high school graduation), or
    b. possess a General Education Development (GED) or state-approved high school equivalency (HiSET, TASC) certificate, or
    c. possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state.

2.  All instruction at Dev Bootcamp will be conducted in English. Dev Bootcamp does not offer or provide English language services, including instruction such as ESL. Prospective students may establish English proficiency by graduating from a high school taught in English.  Those who did not graduate from a high school that teaches all non-foreign language courses in English will need a passing score of at least 80 on the TOEFL iBT (internet-based test), at least 213 on the TOEFL cBT (computer based test) or at least a score of 550 on the TOEFL PBT (paper-based test) prior to enrolling into the program.  A minimum score of 6.5 on the IELTS is also accepted, as is a minimum TOEIC score of 710.  It is the responsibility of the student to cover the cost of the examination, which is not included in the tuition fees to attend Dev Bootcamp. For more information on TOEFL please go here:  http://www.ets.org/toefl.  For more

information on IELTS, go here: https://www.ielts.org/. For more information on the TOEIC, go here: https://www.ets.org/toeic. Dev Bootcamp does not offer visa services for students from other countries.

3. Demonstrate through the application process, including the coding challenges, that they have basic computer usage and programming experience (i.e., writing code).
4. Students must be 18 years old or older to enroll at Dev Bootcamp.
5. A prospective student must attest to having access to a computer and reliable internet for 25 hours per week.

## Technology and Equipment Requirements for Digital Instruction

Most of the time spent in the Dev Bootcamp program is inside of the open-space computer lab with computer workstations for all students. Dev Bootcamp provides Apple computers configured for Pair Programming, a professional development technique which has two programmers working at one computer. Each computer has two keyboards, mice, and monitors so each student is able to quickly perform experiments and share their knowledge with instructors or other students.

All computers and related computer equipment is owned by Dev Bootcamp.

*Optional*: Students may bring in their own laptops to campus. Dev Bootcamp encourages students to have the following operating capability on their laptops: at least 4GB RAM, at least 2GHz, and at least 100 GB HD. To supplement the laptop, students will have access to the computer lab described above.

## Learning Resources

Dev Bootcamp students are provided with the following resources to access online learning materials throughout the program:

- *Canvas*, a custom curated collection of tutorials, exercises, and other material designed to provide a textbook for Dev Bootcamp students. An online knowledgebase which instructors, peers, and alumni use to gather information that is helpful for students as they go through the program

- *Dev Bootcamp Discussion Forum* is an online arena for students, past and present, to ask for and receive help from one another, as well as from instructors and other mentors.

- *GitHub*, an online repository for code that is used by students to collaborate with each other and to build a professional programming portfolio. GitHub also serves students as an alternative source of tutorials, exercises and learning challenges for the students.

- *Heroku* is a service for hosting web apps that students use to host web apps they build as part of the curriculum, and also to share those web apps with others.

Students will be set up with online profiles and will be given access to the online learning materials above upon being accepted into the program.

# STUDENT INFORMATION AND SERVICES

## Student Responsibilities

Students accepted into Dev Bootcamp have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their performance and their pace relative to their peers.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures outlined in the Grievance Policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any program of study and may form their own judgment, but they are responsible for learning the academic content of any program in which they are enrolled.
6. Students will be given full disclosure and an explanation by Dev Bootcamp of all fees and financial obligations.
7. Students have the right and responsibility to participate in program and instructor evaluations and to give constructive criticism of the services provided by Dev Bootcamp.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within Dev Bootcamp and to abide by the policies of Dev Bootcamp.
10. Students are expected to conduct all relationships with their peers, Dev Bootcamp staff and faculty with honesty, respect, integrity and kindness.
11. Students are to comply with directions by Dev Bootcamp faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

## Conduct

In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students must not engage in the following:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of Dev Bootcamp documents. Except for permitted uses of third party content or code,

such as open source code, copying other's work or written text from any source, including the Internet, without properly crediting the source of information, is plagiarism and violates a third party's intellectual property rights.

2. Theft, deliberate destruction, damage, misuse, or abuse of Dev Bootcamp property or the private property of individuals associated with Dev Bootcamp.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Dev Bootcamp activities.
4. Being under the influence of alcoholic beverages or controlled substances on the Dev Bootcamp property, including the purchase, consumption, possession, or sale of such items.
5. The use of any tobacco products in Dev Bootcamp buildings, or any location other than designated areas.
6. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the Dev Bootcamp property.
7. Failure to comply with Dev Bootcamp officials acting within the scope of their employment responsibilities.
8. Violence or threats of violence toward persons or property of students, faculty, staff, or Dev Bootcamp.
9. Improper use of e-mail and Internet access. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
10. Inappropriate use of pagers, cell phones, or other electronic devices.
11. Audio or video recording of any class or lecture offered at Dev Bootcamp is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
12. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
13. Rape, including acquaintance rape and/or sexual assault, in any form.

Aiding or abetting others in any of the aforementioned conduct violations.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand to immediate dismissal from Dev Bootcamp.

## Intellectual Property Protection and Ownership

Dev Bootcamp respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide guidance as to ownership of intellectual property.

Dev Bootcamp may provide opportunities for students to create projects, post comments or contribute their own writing, designs, images, code or other content as part of or in connection with Programs ("**Student Content**"). Students are solely responsible for their own Student Content.  Dev Bootcamp does not endorse Student Content and has no responsibility or liability for Student Content.  Each student represents and warrants that his or her Student Content is original and he or she has the unrestricted right to share such Student Content.   If students share any ideas with Dev Bootcamp about our programs or our business ("**Suggestions**"), students agree that Dev Bootcamp has the unlimited right to use Suggestions without compensation to the student.

The programs, the Dev Bootcamp website(s), all associated logos and trademarks, all materials to which students are given access as part of the Program ("**Materials**"), whether those materials be digital or hard copy, all belong to Dev Bootcamp, its partners or its licensors (collectively, "**Dev Bootcamp IP**").  Dev Bootcamp IP may not be copied, reproduced, republished, uploaded or distributed in any way without Dev Bootcamp' prior written consent. Students may not share, sell, rent, give away or otherwise transfer Materials or other Dev Bootcamp IP to any other party without Dev Bootcamp' written consent.

## Student Complaint Procedure/Grievance Policy

Dev Bootcamp encourages students to bring all complaints or grievances about academically related situations to its attention. Many questions or concerns that students may have can be resolved simply through discussion.

A student may present a grievance through the following complaint and dispute resolution procedures. Dev Bootcamp will investigate all complaints or grievances fully and promptly.

A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or staff. Grievances may include misapplication of Dev Bootcamp' policies, rules, regulations, and procedures, or unfair treatment.

STEP 1

A student should first bring the grievance to the attention of the appropriate instructor.

STEP 2

Should the student's grievance not be resolved to the student's satisfaction after completing step 1, or if step 1 is otherwise impracticable because the grievance is related to those individuals, the student should next bring the grievance to the attention of the Campus Director.

STEP 3

Should the student's grievance not be resolved to the student's satisfaction after completing steps 1 and 2, or if steps 1 and 2 are otherwise impracticable because the grievance is related to those individuals, the student should next bring the grievance to the attention to the VP of Campus Management of Dev Bootcamp.

STEP 4

In addition to the steps listed above, students may contact the Bureau of Proprietary School Supervision at any time.

New York State Education Department
Bureau of Proprietary School Supervision
89 Washington Ave, EBA 560
Albany, New York 12234
Phone: 518-474-3969
Website: www.acces.nysed.gov/bpss


## Non-Discrimination/Non-Harassment Policy

Dev Bootcamp encourages diversity and welcomes applications from all minority groups.  Dev Bootcamp does not discriminate on the basis of race, color, religion, ancestry, national origin, age, disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

It is Dev Bootcamp's policy to maintain an environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in an atmosphere free from discriminatory practices, including sexual harassment and harassment based on race, religion, gender, color, sex, age, national origin, disability, marital status, sexual orientation, gender identity, veteran status, or any other legally protected status. Discrimination of any kind is unacceptable and will not be tolerated at Dev Bootcamp.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her protected status, or that of persons with whom the individual associates. For example, racial harassment includes harassment based on an immutable characteristic associated with race (e.g., skin color or facial features).

Prohibited sexual harassment includes, but is not limited to:

- Coerced sexual acts
- Touching or assaulting an individual's body, or staring, in a sexual manner
- Graphic, verbal commentary about an individual's body or sexuality
- Unwelcome or offensive sexual jokes, sexual language, sexual epithets, sexual gossip, sexual comments or sexual inquiries
- Unwelcome flirtations, advances or propositions
- Continuing to ask an individual for a date after the individual has indicated that he or she is not interested
- Sexually suggestive or obscene comments or gestures
- The display of graphic and sexually suggestive objects, pictures, or graffiti or any computer-generated sexually explicit pictures or graffiti
- Negative statements or disparaging remarks targeted at one's gender (either men or women), even if the content of the verbal abuse is not sexual in nature
- Any form of retaliation against an individual for complaining about the type of behavior described above or supporting the complaint of the alleged victim

Dev Bootcamp encourages individuals who believe they are being harassed or discriminated against to firmly and promptly notify the alleged offender that his or her behavior is unwelcome. However, whether or not the individual chooses to discuss the incident with the alleged offender, anyone who either experiences or observes harassment or discrimination should report the incident immediately by speaking with the chief academic officer, or follow the Student Complaint Procedure/Grievance Policy in the Catalog. Dev Bootcamp will take any necessary action to promptly investigate the complaint to resolution. Dev Bootcamp cannot address allegations unless it is made aware of the complaint.

Dev Bootcamp recognizes that false accusations of harassment can cause serious harm to innocent persons. If an investigation results in a finding that the complainant knowingly, falsely accused another person of harassment, the complainant will be subject to disciplinary action, and may be subject to expulsion from Dev Bootcamp with due process.

## No Retaliation

Dev Bootcamp will not retaliate against any individual who makes a report of perceived harassment or discrimination, nor will it permit such behavior by any person at Dev Bootcamp. Retaliation is a serious violation of Dev Bootcamp policy, and those who feel they have been subjected to any acts of retaliation should immediately report such conduct to the chief academic officer.

## Students Seeking Reasonable Accommodations

Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to reasonably attempt to overcome the effects of conditions that limit the participation of qualified disabled students.

All inquiries about accommodations should be made to special.services@kaplan.com.

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and to make their needs known to the accessibility team as soon as those needs arise.

## Career Services

Dev Bootcamp provides instructional workshops to assist students in the job search process. This may include

career networking, technical interviewing, creating resumes, and cover letters. Students may also be provided with online resources to help them create online profiles on LinkedIn and/or Github in an effort to expand their professional networking opportunities and to reach out to potential employers. Dev Bootcamp maintains job placement support for students based on its existing relationships with employers and recruiters. The placements manager supports the student's preparation for job interviews and may connect them with tech companies and recruitment firms looking for candidates.

Dev Bootcamp offers these career services to all its graduates.  Organized by Dev Bootcamp's Student Career Coaches, these career services may include:

- Workshops, resources, and individualized support on resume writing, interviewing, identifying job openings, and other job search activities.
- Direct access to potential employers through the organization of an on-campus Employer Day before completion.
- Post-completion support in the form of techniques on seeking and securing employment, including introductions to employer contacts, if possible; networking events; and integration into Dev Bootcamp' online private alumni network.

## Student Health Services

Dev Bootcamp does not provide medical health services for students. In the event of a student medical emergency, an alerted staff member will dial 9-1-1 for medical services. Students requiring nonemergency medical care will be given information about medical services or agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

## Student Housing

Dev Bootcamp does not have dormitory facilities. Although it is the student's responsibility to find living accommodations, Dev Bootcamp will facilitate communication between students in the same cohort who are seeking housing.

## Family Educational Rights and Privacy Act (FERPA)

Student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records including:

- The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the chief academic officer receives a written, dated request for access. Dev Bootcamp does not permit students to inspect or review confidential student guidance notes maintained by Dev Bootcamp, or financial records (including any information those records contain) of their parents or guardians.

- The right to request amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the chief academic officer, clearly identifying the part of the record they want to be changed, and specifying why it is inaccurate, misleading, or a violation of privacy. If Dev Bootcamp decides not to amend the record, Dev Bootcamp will notify the student in writing and/or verbally of the decision and of the student's right to an administrative hearing regarding the request for amendment. Additional information regarding the administrative hearing procedures will be provided to the student when he/she is notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. Dev Bootcamp may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.

  One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by Dev Bootcamp in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom Dev Bootcamp is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Dev Bootcamp to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

  Family Compliance Office
  U.S. Department of Education
  400 Maryland Avenue SW
  Washington DC 20202-4605

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

# ACADEMIC INFORMATION

## Class Size

The number of students in a typical student class is 20-25 students. Dev Bootcamp strives to maintain an average student-to-teacher ratio of 10 to 1 and has a maximum of 15 to 1. These ratios also do not include teaching assistant support that is provided to all students on a daily basis.

## Hours of Operation

The normal hours of operation at Dev Bootcamp are as follows:

**Distance Learning Classes**

Schedules vary. Students will receive information about the schedule from staff prior to starting the class.

**On-Site Classes**

MON-FRI ............Morning session 9:30am–12:30pm; Lunch 12:30pm–2:00pm; Afternoon Session 2:30pm–6:00pm

Optional Question & Answer period with Faculty: 9:00am–9:30am; 2:00pm–2:30pm

**Administrative Offices**

MON-FRI ............8:30am–6:30pm

## Required Study Time

Additional outside study and independent practice, apart from regular classroom work, is encouraged to successfully complete the program. The amount of time will vary according to the individual student's abilities.

All assignments must be turned in at the designated time. Students are responsible for completing any assignments issued by their instructors.

## Changes in Programs or Policies

Dev Bootcamp has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements with prior approval from New York Bureau of Proprietary School Supervision

Dev Bootcamp is required to make changes in programs or policies when ongoing state changes affect students currently in attendance.

## English as a Second Language Instruction

Dev Bootcamp does not offer English as a Second Language instruction. Students must be able to speak, read, and write English fluently as all courses are taught in English.

## Attendance/Tardiness Policy

Attendance is critical to build the proper skills. Active participation each day is required to succeed in the program

because much of the program is conducted in a hands-on environment. Dev Bootcamp instructors take attendance daily and the attendance records are maintained at the school at all times.

Attendance will be taken in the following manner:

1        Attendance will be taken approximately ten minutes after the morning session begins and approximately ten minutes before the morning session ends.

2        Attendance will be taken approximately ten minutes after the afternoon session begins and approximately ten minutes before the afternoon session ends.

3        Students arriving 30 minutes late for a session or leaving early from a session will be marked tardy. Tardiness disrupts the learning environment and is discouraged. Continued excessive tardiness or absences in the sessions could lead to disciplinary action up to and including expulsion. Six instances of tardiness will be counted as one absence. The effect of excessive tardiness is that this absence will be counted as one of the three overall unexcused calendar days maximum a student may miss and still pass the program.

A student who misses a class session entirely will be classified as absent. An absent student will be considered in violation of the program's Attendance/Tardiness Policy. There are two absence classifications:

- Excused: An absence will be considered excused under the following circumstances: Illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the Campus Director.

- Unexcused: If a student is absent for any reason other than the reasons cited above for an Excused Absence, or if the student cannot produce evidence for an Excused Absence, then the absence will be classified as Unexcused.

Students will be contacted by phone and email when s/he is absent from a session. In all instances of absence, a student will be required to make-up any assignments or coursework assigned while the student was absent.

## Dismissal Policy for Nonattendance

Students are expected to attend and actively participate each day because a significant portion of the program is hands-on or practical skill based. Missing any portion of the program makes it very difficult for students to adequately complete the required projects that are graded assessing these specific skills sets.

- Students who are absent from Dev Bootcamp three (3) consecutive calendar days without notification of circumstances for the absence (excluding holidays, breaks and emergency closures due to unforeseen circumstances such as weather) will be dismissed from the program.

- If a student has reached two (2) consecutive calendar days of unexcused absences, Dev Bootcamp will advise the student in writing and phone of the student's status and opportunity to provide reasons for the withdrawal which will be recorded in the student's file. If appropriate, the student will be considered for a leave of absence to restart the program with the next available cohort and tuition paid will remain valid.

- Students may follow the process presented in the Grievance Policy outlined in this Catalog if they feel an error has been made in their attendance calculation.

- During Phase 0, a failure to submit 2 full modules of assignments will result in dismissal.

A refund of unused fees will be issued per the school's Refund Policy.

## Make-Up Standards

Because of the immersive nature of the program, there is no make-up policy in the residence (on-campus) portion of

the program which is especially hands-on. If instructional time is missed, it is the student's responsibility to make an appointment with the instructor to determine if the missed work can be made up and to make a plan to learn the material covered while absent. Make-up work is not permitted for the purpose of receiving veterans educational training benefits.

## Leave Readmittance Policy

The program is intensive and hands-on where daily attendance is required to acquire the practical skills necessary to complete the final project.  There is no leave of absence policy which allows a student to have more than three (3) consecutive unexcused days of class sessions without making up work and returning to that same scheduled cohort.

However, in the event of extenuating circumstances, such as medical necessity or death in the family, the student may request to take a leave of absence and be readmitted to study with a new cohort by submitting a written request with supporting documentation to the campus director.  Students who receive approval to return to Dev Bootcamp must restart the program at a subsequent offering of the program within 12 months of the date of the request. Students restarting after a leave of more than thirty days will be required to take a knowledge retention assessment. A new application for admission is not required for admittance after an approved leave of absence. Additional tuition will not be charged for admittance after an approved leave of absence.

## Suspension and Dismissal

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement.

Dev Bootcamp reserves the right to suspend or dismiss any student who:

- exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community or the school, as addressed in the Conduct section;
- fails to maintain satisfactory academic progress;
- fails to meet attendance standards; or
- fails to meet financial obligations to Dev Bootcamp.

Time on suspension will be counted as an absence from Dev Bootcamp and cannot exceed the allowable absences stated in the attendance policy.

## Withdrawal

Dev Bootcamp expects that most students who begin classes at the school will successfully complete their education. However, sometimes conditions or circumstance beyond the control of students and the school require that students withdraw from the school. Please refer to the Refund Policy located in the Financial Information section of the Catalog for the Refunds information. Students who determine the need to withdraw from the school prior to completion must follow the steps below for an official withdrawal:

1. Students must officially notify a campus director of their intent to officially withdraw, in person, via telephone, or in writing.
2. Once students have officially notified a campus director of their intent to withdraw, Dev Bootcamp will process the student's enrollment status.
3. The student will receive notification of the refund, which will include the date the refund was made.

## Completion Requirements
In order to successfully complete their program, students must:

- earn the required total number of clock hours for the program and successfully complete the final project

- meet the attendance policy;
- return all property belonging to Dev Bootcamp; and
- fulfill all financial obligations to Dev Bootcamp.

If these requirements are not met, the completion credential will be withheld.

## **Transcripts**

Current or former students may request a no-charge copy of their unofficial transcript by submitting a written request to Dev Bootcamp including their name and physical address and/or email address where the unofficial transcript should be mailed or emailed. Transcripts will be marked to indicate they are unofficial copies.

A fee of $10 will be charged for official transcripts. Students may order official transcripts through their campus director. Official transcripts will not be released for students who have a past-due account with Dev Bootcamp.

## **Transfer Credit and Articulation**

Dev Bootcamp does not accept any transfer of credits for previous education or training.

### **College Credit – Disclaimer Statement**
Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Dev Bootcamp is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer or enroll. If the certificate from the program earned by you at Dev Bootcamp is 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 as the student should make certain that your attendance at this institution will meet your educational goals.  This may include contacting an institution to which you may seek to transfer after attending Dev Bootcamp to determine if your credits and certificate earned will transfer.

# ACADEMIC STANDARDS

## Grading System

Dev Bootcamp uses a grading scale of 1%-100% for its certificate program and an overall grade of Pass/Fail on the transcript.  Students must maintain satisfactory progress in each required phase to receive a Pass for the program.  Individual assignments or projects are evaluated by faculty and student learning pace is monitored.

The teaching methods used are hands-on/practical skills and the assessments that demonstrate these skills are coding challenges and web/software development project.  Grading and satisfactory progress focus on acquiring knowledge in several subject areas including object-oriented programming, database design and web implementation. Specific skills in these subject areas are assessed at different phases of the program.  Each of these skills are number graded on a 0-3 scale (0 being unsatisfactory, 1 being satisfactory, 2 being good and 3 being excellent).  The individual scores are combined and translated into an overall percentage score. The maximum score a student can achieve on each project is a 100%.  These skills are assessed throughout the program's four required phases. Students must maintain satisfactory progress by an average grade of 70% or more on each of the required phases to receive a Pass for the program.

## Satisfactory Academic Progress

Satisfactory academic progress (SAP) standards apply to all students at Dev Bootcamp.

All students must complete their program of study in the normal duration of two 9-week quarters, totaling 18 weeks, for 450 clock hours of the Web Development program. The normal duration is exclusive of breaks for approved holidays, the break between the last day of Phase 0 and the first day of Phase 1, and any time associated with repeating a phase.  In order to graduate, a student must successfully complete 100% of the required assignments, and maintain attendance throughout the program.

Any student who receives an average score of less than 70% on a Project Deliverable will receive  notification by the campus director via email that s/he has been placed on academic probation and is required to sign up for extra help with the instructors.  The student may also be required to repeat a portion of the program.  Any student who wants to appeal the grade(s) received may do so by contacting the campus director who will have an independent instructor review the student's Project Deliverable. Any student on academic probation who continues to receive below 70% on a subsequent Project Deliverable will be dismissed from the Program.

| Phase | Project Deliverable | Scores on each Skill using Scale of 0-Unsatisfactory, 1-Satisfactory, 2-Good, 3-Excellent | | | | Combined Score | Total Grade (0%-100%) |
|---|---|---|---|---|---|---|---|
| 0 | Challenge Capstone 1 Week 3-Online | Skill #1: ____ | Skill #2: ____ | Skill #3: ____ | Skill #4: ____ | | |
| 0 | Challenge Capstone 2 Week 6-Online | Skill #1: ____ | Skill #2: ____ | Skill #3: ____ | Skill #4: ____ | | |
| 0 | Challenge Capstone 3 Week 9-Online | Skill #1: ____ | Skill #2: ____ | Skill #3: ____ | Skill #4: ____ | | |
| 1 | Assessment Week 3-Onsite | Skill #1: ____ | Skill #2: ____ | Skill #3: ____ | Skill #4: ____ | | |

| 2 | Assessment Week 6-Onsite | Skill #1: ___ | Skill #2: ___ | Skill #3: ___ | Skill #4: ___ | | |

In addition to regular assessments, students are expected to complete and pass a final project, which is presented during the conclusion of the program.

*Schedule for Evaluation*: Satisfactory academic progress will be reviewed six times (each Project Deliverable) during the Program: each of the Week 3, Week 6, and Week 9 of the two nine-week quarters.

*Satisfactory Progress Standard*:

Students are expected to receive no less than a "1" on each skill set. Students must maintain satisfactory progress by an average score of 70% or more on each of the required Project Deliverables to receive a Pass for the program. Satisfactory academic progress will be checked after each Project Deliverable in each of the Week 3, Week 6, and Week 9 of the two nine-week quarters.

## Academic Probation Policy
If a student does not maintain satisfactory progress with an average score of 70% or better in a phase, the student will be notified of being placed on academic probation and will be allowed to repeat the phase in its entirety. If the student chooses to repeat the phase, the student will meet with an instructor advisor to develop an academic plan that will outline strategies to meet satisfactory academic progress. While on academic probation, the student is required to complete all assigned work, as well as attend weekly check-ins with an instructor to review the academic plan.

Students are only allowed to repeat each phase one time while at Dev Bootcamp; therefore, students who are not able to achieve an average score of 70% or better on their second attempt of a phase will be academically dismissed from Dev Bootcamp. Note: time spent repeating a phase is not used in the refund calculation since students are not charged to repeat a phase.

# FINANCIAL INFORMATION

Dev Bootcamp recognizes that women and minorities are underrepresented in technology careers such as Web Development.  Dev Bootcamp is committed to creating more avenues for talented individuals from underrepresented demographic groups to help drive our future economic growth.  A $1,500 scholarship towards Dev Bootcamp tuition is available for women and for individuals from an ethnic minority group (African-American, Hispanic/Latino-American, Native American, Pacific Islander, mainland Puerto Rico) underrepresented in technology careers.

**Military Discounts**

A $1,500 scholarship towards Dev Bootcamp tuition is available for active members and veterans of the U.S. military.

## Tuition and Fees

Effective: January 4, 2016[†]

**Web Development Certificate Program**

| | |
|---|---|
| Hours | 450 |
| Tuition | $13,850.00 |
| Books | $0.00 |
| Non-Refundable Registration Fee | $100.00 |
| Total | $13,950.00 |
| Refund Policy | Quarters |

## Method of Payment

Upon execution of the Enrollment Agreement, students are required to either pay the entire total amount of tuition and fees or provide a $1,000.00 deposit. The non-refundable registration fee is included in the deposit amount. Any balance of the total tuition and fees is due prior to the start of the student's program. Students may either pay by check, credit card, or private loan, if qualified. Tuition will be adjusted accordingly for students who are eligible for a scholarship or discount.

## Refund Policy

Students who wish to cancel their seat in the program are encouraged to notify the school and may contact the Program Manager by any means so that their seat may be opened for another admitted student on a waiting list.   If notification is not provided and the student fails to attend, the school will automatically terminate the enrollment and process a refund as a no-show.

**Student's Right to Cancel**

A.      A student who cancels within 7 days of signing the enrollment agreement receives all monies returned with the exception of the non-refundable registration fee. To cancel this Agreement, let us know by any reasonable means of your intent to cancel no later than the 7th day after signing the enrollment agreement.

B.    Thereafter, a student will be liable for:
        1. The non-refundable registration fee, plus
        2. The cost of any textbooks or supplies accepted, plus
        3. Tuition liability as of the student's last date of physical attendance.

**Calculation of Refund**

Tuition is evenly divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.   Holidays, breaks between phases and time used to repeat part of the program within each quarter are not counted for the calculation of tuition and should not be included when calculating the pro rata refund.

a.   First Quarter

| If termination occurs: | Student Refund of Tuition: | School Retains of Tuition: |
| --- | --- | --- |
| Prior to or during first week | 100% | 0% |
| During the second week | 75% | 25% |
| During the third week | 50% | 50% |
| During the fourth week | 25% | 75% |
| After the fifth week | 0% | 100% |

b.   Subsequent Quarters

| If termination occurs: | Student Refund of Tuition: | School Retains of Tuition: |
| --- | --- | --- |
| Prior to or during first week | 75% | 25% |
| During the second week | 50% | 50% |
| During the third week | 25% | 75% |
| After the fourth week of quarter | 0% | 100% |

If a third party paid for tuition on your behalf, the refund will be made to that third party in the amount of the refund due (but in no event greater than what that third party paid to Dev Bootcamp).  If there is an excess balance of the refund after payment to that third party, that amount will be refunded to you.

Dev Bootcamp reserves the right to delay or cancel the start of a planned Program for reasons such as low enrollment.  If you choose not to begin the Program on the delayed starting date or the Program start is cancelled, then Dev Bootcamp will refund all Fees paid including the nonrefundable registration fee.

All refunds due will be made within 45 days of the student's effective withdrawal date or cancellation. Dev Bootcamp refund calculation will be based on the scheduled days of class attendance. The last date of actual attendance is used in calculating any refund amount.

In case of prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the program, a refund that is reasonable and fair to both parties shall be made, but in no event will the amount refunded be less than that reflected in the applicable refund schedule.

## Financial Aid

Dev Bootcamp currently does not participate in federal or state financial aid programs. All applicants are encouraged to explore the availability of financial aid funding through public and private sources.

## Private Loans

Private loans may have fixed or variable rates. Private student loan lenders can offer variable interest rates that can increase or decrease over time, depending on market conditions. The interest rate on a private loan may depend on the borrower's credit rating. Private student loans have a range of interest rates and fees, and students should contact the lender with any questions they might have relating to the private student loan.

# ACADEMIC PROGRAMS

## Web Development Certificate

### **Program Description**

The Web Development program provides students with sufficient technical knowledge and training to pursue entry level positions in the software engineering field as beginning web developers. Possible career paths include programming, web design, software development, and software support in a professional office environment. To successfully pursue these career paths a student must possess knowledge in coding techniques, documentation, debugging, testing, data retrieval, and creating and manipulating databases and tables.

The Web Development program is a total of 450 clock hours over two 9-week quarters for a total of 18 weeks. The first 9-week preparation quarter, Phase 0, is completed remotely. Phase 0 requires 15 hours of work per week. Following Phase 0, students complete the second 9-week quarter of the Web Development program on-site at the Dev Bootcamp campus. The on-site program consists of three phases, Phases 1 to 3, of lectures, curated content (books, screencasts, and tutorials), exercises, challenges, games, code competitions and reviews. Training will be instructor led and student driven. There is no requirement for after-hours work, but it is expected that because of the intensive nature of the program students are likely to study/work evenings and weekends.

**To earn a certificate for completion of the program, students must complete both quarters successfully. Details of the required course work and study are below:**

### **Curriculum**

*Program Objectives*

After completing the program, a student is expected to:
- Be able to effectively use core data structures such as Arrays, Hashes, Strings in Ruby
- Be able to model real world scenarios using Object Oriented Design Principles
- Be able to persist data to a Relational Database using SQL
- Be able to use Ruby to interact with Relational Databases
- Be able to respond to HTTP requests using the Sinatra web framework
- Be able to use HTML and CSS to layout web pages
- Be able to JavaScript interactive behavior to web pages including asynchronous requests to web servers
- Be able to use best practices for authenticating users (password encryption)
- Be able to interact with third party applications using the OAuth protocol
- Be able to demonstrate proficiency in the Ruby on Rails web framework
- Be able to identify performance pitfalls of web applications and corresponding means of correcting them
- Be able to write unit and integration tests with RSpec
- Be able to test JavaScript with Jasmine
- Be able to identify technical tradeoffs when selecting third party libraries
- Be able to demonstrate proficiency with Git
- Be able to work in Agile development environments

*Program Outline and Hours*

**Online Instructor-led Pre-Work (135 hours) – First Quarter – Phase 0**

**Phase 0: Introduction to Programming**

The program's first quarter of nine weeks is completed online only and will consist of instructor-led, student-paced 15 hours per week of work prior to the on-site portion of the program. Curriculum: Understanding the basics of what a programming language is and its uses. Introduction to pseudo-code as a structural language used to describe algorithms. Basic front end techniques and skills using HTML and CSS are covered. Lesson topics include basic ruby, basic data structures, single-class object- oriented programming, beginning SQL, database design, introduction to UNIX, HTML and CSS and JavaScript.

**On-Site Instruction – Second Quarter – Phases 1 - 3 (9 weeks x 32 hours/week = 292.50 hours)**

*These hours exclude a 90-minute daily lunch break from 12:30PM to 2:00PM.*

**Phase 1: Modeling**

Phase 1 of the Web Development is the first phase the student spends on-site. The phase includes activities to help the student orient themselves to the immersive program along with workshops to help the student adjust to working in teams.  The technical concepts introduced in this phase are fundamentals of programming that will provide the basis for the remaining phases to build upon.

**Unit 1.1 (Week 1)**

Unit 1.1 focuses on problem solving techniques and practices that will help students break down large problems into smaller more manageable subsets. Near the end of the first week students will be provided a team challenge allowing them to practice these skills in a group setting. These skills include items such as:

- Pseudocoding
- Working with Control Flow Statements (if/else, for, while, etc)
- Algorithmic Thinking
- Recursion

**Unit 1.2 (Week 2)**

Unit 1.2 students are introduced to the Object Oriented Programming paradigm and dive deeper into programming language constructs such as Classes and Modules and begin to look at the merits of following best practices when designing software. The coverage of Object Oriented Programming includes discussions and challenges on:

- Defining what an Object is in Object Oriented Programming
- Defining what a Class is in Object Oriented Programming
- Creating Classes with Ruby
- Instantiating instances with Ruby
- Defining Inheritance
- Defining Composition
- Designing Classes with Single Responsibility
- Model, View, Controller (MVC) Design Pattern

**Unit 1.3 (Week 3)**

Unit 1.3 continues to build and refine the concepts of persisting data in relational database and introduces the Ruby gem ActiveRecord. ActiveRecord topics include:

- Migrations - Creating or Altering Database Tables
- Models - Behavior Inherited from ActiveRecord::Base
- Validations - Data Integrity
- Associations - Creating Relationships Between ActiveRecord Models

## Phase 2: Web Technology

Phase 2 introduces students to web development and web based technologies. By the end of this phase students are able to create a web application using Ruby for server side (backend) programming and HTML, CSS, and JavaScript for client side (frontend) programming.

**Unit 2.1 (Week 4)**

Unit 2.1 Students are introduced to HTTP and how to route HTTP requests to the appropriate handler on the server. Toward the end of the week students are able to route HTTP requests through the server to the database and rendering responses from templates back to the client. Topics for the week include:

- HTTP Requests - GET, POST, PUT | PATCH, DELETE
- Request Routing
- Templates with ERB
- HTTP Responses (Rendering Response vs. Redirect)
- HTTP Cookies and Sessions
- Securing Web Applications With Credential Based Authentication (username/password)

**Unit 2.2 (Week 5)**

Unit 2.2 turns the focus on the client side with instruction on HTML, CSS, and JavaScript. Topics include:

- Semantic Markup with HTML
- CSS Box Model
- CSS Floats
- Page Layout with CSS
- Introduction to jQuery
- Event Handling
- AJAX

**Unit 2.3 (Week 6)**

Unit 2.3 looks at integrating 3rd Party information into a web application via API requests and later transitions to using authenticated requests with OAuth. In this week students also begin to explore how to expose information in their web applications to 3rd Parties by creating a web API. Topics include:

- Content Types (JSON, XML, HTML)
- HTTP Statuses
- OAuth Protocol

- API Endpoints
- API Documentation

## Phase 3: Development Framework (Rails and Javascript)

Phase 3 introduces the Ruby on Rails framework, emphasizes best practices such as testing, code organization and introduces concepts found in most JavaScript MVC frameworks. Phase 3 is the final technical phase and includes a final project to allow the student to showcase all that has been learned throughout the program.

### Unit 3.1 (Week 7)

Unit 3.1 begins Phase 3 and introduces the Ruby on Rails framework and focuses on the different components of a Rails application. This includes:

- Directory Structure of a Rails Application
- Routing with ActionDispatch
- Rails Controllers
- Rails View Helpers
- Building an API with Rails

### Unit 3.2 (Week 8)

Unit 3.2 begins to review the best practices emerging in client side JavaScript. This is accomplished by providing the students with requirements that when complete will provide most of the functionality of the Backbone.JS framework. This includes:

- JavaScript Views and Controllers
- JavaScript Model
- Asynchronous Model Updates
- Single Page Application Development

### Unit 3.3 (Week 9)

Unit 3.3 is final project week. Students will pitch ideas for an application and then be assigned to a teams of 3 - 5 to design and build the application. During this week instructors will be acting as lead engineers and providing reviews of code and feedback on the application code bases.

## Occupational Outcomes

### *Web Development* (Certificate)

Upon earning a certificate of completion for the *Web Development* program, the student will be prepared to take entry-level positions as a web developer, front/back end developer, software engineer, and QA engineer. This means a student shall know how to:

- Create, modify, debug, and support web applications using a typical web stack of Postgres, Ruby on Rails, HTML, CSS, and some JavaScript.
- Design and produce web applications and interfaces including computer-to-computer APIs.
- Perform in an agile development methodology based environment.
- Create test scripts and debug code.
- Research and evaluate solutions and prototypes through fieldwork.

# ACADEMIC CALENDAR

## 2017 Holiday Schedule

| | |
|---|---|
| New Year's Day | January 2, 2017 |
| Martin Luther King Day | January 16, 2017 |
| Memorial Day | May 29, 2017 |
| Independence Day | July 4, 2017 |
| Summer Break | July 3 – July 7, 2017 |
| Labor Day | September 4, 2017 |
| Thanksgiving | November 23 - 24, 2017 |
| Christmas Day | December 25, 2017 |
| Winter Break | December 25 – 29, 2017 |

## 2017 Web Development Program Dates

| 1st Quarter Start Date | 2nd Quarter Start Date | Program End Date |
|---|---|---|
| January 23, 2017 | March 27, 2017 | May 26, 2017 |
| February 13, 2017 | April 17, 2017 | June 16, 2017 |
| March 27, 2017 | May 29, 2017 | August 4, 2017 |
| April 17, 2017 | June 19, 2017 | August 25, 2017 |
| May 29, 2017 | August 7, 2017 | October 6, 2017 |
| June 19, 2017 | August 28, 2017 | October 27, 2017 |
| August 7, 2017 | October 9, 2017 | December 8, 2017 |
| August 28, 2017 | October 30, 2017 | January 5, 2018 |
| October 9, 2017 | December 11, 2017 | February 16, 2018 |
| October 30, 2017 | January 8, 2018 | March 9, 2018 |
| December 11, 2017 | February 19, 2018 | April 20, 2018 |