

# WYNCODE

THE ART OF CODE

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Wyncode Academy is not accredited.

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 or by toll-free telephone number (888) 224-6684.



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## Statement of Legal Control

Institution Name: Wyncode Academy  
Official Company Name: JMJ Clutch Enterprises LLC  
Members of the Company: Academic Work X USA LLC, Juha Mikkola and Johanna Mikkola

## Purpose of the Institution

Wyncode Academy's purpose is to develop successful computer programmers and product designers, who also have relevant business skills, such as effective



communication skills and an advanced understanding of “start-up” culture – i.e., new technology-related businesses at the initial stage of growth.

More specific descriptions of the skills taught in each of our programs are listed below.

### Immersive Web Development

Students are expected upon completion of the program to possess the skills necessary to create their own web applications. A web application, or “web app”, is a software application that runs in a web browser or relies on a browser to render and generally adheres to a client-server application structure.

These skills allow our graduates to apply for jobs as entry-level junior web developers, front end developers, quality assurance engineers, or similar positions. Entrepreneurial students can create minimum viable products (commonly referred to as “MVPs”), which are simplified versions of a web application used for quick quantitative market testing of a product or feature.

### UX/UI Immersive

Students are trained throughout the course to have the skills to conduct research, collaborate effectively, create wireframes and UI prototypes, communicate visually and verbally, establish user empathy, improve workflow process, arrange and structure information, and estimate project schedules.

The skills learned at Wyncode Academy allow graduates to apply for jobs such as entry-level UX designer, user researcher, information architect, interaction designer, product designer, and other similar roles.

## Admissions Requirements

Wyncode Academy’s admissions process begins at [www.wyncode.co](http://www.wyncode.co). Candidates apply through the website, providing their name, email, phone number, and resume. Candidates are scheduled for an interview with an admissions officer. The admissions officer assesses the candidate’s eligibility for the program. The following minimum requirements must be met:

- Be at least 18 years old
- Have a high school diploma or GED
- Participate in a personal interview and demonstrate:
  - Capability to learn and thrive in a fast-paced learning environment
  - Demonstrable past success in an academic and/or business environment
  - Polished and presentable demeanor
  - Demonstrate an interest and a hunger to learn



- Realistic expectations of what the course will provide
- Candidate must be able to supply their own computer
- Must successfully pass our coding or design challenge
- Wyncode Academy seeks to promote diversity in the technology industry and considers this during the admission process
- Submit a signed enrollment agreement and a \$500 deposit (includes a \$150 non-refundable registration fee)

## Educational Programs and Curricula

### Program Objectives

#### Immersive Web Development

Wyncode Academy's Immersive Web Development program is a full-time and intensive program designed to take ambitious newcomers with a limited knowledge of computer programming and provide them with a working familiarity of the fundamentals of web development in a very short time period.

Students will receive training in the skills necessary to create a full stack web application. A full stack web application is fully interactive and combines a front end—the interface that the user sees—with a back-end—commonly, a database containing all the information that is stored and displayed by the site. A full stack web developer can take into consideration many different aspects: servers and networks, data modeling, business logic, APIs, MVC best practices, user interface, user experience, and so on. The program lasts for ten weeks and Wyncode Academy runs approximately ten sessions (or “cohorts”) per year.

#### UX/UI Immersive

Wyncode Academy's UX/UI Immersive is a full-time and intensive program designed to take ambitious newcomers with little experience of the UX design process and ground them in the fundamentals of UX/UI design as well as provide them with real-world experience employing the framework on case studies and projects.

Students will receive training in the skills required to improve process, communicate designs, arrange and structure information, effectively work within a UX framework, conduct research, validate research, estimate project schedules, and collaborate on project teams. The program lasts for eight weeks and Wyncode Academy plans to organize four sessions (or “cohorts”) per year.



## Program Descriptions

### Immersive Web Development

Wyncode Academy's Immersive Web Development Program is a full-time ten-week program that gives students sufficient exposure to the skills needed to create and present their own full-stack web applications. If a student has not made sufficient progress by the fifth week of the program, he or she may be asked to repeat the first half of the program to ensure that the standards set by the institution are satisfied. The average program length for code schools in the United States is 10.4 weeks (or 52 days), which is consistent with the length of Wyncode Academy's own program.

During the first five weeks, instructional staff conduct one-on-one evaluations with every student in the cohort. Based on the results of the one-on-one assessments and performance on homework and projects, a decision is made by the instructional staff whether or not a student should repeat the first five weeks of the course.

The technologies taught are Hyper Text Markup Language (HTML), Cascading Style Sheets (CSS), Ruby, Ruby on Rails, JavaScript, React, and React on Rails. These technologies are programming languages or frameworks that form the basis of the modern World Wide Web. These technologies are taught at 70% of code schools across the United States.

The Immersive Web Development program is also offered in Spanish. Completing a course or program in a language other than English may reduce employability where English is required.

The Wyncode Academy program is offered completely in-person and there is no online component or online delivery of the learning material. The topics covered at Wyncode Academy's web development bootcamp are as follows:

WA101	Static Front End Programming	35 Hours
WA102	Introduction to JavaScript	35 Hours
WA103	Advanced JavaScript	35 Hours
WA104	Introduction to React	35 Hours
WA105	Advanced React	35 Hours
WA106	Introduction to Ruby	35 Hours
WA107	Advanced Ruby	35 Hours
WA108	Introduction to Ruby on Rails	35 Hours
WA109	Advanced Rails	35 Hours
WA110	React on Rails	35 Hours



## UX/UI Immersive

Wyncode Academy aims to provide students with sufficient exposure to the skills needed to be successful UX/UI designers. The course has been designed with extensive feedback from professionals in the field and companies actively involved in hiring UX/UI designers.

Students participating in the program will learn how to improve process, communicate designs, arrange and structure information, initiate a UX framework, apply cutting-edge best practices, conduct research, estimate projects and work collaboratively in teams as well as develop soft skills necessary to become a successful UX/UI designer.

Wyncode Academy's UX/UI program is offered in-person. The topics covered over the length of the program are as follows:

WA201	UX Fundamentals	35 Hours
WA202	Learn it - unpack brief, conduct desk and field research	35 Hours
WA203	Define it - understand your customer	35 Hours
WA204	Design it - breakdown and visualize your ideas	35 Hours
WA205	Test it - experiment with prototypes	35 Hours
WA206	Iterate - enter feedback loops	35 Hours
WA207	Launch it - build and launch a product	35 Hours
WA208	Show it - practice and present	35 Hours

The institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

## Course Descriptions

### Immersive Web Development

#### WA101: Static Front End Programming

- This course focuses on the front end of web development, i.e., what a user sees when they access a website.
- Students will learn about static websites as they focus on Hyper Text Markup Language (HTML) and Cascading Style Sheets (CSS). In addition, students will learn how to use the Git version control system and how to execute commands via the Command Line.

#### WA102: Introduction to JavaScript



- The course includes an introduction to the basic concepts of programming, such as data types, variables, control flow, and functions.
- Students will become familiar with JavaScript syntax and techniques (mainly in the form of ES5 and ES6), Object-oriented Programming, and Prototypical Inheritance.

#### WA103: Advanced JavaScript

- In this course students will learn about asynchronous JavaScript, i.e. how the browser deals with user input, web requests, and other events simultaneously.
- Students will learn topics such as callbacks, promises, error-handling, timeouts, async/await functions, generators, and the event loop.

#### WA104: Introduction to React

- This course introduces React, a JavaScript library for creating user interfaces.
- Students will learn about components, props, displaying and updating state, APIs, and related topics.

#### WA105: Advanced React

- This course focuses on advanced topics related to building a React-based web application.
- Students will learn about Test-driven development with the Jest testing framework as well best practices for software deployment using the Heroku cloud platform.
- The course ends with a project where students create a React-based web application.
- At the end of this week the instructional staff will decide whether students will retake the first five weeks of the course.

#### WA106: Introduction to Ruby

- Students taking this course will work on the fundamentals of the Ruby programming language.
- They will learn about Ruby syntax, data types, Boolean logic, methods, modules, classes, and gems.

#### WA107: Advanced Ruby

- This course will demonstrate applications of the Ruby programming language to the domain of web development.
- Students will apply Ruby programming specifically for the web, including web scraping, accessing application programming interfaces using Sinatra, as well as learning about web clients and servers.



#### WA108: Introduction to Ruby on Rails

- This course will introduce the Ruby on Rails server-side web application framework.
- Students will learn about the MVC (model-view-controller) architectural pattern used in building full stack web applications with Ruby on Rails. As part of this module, students also learn about the database component of a web application. Important concepts covered include the distinction between Structured Query Language (SQL) and ActiveRecord.

#### WA109: Advanced Rails

- Students will be given their final project assignment, which is to create a web application and present ("pitch") in front of a crowd at the end of the program.
- Students will learn about agile project management. Agile project management is an iterative and incremental method of managing the design and build activities for software development projects in a highly flexible and interactive manner. There are also connections to lean techniques, as well as other management styles like Kanban and Six Sigma. Agile techniques are best used in small-scale projects or on elements of a wider program of work, or on projects that are too complex for the customer to understand and specify before testing prototypes.
- Students will be introduced to lean software development. Lean software development (LSD) is a translation of lean manufacturing and lean information technology principles and practices to the software development domain. Adapted from the Toyota Production System, a pro-lean subculture is emerging from within the Agile community.

#### WA110: React on Rails

- The final course at Wyncode Academy focuses on the integration of React with Ruby on Rails. Additional advanced topics are covered as well with specific topics based on the nature of the student final projects and portfolios. Examples of possible topics include:
  - Async/message-passing systems (Resque or Sidekiq)
  - Big Data and Machine Learning
  - JavaScript Single-page apps (SPAs)
  - NoSQL
  - OAuth (e.g., single sign-on with Facebook)
  - Secure Shell (SSH)
  - Cloud Computing: Heroku, Amazon, etc.
  - Linux System Administration
  - Pry debugger
  - Full-text search



The course is 350 clock hours long, including 100 hours of theory/lecture and 250 hours of lab/hands-on coding time. One clock hour is a period of 60 minutes with a minimum of 50 minutes of supervised directed instruction with a ten-minute break.

Every day students take part in a “stand-up”, which is common in technology-based start-up companies. The stand-up is an opportunity for students to tell the group what they did the day before, what their goal is for the current day, and any issues or obstacles they are currently facing. This serves as an important indicator and assessment of issues that students have that the instructor will address during lecture or in a supplemental session in the afternoon. Students may also use this time to collaborate with each other and the instructor to reach a solution to any issue discussed in the stand-up.

During the lab, or the hands-on coding time, the students work on individual or group assignments and have access to the instructor and teaching assistants to ask any questions or clarify concepts that are causing confusion. When needed, break-out sessions are organized if more than one student needs help with a particular concept that is identified during stand-ups or conversations with students.

## UX/UI Immersive

### WA201: UX Fundamentals

- Intro to UX
- Team Dynamics
- Design Methodologies
- Tools

### WA202: Learn It - Unpack Brief, Conduct Desk and Field Research

- Intro to Research and Discovery
- Desk Research
- Field Research

### WA203: Define It - Understand Your Customer

- UX Strategy
- Intro to User Definitions
- Idea Generation
- Product Approach
- Information Architecture
- User Flows and Stories
- UX Strategy
- Experiments 101

### WA204: Design It - Breakdown and Visualize Your Ideas



- Sketches
- Navigation
- Forms
- Dashboards
- Wireframe
- Annotations
- Design Systems and Patterns
- Experimentations
- Mock-ups
- Interactions
- Presentations of Design Phase

#### WA205: Test it - Experiment with Prototypes

- Testing Plan
- Assumptions
- Testing Guides
- Rapid Iteration
- Low-fi Testing: paper prototype
- Mid-fi Testing: digital prototype
- High-fi Testing: digital prototype
- Presentations of Testing Phase

#### WA206: Iterate - Enter Feedback Loops

- Advanced Designs
- Foundational Iteration
- Increase Comp Fidelity
- Wizards
- More Testing
- Finalize

#### WA207: Launch it - Build and Launch a Product

- Kit and Hand-off
- Final Project Creation
- Portfolio Creation
- Omni-channel

#### WA208: Show it - Practice and Present

- Retrospective
- Presentation Outline
- Presentation

The course is 280 clock hours long, including 80 hours of theory/lecture and 200 hours of lab/hands-on UX/UI design time. One clock hour represents 50 minutes of supervised directed instruction with a ten-minute break.



Each morning before lecture, students take part in a “stand up”, which is common in technology-based start up companies. The stand up is an opportunity for students to tell the group what they did the day before, what their goal is for the current day and any issues or obstacles they face. This serves as an important indicator and assessment of issues that students have that the instructor will address during lecture or in a supplemental session in the afternoon. Students may also use this time to collaborate with each other and the instructor to reach a solution to any issue discussed in the stand up.

During the lab, or the hands-on UX/UI design time, the students work on individual or group assignments and have access to the instructor and teaching assistants to ask any questions or clarify concepts that are causing confusion. When needed, break out sessions are organized if more than one student needs help with a particular concept that is identified during the stand up or in conversation with students.

The head instructor and teaching assistants evaluate each student’s work for completeness using an online submission system. In UX/UI design, you can arrive at the same result multiple different ways so rather than assigning a numeric value to answers, they are marked as accepted or rejected along with comments if needed. Students who do not submit acceptable answers need to resubmit until the answer is accepted.

To satisfactorily complete the program students must have their final project and portfolio approved by the Wyncode Academy staff. Upon completion of the program and approval of their final project by the head instructor, students can refer to themselves as “Wyncode Academy Graduates” and display an “approved by Wyncode Academy” logo on their online portfolio.

If a student’s final project is not approved, the student can continue working on it for up to two weeks after the completion of the course with full access to an instructor two times a week. If after this time, the final project is still lacking, the student can make arrangements with Wyncode Academy to audit the next cohort and continue working on the project until it is at the level required for approval.

## Grading or Marking System

### Immersive Web Development

#### Daily Assignments

The head instructor and teaching assistants assess students’ work for completeness on a daily basis, checking for their understanding of the technical (theory) lecture of the day. In computer programming, you can arrive at the same result multiple different



ways so rather than assigning a numerical value to answers, they are marked as accepted or rejected along with comments, when needed. Students who do not submit correct answers the first time will need to resubmit until an answer is accepted. If a student struggles with a concept, he or she is given individual attention until they are able to understand it and submit an acceptable answer on their own. This individual attention can be provided during the guided coding (lab) time, during break out sessions designed for a group of students struggling with a concept, or after hours by appointment.

#### Course Projects

Each of the Wyncode Academy Immersive Web Development courses end with a practical project that is submitted by the student. These projects are provided in the form of user stories, which are one or more sentences in the everyday or business language describing what a user does or needs to do as part of his or her job function. It captures the 'who', 'what' and 'why' of a requirement in a simple, concise way, often limited in detail by what can be hand-written on a small index card.

There are many attributes associated with good software. Some of these can be mutually contradictory (for example, software that is delivered quickly versus software that has full error-checking), so it is important to consider the relative priorities when assessing projects. The head instructor and the teaching assistants assess each project in the same manner as the daily assignments. Upon completion of a project the head instructor or teaching assistants provide each student with an accepted or rejected mark along with comments, as needed.

The assessment of student projects considers the following criteria, adapted from best coding practices:

- Usability
- Dependability
- Efficiency
- Maintainability

The instructors will ask the following questions when reviewing work:

- Does a program meet its specification, i.e. "correct output for each possible input"?
- How adaptable is the program to cope with changing requirements?
- Is the program efficient enough for the environment in which it is used?
- Is the program produced on schedule?

There are other objectives related to software quality that will also be considered, including:

- Clear definition of purpose
- Simplicity of use
- Ruggedness (difficult to misuse, kind to errors)
- Reliability
- Extensibility in the light of experience



- Efficiency (fast enough for the purpose to which it is put)
- Minimum cost to develop
- Conformity to any relevant standards

When assessed, the minimum standard expected is for the software to run error-free in a manner that is consistent with its purpose, as defined by the user stories. If the head instructor and the teaching assistants feel that a project is not of the standard expected to pass the course, the student is assisted individually to help them get the project to the minimum acceptable standard. For information on the final project required to graduate the program, refer to the section on Program Graduation.

#### One-on-one Assessments

Starting in Week Two and continuing until Week Seven of the course, students will meet with a member of the full-time or part-time instructional staff for an individual assessment covering the topics of the previous week. The one-on-one assessment is a standardized assessment amongst all students. The results from the one-on-one assessments are reviewed weekly and instructional staff use the results to provide additional remediation to students in specific areas where they struggle. The one-on-one assessments are crucial in determining whether students will be required to repeat the first five weeks of the program.

#### Final Project and Program Graduation

To satisfactorily complete the program students must complete all of the Wyncode Academy courses and then create their own web application. Students will present the concept of their web application, along with user stories, to the head instructor and managing director for approval. When complete, their final project and portfolio will be approved by the Wyncode Academy staff. The final project is a “full-stack” web application. A web application or web app is any application software that runs in a web browser or is created in a browser-supported programming language and relies on a web browser to render the application. A “full-stack” web application is one that is interactive and combines a front end, which the user sees, with a back-end, that is commonly a database containing information that is displayed on the site. The portfolio includes the final project and other projects and assignments the student has completed during the Wyncode Academy program.

Skills that Wyncode Academy expects students to master and demonstrate in their final project include setting up their computers for computer programming and creating and designing a computer program that will run error-free on common web browsers using relevant aspects of the computer programming languages learned at the school. For details, please refer to the assessment criteria for course projects, which will be used for the final project as well.

Upon completion of the program and approval of their final project by the head instructor, students can refer to themselves as “Wyncode Academy Graduates” and



display an “approved by Wyncode Academy” logo on their online portfolio, which serves as their diploma for completion of the Wyncode Academy program. The credential offered shall be a diploma.

If a student’s final project is not approved, the student can continue working on it for up to two weeks after the completion of the course in Wyncode Academy’s space, with access to an instructor two times a week. If after this time period, the final project is still lacking, the student can arrange with Wyncode Academy to audit the next cohort and continue working on the project until it is at the level required for approval.

#### Satisfactory Academic Progress

- Students must attend 60% of all technical (theory) lectures and 40% of all guided coding (lab) sessions.
- Students must answer 80% of all daily assignments correctly and receive a passing mark on their course project to move onto the next course.
  - If students do not answer at least 80% of daily assignments correctly, do not receive a passing mark on a course project, do not attend 60% of technical (theory) lectures and 40% of guided coding (lab) sessions, the managing director and head instructor will work with the teaching assistants to discuss an improvement plan. The head instructor will then speak with the student individually to determine the appropriate course of action to complete the daily assignments and course project.
  - This may include one-on-one sessions with the head instructor or the teaching assistants, participation in break-out sessions on the topics the student is struggling with or other measures agreed to by the student and head instructor. All actions will be notated and placed in the student file.
- A student who does not answer 80% of all daily assignments correctly, does not receive a passing mark on their course project or does not meet the minimum attendance requirements will be placed on academic probation for the next course.
  - At the end of the probationary period, the student must have answered 80% of all daily assignments correctly and received a passing mark on their course project.
  - If the student has not achieved this, the student may be dismissed from the course, or be asked to repeat the first five weeks of the program.
  - The student can appeal the decision to the managing director at their discretion. All appeals must be submitted within ten days and in writing.
- Students who have dropped out of a respective course or program or who have been dismissed due to unsatisfactory progress, may be readmitted within one year by engaging in a personal interview with the managing director. At the time of drop out or dismissal the student will be refunded according to the Student Cancellation and Refund Policy outlined in the Fee Schedule Section.



- The student must be in good financial standing with Wyncode Academy to be readmitted to any program.
- The conditions for re-entry for those students suspended for unsatisfactory performance is to complete the ten-week course again. Students will not be able to join midway through a program.
  - Students who have been asked to repeat the first five weeks of the program will only be allowed to do so once. There is no additional fee for repeating the first five weeks of the program. Students may not repeat the second half of the course upon completion of the tenth week of the program.

#### Student Attendance

Excused and unexcused absences are considered the same when computing the maximum number of allowable absences. Unsatisfactory attendance is when a student is absent more than 40% of technical lectures or 60% of guided coding sessions.

If a student has unsatisfactory attendance, the student is placed on probation until the following conditions are met as follows:

- The student establishes satisfactory progress or meets the conditions of probation.
- The student has corrected the problems that caused the unsatisfactory attendance.
- The student has satisfactorily completed work missed because of the absence either by performing the required work outlined by the head instructor and/or managing director.

A student is terminated for unsatisfactory attendance if the student does not meet these conditions within 15 days.

#### Student Transcript

Each student's grading will be recorded on an official transcript. The transcript will say whether the student has passed or failed the course. Student records are kept permanently at the school.

### UX/UI Immersive

#### Daily Assignments

The head instructor and teaching assistants assess students' work for completeness based on their submitted answers to questions they are given on a daily basis, which relate to the technical (theory) lecture of the day. In UX/UI many of the assessments are qualitative and completion will be determined by the discretion of the instructional staff. Students whose work is not deemed acceptable by the instructional team will be required to resubmit assignments until an instructional staff member has determined that the work meets the objective. If a student struggles with a concept, he or she will



be given individual attention on the concept until they are able to understand it and submit an acceptable answer on their own. This individual attention can be provided during lab time, during break out sessions designed for a group of students struggling with a concept, or after hours by appointment.

#### Course Projects

The UX/UI Immersive program will include several projects throughout the course. The course projects are designed to assess the ability to integrate concepts that are taught in lessons in a more comprehensive fashion than can be accomplished with daily assignments. The course projects will often reflect assignments that students will get in their daily workflow as a UX/UI designer.

The course projects will be assessed for completion at the instructional staff's discretion.

#### Final Project and Program Graduation

To satisfactorily complete the program students must complete all of the Wyncode Academy courses and then create their own final project. Students will present their own UX/UI concept pitch to the head instructor and managing director for approval. When complete, their final project and portfolio will be approved by the Wyncode Academy staff.

The final project is a presentation that describes the UX process, describes how one uses the UX process, describes the 3 project briefs the student has completed, demonstrates the student's portfolio site, and shows the ability to sell oneself and one's skill set. Students should create slides and a storyline that effectively and efficiently summarizes their mission and objectives, provides examples their product and work process, and summarizes the skills that they have earned. During the presentation students should demonstrate their ability to present with confidence and personality while being able to assess their audience.

Skills that Wyncode Academy expects students to master and demonstrate include:

##### I. Improve Process

- Business or User Process
- Simplify Forms
- Simplify Dashboards

##### II. Communicate Designs

- Design with Reason
- Wires
- Interactions/Prototypes
- Presentations



### III. Arrange and Structure Information

- Navigation
- Site Architecture and Structure
- Flows and User Stories

### IV. Initiate a UX Framework

- Use of a Framework to Guide Work
- Get Your Teams Started
- Be Informed
- Lean/agile

### V. Apply Best Practices

- Audits and Inspiration
- Data Analysis
- Principles
- Competitive Assessments

### VI. Conduct Research

- Best Methods to Use
- When to Use Which
- The Value of...

### VII. Estimate Project and Work in Project Teams

- UX Plans and Estimates
- Business and User Needs
- Collaboration

#### Daily/Weekly Activities

- Standups
- Daily Inspiration (the FWA, webcreme, Luke W)
- Critique an Everyday Thing
- Case Studies
- Daily Doodle

#### Soft Skills

- Standups
- Presentations
- Retros
- Critiques
- Collaboration
- Estimations
- MVP Roadmaps
- Agile



- Lean
- Client Interactions

Upon completion of the program and approval of their final project by the head instructor, students can refer to themselves as “Wyncode Academy Graduates” and display an “approved by Wyncode Academy” logo on their online portfolio, which serves as their diploma for completion of the Wyncode Academy program. The credential offered shall be a diploma.

If a student’s final project is not approved, the student can continue working on it for up to two weeks after the completion of the course in Wyncode Academy’s space, with access to an instructor two times a week. If after this time period, the final project is still lacking, the student can make arrangements with Wyncode Academy to audit the next cohort and continue working on the project until it is at the level required for approval.

#### Satisfactory Academic Progress

- Students must attend 60% of all technical (theory) lectures and 40% of all guided design (lab) sessions.
- Students must answer 80% of all daily assignments correctly and receive a passing mark on their course project to move onto the next course.
  - If students do not answer at least 80% of course daily assignments correctly, do not receive a passing mark on a course project, do not attend 60% of technical (theory) lectures and 40% of guided lab sessions, the managing director and head instructor will work with the teaching assistants to discuss an improvement plan. The head instructor will then speak with the student individually to determine the appropriate course of action to complete the daily assignments and course project.
  - This may include one-on-one sessions with the head instructor or the teaching assistants, participation in break out sessions on the topics the student is struggling with or other measures agreed to by the student and head instructor. All actions will be notated and placed in the student file.
- A student, who does not answer 80% of all course daily assignments correctly, does not receive a passing mark on their course project or does not meet the minimum attendance requirements will be placed on academic probation for the next course.
  - At the end of the probationary period, the student must have answered 80% of all daily assignments correctly and received a passing mark on their course project.
  - If the student has not achieved this, the student may be dismissed from the course.
  - The student can appeal the decision to the managing director at their discretion. All appeals must be submitted within ten days and in writing.



- Students who have dropped out of a respective course or program or who have been dismissed due to unsatisfactory progress may be readmitted within one year by engaging in a personal interview with the managing director. At the time of drop out or dismissal the student will be refunded according to the Student Cancellation and Refund Policy outlined in the Fee Schedule Section. The student must be in good financial standing with Wyncode Academy to be readmitted to any program.
- The conditions for re-entrance for those students suspended for unsatisfactory performance is to complete the eight-week course again; students will not be able to join midway through a program.

## Prerequisites

Wyncode Academy does not have prerequisites. While Wyncode Academy accepts students with varying experience levels, Wyncode Academy strongly recommends applicants at least complete free education options prior to applying to Wyncode Academy. Upon admission to Wyncode Academy, students receive pre-course assignments to complete prior to beginning the program. These are designed to bring students to a common level of preparation prior to starting at Wyncode Academy.

## Transferability of Credits

Wyncode Academy's policy is to not accept prior learning credits earned at other similar institutions. The transferability of credits earned at Wyncode Academy is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not another institution of the student's choice will accept our credits.



## 2018 Academic Calendar

Please note: Enrollment start and end dates are for program registration. Cohort start and end dates are the actual dates of the course.

### Wynwood (Miami) Calendar

Web Development or UX Cohort	Enrollment Ends	Cohort Start Date	Cohort End Date	Holidays
WD - C22	1/7/2018	1/8/2018	3/16/2018	MLK and Presidents Day
UX - C1	1/21/2018	1/22/2018	3/16/2018	MLK and Presidents Day
WD - C23	2/11/2018	2/12/2018	4/20/2018	Presidents Day
WD - C24	3/18/2018	3/19/2018	5/25/2018	
UX - C2	4/8/2018	4/9/2018	6/1/2018	
WD - C25	4/22/2018	4/23/2018	6/29/2018	Memorial Day
WD - C26	5/28/2018	5/29/2018	8/3/2018	Memorial Day / July 4th
UX - C3	6/17/2018	6/18/2018	8/10/2018	4th of July
WD - C27	7/1/2018	7/2/2018	9/7/2018	July 4th
WD - C28	8/5/2018	8/6/2018	10/12/2018	Labor Day
WD - C29	9/9/2018	9/10/2018	11/16/2018	Veterans Day
UX - C4	9/23/2018	9/24/2018	11/16/2018	Veterans Day
WD - C30	10/14/2018	10/15/2018	12/21/2018	Veterans Day and Thanksgiving
WD - C31	11/18/2018	11/19/2018	2/1/2019	Thanksgiving (WK6) and Christmas Week



## 2019 Statutory Holidays

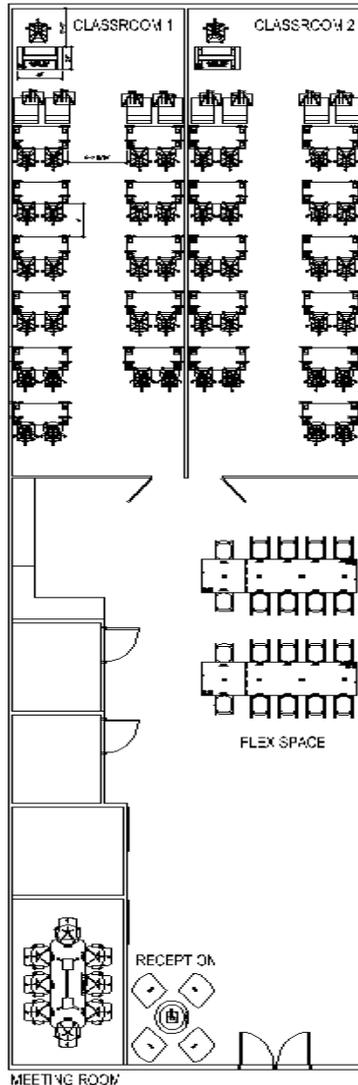
Tuesday	January 1, 2019	New Year's Day
Monday	January 21, 2019	Martin Luther King Day
Monday	February 18, 2019	Presidents' Day
Monday	May 27, 2019	Memorial Day
Thursday	July 4, 2019	Independence Day
Monday	September 2, 2019	Labor Day
Monday	November 11, 2019	Veterans Day
Thursday	November 28, 2019	Thanksgiving
Wednesday	December 25, 2018	Christmas Day

Please note: There are no classes on statutory legal holidays, however Wyncode Academy reserves the right to reschedule classes on weekends to the extent reasonably necessary.



## Description of Physical Facilities

Wyncode Academy operates its headquarters (affectionately known as “Wynbase”) in Miami’s acclaimed Wynwood Arts District.



Wynbase has two classrooms designed for up to 26 students each. These spaces are used exclusively for learning and not for other business; lectures occur without interruption. The classrooms feature furniture from Workspaces, a leading full-service office dealership with 18 years of experience. Wyncode believes in the importance of comfortable and functional classroom furniture, investing over \$50,000 to provide the ideal learning environment for our students. The classrooms also include a projector, speakers, a drop-down projector screen, power ports for each student and internet access.

There is a large conference room available for private meetings for Wyncode staff or students as well as a second, smaller private meeting space/call booth adjacent to the conference room.

There is an open concept kitchen with a refrigerator that both students and staff are free to use. Wyncode stocks free coffee, espresso, and tea.

The open concept work space has seating for 20 people at high-top tables and several couches in addition to a reception area for students and staff. When students are not in lectures, they are free to move around the space and work in any free area. There are two handicap accessible restrooms in the space. All students and staff have 24 hour access to the facility by using access cards given to them upon enrollment. There is a routine cleaning of the space performed by a professional service every day.

The landlord represents that it is in compliance with all local safety and health codes, including fire, building, and sanitation.



## Staff

### Full-time and Part-time Administrators

- Juha Mikkola, Co-Founder and CEO
- Johanna Mikkola, Co-Founder and Managing Director
- Bria Gay-Mitchell, Operations Director
- Craig Karpiak, Admissions Director
- Miguel Cruz, Hiring Partnerships Director
- Cristina Hermida, Marketing Manager

### Faculty with Degrees Held

#### Full-time Faculty

- Patricio De La Guardia, Web Development Head Instructor, Bachelor's in Computer Science (Polytechnic Institute Jose Antonio Echeverria) and Wyncode Academy Web Development Diploma
- Andy Weiss, Web Development Head Instructor, Master's in Education (Harvard University) and Wyncode Academy Web Development Diploma
- Gessica Tortolano, UX/UI Immersive Head Instructor, Bachelor's in Advertising (Emerson College)
- Timothy Reen, Product (Curriculum) Developer and Web Development Instructor, Bachelor's in Mathematics Education (Florida State University) and Wyncode Academy Web Development Diploma
- Don Morehouse, Web Development Instructor, Doctor of Medicine (University of Washington) and Wyncode Academy Web Development Diploma
- Angel Vanegas, Web Development Instructor, Bachelor's in Music Composition (Florida International University) and Wyncode Academy Web Development Diploma
- Israel Martinez, Web Development Instructor, Associate's in Photography, Film, and Business Administration (Miami Dade College) and Wyncode Academy Web Development Diploma

#### Part-time Faculty

- Andrea Bailey, Web Development Teaching Assistant, Associate's in Design and Marketing (Montgomery College) and Senior Front End Software Engineer
- Charles "Chet" Bortz, Web Development Teaching Assistant, Bachelor's in Digital Media (University of Central Florida)
- Bryce Kerley, Web Development Teaching Assistant, Bachelor's in Computer Science (University of South Florida)



- Joseph Ciancio, Bachelor's in Business (University of Miami) and Wyncode Academy Web Development Diploma
- Alberto Galvez, Web Development Teaching Assistant, Wyncode Academy Immersive Web Development Diploma
- Henry Arbolaez, Web Development Teaching Assistant, Associate's in Computer Science (Miami Dade College) and Wyncode Academy Web Development Diploma
- Lauren Leibowitz, Web Development Teaching Assistant, Bachelor's in Business (University of Miami) and Wyncode Academy Web Development Diploma
- Keith Tang, Web Development Teaching Assistant, Master's in Business Administration (Florida International University) and Wyncode Academy Web Development Diploma
- Jake Porter, Web Development Teaching Assistant, Master's in Corporate Finance (Georgia Institute of Technology) and Wyncode Academy Web Development Diploma
- Cece Claridge, Web Development Teaching Assistant, Bachelor's in Political Science and Russian (Virginia Commonwealth University) and Wyncode Academy Web Development Diploma
- Kenneth Pauletti, Web Development Teaching Assistant, Associate's in Software Development (ITT Technical Institute) and Wyncode Academy Web Development Diploma
- Deanna Melin, Web Development Teaching Assistant, Bachelor's in Linguistics (UC Santa Barbara) and Wyncode Academy Web Development Diploma
- Gabriel Womble, Web Development Teaching Assistant, Wyncode Academy Web Development Diploma
- Frank Rycak, UX/UI Teaching Assistant, Associate's in Graphic Design (Miami-Dade College) and Wyncode Academy Web Development Diploma
- Melany Valderrama, UX/UI Teaching Assistant, Bachelor's in Advertising, Business, and Communication Studies (University of Florida)

## Faculty and Administrative Office Hours

Wyncode Academy's faculty and administrative office hours take place every weekday from 9 AM to 10 AM and from 5 PM to 6 PM. Alternatively, personal sessions can be scheduled with faculty or administrators at the student's request between the hours of 9 AM and 6 PM, Monday through Friday.

Wyncode Academy provides an unabridged dictionary and thesaurus at each campus.



## Fee Schedule

The total fee for Wyncode Academy Immersive Web Development is \$12,500; the total fee for Wyncode Academy UX/UI Immersive is \$11,000.

\$500 is due upon admission as a deposit to secure a seat in the cohort of choice, \$150 of which is a non-refundable registration fee.

Students who are repeating the first half of the course will not pay any additional tuition.

Wyncode Academy offers students the ability to finance their education through financing partners Skills Fund and Climb. These financing options are independent of Wyncode Academy and are available for those that qualify. Students will apply directly to the financing partners and receive a link to do so from Wyncode Academy upon submission of their deposit and enrollment agreement. The following websites provide information about each of the financing partners and their terms:

- Skills Fund: <http://wyncode.skills.fund/>
- Climb: <https://climbcredit.com/students?school=wyncode>

To the extent the student obtains financial assistance, all terms of such assistance will be provided in writing (including all repayment terms) and the student will be required to sign and date an acknowledgment that the student understands that he or she is obligated to repay the loan, the terms and amounts of repayments, and when repayments will begin.

Other accepted payment methods for tuition are check, bank transfer, credit card, or cash.

## Student Cancellation and Refund Policies

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.



3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).

4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.

Students who are repeating the first five weeks of the course in the Immersive Web Development program will not receive the pro rata refund.

5. Cancellation after completing more than 40% of the program will result in no refund.

6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

7. Refunds will be made within 30 days of termination of a student's enrollment or receipt of Cancellation Notice from student.



## Student Services

Wyncode Academy has designated the following properly trained individuals to provide each of the following student services:

### Academic Advisement

The Lead Instructors at Wyncode Academy's campuses provide academic advisement: Patricio De La Guardia, Andy Weiss, and Gessica Tortolano. This service is provided one-on-one for each student that requires advisement on their academic progress.

### Financial Aid Advisement

Wyncode Academy does not currently provide financial aid or financial aid services for students.

### Personal Advisement

Wyncode Academy's Co-Founder and Managing Director Johanna Mikkola provides personal advisement. This service is provided one-on-one for each student during the program to discuss their personal goals and progress during and after the course. Students can request additional sessions by appointment.

### Placement Services

Wyncode Academy's Hiring Partnerships Director Miguel Cruz provides placement services. A one-on-one meeting is scheduled with each student during the program. After the program, two weekly WynWork meetings are held for all students searching for employment. In addition, one-on-one meetings can be scheduled with Miguel Cruz up to one per week during the employment process. Miguel Cruz also hosts workshops during the program to assist students with common concerns such as resume preparation, interview techniques, networking, etc.



## Career Services

Wyncode Academy students are connected with local employers through several means:

- Potential employers and selected tech recruiters are invited to Wyncode Academy throughout the duration of each cohort to speak about their companies and their needs directly to students.
- Students are encouraged to take part in selected Miami tech events where they can meet and connect with potential employers.
- The Wyncode Academy leadership keeps the students informed of open positions in the Miami and South Florida tech communities.

Towards the end of the cohort and for up to six months after the program, Wyncode Academy's co-founders and selected tech recruiters will assist students in their search for work, including helping with resume and online portfolio creation, interview preparation and connecting with companies in need of talent.

The institution does not guarantee employment.

## Cancellation Policy

Should Wyncode Academy cancel any boot camp cohort, students will be refunded in full, and their non-refundable deposit applied to a future cohort of their choice. All students will be informed of all course cancellations in advance.

## Code of Conduct

It is the responsibility of students to:

- Act within the law.
- Act in the best interest of Wyncode Academy as a whole – considering what is best for the organization and its beneficiaries and avoiding bringing Wyncode Academy into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorized to do so.



- Respect confidentiality – understanding what confidentiality means in practice for Wyncode Academy, including, without limitation, intellectual property rights of Wyncode Academy, its members, faculty and staff, and fellow students.
- Have a sound and up-to-date knowledge of Wyncode Academy and its environment – understanding how Wyncode Academy works and the environment within which it operates.
- Attend classes, meetings and other Wyncode Academy events.
- Prepare fully for classes, labs and all work for Wyncode Academy – reading papers, querying anything you don't understand and thinking through issues in good time.
- Actively engage in discussion, debate and contributing in class and during lab – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually.
- Accept the advisement of the instructional staff in regards to student progress, which may include repeating the first five weeks of the course if requested to do so (Immersive Web Development only).
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.

Violations of this code of conduct will be handled in accordance with the disciplinary policy and procedures set forth in the Student Complaints and Disciplinary Action Handling and Resolution Policy Statement.

## Student Complaints and Disciplinary Action; Handling and Resolution Policy Statement

### Complaint Policy Statement

Wyncode Academy is committed to continuous improvement of its support services for its students. Wyncode Academy also provides adequate, easily activated procedures to deal with student complaints. Effective complaint resolution processes provide Wyncode Academy with valuable opportunities to analyze recurring or persistent problems and ensure continuous development and improvement of student services and student satisfaction.

Wyncode Academy has a commitment to ensuring that all student complaints are resolved quickly, using a clear, fair and reliable management process. Wyncode Academy treats complaints seriously and ensures all processes are clear, prompt, confidential and fair to all parties and will endeavor to ensure an acceptable resolution is achieved.



Wyncode Academy is also committed, wherever possible, to dealing with complaints at the local level (within the confines of Wyncode Academy). Complaints that are resolved quickly, locally and with the fewest people have the greatest chance of removing any impediment to good working/teaching/learning relationships.

The complaint policies and procedures are based on the following principles:

1. That the process used to handle and resolve complaints is fair and is perceived as fair; it is impartial and capable of offering appropriate outcomes.
2. That complaints are treated confidentially and information is only used for the purposes for which it was collected.
3. That complaints are handled in a timely manner with achievable deadlines clearly stated for each step in the resolution of the complaint.



### Application

This policy covers issues of concern relating to any aspect of the Wyncode Academy life, including:

- The delivery of academic and administrative services.
- The delivery of other support services.
- Discrimination on equal opportunity grounds.

### Accountability

All faculty, staff and students have a responsibility to contribute to a teaching, learning and working environment that is characterized by mutual respect, open communication and the resolution of conflicts. Additionally, the CEO and Managing Director will:

1. Ensure that commitment of Wyncode Academy to the satisfactory resolution of complaints is an integral part of providing high quality services for students and is understood by senior managers;
2. Ensure that complaint processes are promoted openly, and actively supported;
3. Ensure that any corrective actions arising from complaints are implemented and where appropriate, reasonable steps are taken to prevent a similar complaint re-occurring;
4. Monitor working and teaching environments to prevent victimization as a result of complaints.



## Complaint Process Summary

### STEP 1

When a problem or issue arises, students are advised to seek information and assistance from the CEO and/or Managing Director. Making a complaint can be made at any time (oral or written). Students have three options for proceeding:

- Take no further action
- Make comments or suggestions regarding the issues
- Make a complaint (See Step 2 below)
- Submit an anonymous feedback form, sent out every 5 weeks during the Immersive Web Development cohort and every 4 weeks during the UX/UI Immersive cohort as needed for gathering information while providing an opportunity to raise issues

### STEP 2

A student makes a complaint (written) to the CEO and/or Managing Director for the service, decision or action about which they wish to complain. This individual will endeavor to find a resolution. The principals, as well as the purpose and mission of Wyncode Academy as set forth in the catalog will support resolutions reached at this step. The majority of complaints are resolved successfully at this step.

### STEP 3

Students who feel that their complaint has not been satisfactorily resolved can request further review by the leadership team of CEO, Managing Director and Head Instructor. These individuals will independently review the complaint and either support the original offer or provide an alternative resolution. The principals, as well as the purpose and mission of Wyncode Academy as set forth in the catalog will support resolutions reached at this step.

### STEP 4

If satisfactory resolution has not been obtained at this point, students can lodge a written appeal to the CEO, who will hear the complaint and render a final decision based on all the evidence presented. The principals, as well as the purpose and mission of Wyncode Academy as set forth in the catalog will support resolutions reached at this step.

## The Disciplinary Process

The section below provides a summary of the disciplinary process at Wyncode Academy. The Committee on Discipline hears all cases of alleged infractions as well as any other violations of the code of conduct that might result in a penalty of suspension, required withdrawal, or expulsion. The code of conduct can be found in the catalog. Ignorance of the policies does not constitute a valid defense if you are charged with a violation in code of conduct.



### The Allegation

If a student is alleged to have made any violation of Wyncode Academy's policies he or she is first asked to meet with the CEO, who is charged with investigating all such complaints promptly. The facts of the case are discussed, the student may give his or her account of the incident, and the CEO explains the procedure by which the case will be heard by the Committee on Discipline. The student has the opportunity to prepare a statement, collect any documents and other supporting materials, enlist the help of an adviser or fellow classmate to be present at the hearing, and ask other members of the Wyncode Academy community to serve as witnesses.

### The Hearing

The Committee on Discipline consists of three members: CEO, Managing Director and Head Instructor. Shortly before the hearing, the committee members receive any materials prepared by the student, and other members involved. The faculty member bringing the allegation will usually be present at the hearing, and other persons with information about the case may be asked to appear by the student. The student may be accompanied by an adviser or fellow classmate, who must be a current member of the Wyncode Academy community and who may participate fully in the proceedings.

The student has the opportunity to make an opening statement, to review any pertinent materials, and to question any individuals who have provided information to the committee. The committee members may then question the student; they may also direct questions to the faculty member or other individuals who have provided information. After such questioning, the committee may hear from a member of the Wyncode Academy community who may speak about the character and personal qualities of the student. Students may also submit additional written statements from witnesses. Please understand, however, that the positive testimony of witnesses cannot outweigh or cancel out evidence presented to the committee. The student then has an opportunity to make a final statement, after which the student, the adviser or fellow classmate, and others who are not members of the committee are excused.

The committee immediately adjudicates the case. The committee members must reach a unanimous decision regarding the evidence presented constituting a clear and persuasive case in support of the charges in order to determine that the student has violated the Wyncode Academy Code of Conduct. If that is the committee's finding, a determination of the appropriate penalty is then made. The Committee on Discipline informs the student promptly of the decision.

### The Appeal

A student may appeal a decision and/or penalty of the Committee on Discipline to the CEO. The appeal is only considered when based on questions of procedural error or unfairness. The CEO will consider an appeal on either of two grounds: (1) that new, pertinent information not available to the committee has come to light, or (2) that the imposed penalty does not fall within the range of penalties imposed for similar misconduct. After a review, the CEO may decide that an additional hearing is



warranted or may recommend that the penalty be altered. If the appeal does not provide convincing grounds for an additional hearing or for altering the penalty, the CEO will affirm the original finding and penalty. The CEO's decision is final.

#### Possible Penalties

The committee may administer any one of the following penalties, depending upon the severity of the violation: warning, disciplinary probation for a set period of time, suspension, required withdrawal, or expulsion.

In determining the seriousness of an offense, the committee considers whether the student ought reasonably to have understood that his or her actions violated the standards of integrity described in the Code of Conduct found in the Catalog.

Students who are dissatisfied with the outcome of their grievances may appeal to the Commission for Independent Education at 325 W. Gaines St. Ste 1414, Tallahassee, FL 32399-0400 or toll-free at (888) 224-6684.

## Disclosure

Students will be immediately notified of any additional changes made at this institution.

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Additional information regarding Wyncode Academy may be obtained by contacting  
the Commission for Independent Education,  
Department of Education, 325 West Gaines Street, Suite 1414,  
Tallahassee, Florida 32399-0400.  
Toll-free phone number: (888) 224-6684.