WYNCODE
THE ART OF CODE

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Statement of Legal Control

Institution Name: Wyncode Academy
Official Company Name: JMJ Clutch Enterprises LLC
Members of the Company: Tim Martorella, Henry True, 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.

Educational Programs and Curricula

Full Stack 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 program 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.

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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.

Full Stack Web Development (Part Time)

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.

The Full Stack Web Development (Part Time) program is designed to offer these skills to working professionals and entrepreneurs so that they can transition to new careers in a format that also enables them to maintain their current employment.

Front End Web Development (Part Time)

Students are trained throughout the program to have the skills to create front-end web applications. A front end web application is a software application that uses a combination of HTML, CSS, JavaScript, and JavaScript libraries to render data to a user on a browser.

The Front End Web Development (Part Time) program is designed for working professionals or entrepreneurs looking to enhance their skill set. Upon creation of the program, students will be able to design web pages and sites that display data from third party sources.

Digital Marketing

Are you a business owner, employee, or aspiring marketing professional looking to improve your digital marketing skills? Our Digital Marketing Masterclass will help you become a savvy digital marketer. Without the right digital marketing training, you or your employer might waste time and money on digital marketing strategies that don't generate the desired results.

This 10-week Digital Marketing program combines strategic planning with hands-on tactical learning to give you the tools to plan, run and manage effective online advertising campaigns. The program is 80 percent hands-on

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learning, giving you the opportunity to build your skills with real-world exercises. You will learn how to work with globally recognized platforms such as Google AdWords & Analytics, Facebook, LinkedIn, Twitter, MailChimp, Unbounce, Instapage, and more. In addition, our program covers everything relating to search engine optimization (SEO) and email marketing automation. You'll learn how to effectively implement growth hacking, retention and engagement strategies with a focus on generating actionable insights from data analytics.

Admissions Requirements

Wyncode Academy's admissions process begins at www.wyncode.co. Candidates apply through the website, providing their name, email, and phone number. 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:
    o Capability to learn and thrive in a fast-paced learning environment
    o Demonstrable past success in an academic and/or business environment
    o Polished and presentable demeanor
    o Demonstrate an interest and a hunger to learn
    o Realistic expectations of what the program will provide
    o Candidate must be able to supply their own computer
- Must successfully pass our Wonderlic assessment for the respective program by scoring over 50 points. An exception can be provided if an individual meets with a member of the Wyncode teaching or career services team and is deemed suitably motivated and possessing of the required cognitive skills to be successful.
- Submit a signed enrollment agreement and a $500 deposit (includes a $150 non-refundable registration fee)

Wyncode Academy seeks to promote diversity in the technology industry and considers this during the admission process

Full Stack Web Development

Program Objective
Wyncode Academy's Full Stack 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 four sessions (or "cohorts") per year.

Program Descriptions

Wyncode Academy's Full Stack 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. 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.

The technologies taught are Hyper Text Markup Language (HTML), Cascading Style Sheets (CSS), JavaScript, React JS, Node JS, Express JS, and MongoDB. These technologies are programming languages or frameworks that form the basis of the modern World Wide Web and are taught at coding schools across the US.

The Wyncode Academy program is offered in person or through our live remote option. The institution follows an independent program numbering system to assign programs in accordance with program requirements. The system is designed to identify programs and differentiate the level of study. programs are numbered sequentially and assigned a letter prefix depicting the program title. WA stands for Wyncode Academy and programs beginning with a 1 are for Full Stack Web Development while programs beginning with a 2 are for UX/UI Immersive.

The topics covered in Wyncode Academy's full stack immersive web development program are as follows, with the corresponding number of program hours listed for each module (1 week of instruction):

WA101	Command Line, HTML, CSS, and Version Control	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 Full Stack JavaScript and Database Design	35 hours
WA107	Advanced Full Stack JavaScript with the MERN Stack, SQL	35 hours
WA108	Advanced Topics in Node	35 hours
WA109	Advanced Topics in Web Development and Final Project Construction Work Time	35 hours
WA1010	Advanced Topics in Web Development and Final Project Presentations	35 hours

program Descriptions

The following is an overview of the content that students will learn in each program module:

Week 1: Command Line, HTML, CSS, and Version Control
- Students will be able to use their computer's command line interface to create, update, and manipulate files and projects.
- Students will be able to create static web pages with HTML and CSS.
- Students will be able to incorporate CSS layout systems and third party libraries.
- Students will be able to use the git and GitHub platforms for project management and version control.

Week 2: Introduction to JavaScript
- Students will be able to explain the purpose of JavaScript and declare JavaScript variables.
- Students will be able to identify and manipulate different JavaScript data types.
- Students will be able to implement JavaScript control flow.
- Students will be able to write JavaScript loops.
- Students will be able to write JavaScript functions.

Week 3: Advanced JavaScript
- Students will be able to manipulate the DOM using vanilla JavaScript.
- Students will be able to explain and incorporate JavaScript scope and hoisting.
- Students will be able to write advanced JavaScript functions including callbacks, recursion, and closures.
- Students will be able to explain the structure and function of the internet and the client-server model, including the transfer of data through HTTP requests.

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- Students will be able to incorporate third party APIs in projects using the JavaScript fetch API.
- Students will be able to compare and contrast object oriented programming in JavaScript versus in other programming languages.

Week 4: Introduction to React
- Students will be able to explain the purpose of React, how to include React in projects, and the structure and syntax of jsx.
- Students will be able to be able set props and set in update state in class-based components and functional components using React hooks.
- Students will be able to incorporate react-router-dom into projects to manage navigation within a React project.
- Students will be able to style React projects using the react-bootstrap package.
- Students will be able to incorporate React context into React projects.

Week 5: Advanced React
- Students will be able to filter and sort data in React projects.
- Students will be able to make API calls using the axios package.
- Students will be able to store sensitive credentials securely.
- Students will be able to present completed React projects to diverse audiences and answer technical questions about the structure, function, and construction of their apps.

Week 6: Introduction to Full Stack JavaScript and Database Design
- Students will be able to describe and use platforms and packages within the JavaScript ecosystem, including MongoDB, Express, React, and Node.js.
- Students will be able to create, read, update, and delete data using the MERN stack.
- Students will be able to explain and incorporate fundamentals of database design and management using MongoDB and the Mongoose package.
- Students will be able to create ERD models of data within web applications.
- Students will be able to explain the purpose of test driven development and write tests using the red-green-refactor system and the jest package.

Week 7: Advanced Full Stack JavaScript with the MERN Stack, SQL
- Students will be able to create user authentication systems.
- Students will be able to create associations between authenticated users and resources.
- Students will be able to build complex front end features in React within MERN stack applications.
- Students will be able to query databases using SQL and compare and

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contrast relational vs. non-relational database design and management.

Week 8: Advanced Topics in Node
- Students will be able to explain asynchronous programming, single-threaded programming, multi-threaded programming, and the event loop.
- Students will be able to incorporate file manipulation using the file.io platform.
- Students will be able to incorporate websockets in their MERN stack apps.

Week 9: Advanced Topics in Web Development and Final Project Construction Work
  Time
- Trends in pain points within student's final projects will be noted and covered at instructor's discretion (geolocation, deployment, etc) so that they may have feature-rich final projects which follow industry best practices.

Week 10: Advanced Topics in Web Development and Final Project Presentations
- Students will be able to explain software performance and big O notation.
- Students will be able to refactor common coding challenge problems in multiple programming languages including Ruby, Python, and Elixir.
- Students will be able to explain and incorporate SOLID principles in their code.
- Students will prepare for and present final projects for an audience and panel of judges in their cohort's Pitch Day.

Clock Hours
The program 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.

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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.

Grading or Marking System

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 breakout sessions designed for a group of students struggling with a concept, or after hours by appointment.

program Projects

Each of the Wyncode Academy Full Stack Web Development programs 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.

Students will use their users' stories to guide their creation of a full stack web application incorporating all of the technologies that they learned throughout the duration of the program. Students will complete their projects in small groups, incorporating industry standard best practices for collaboration and communication.

The head instructor and the teaching assistants guide and assess student projects. At the end of the program students will present their full stack web applications to a live audience, and a panel of technical judges. Students will demonstrate the use of their applications and answers questions from judges regarding the construction, structure and function of the app. Student participation in final projects is a mandatory requirement for completion of the program.

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

- Usability
- Dependability
- Efficiency
- Maintainability

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

- Clear definition of purpose
- Simplicity of use
- Reliability
- Extensibility in the light of experience
- Efficiency
- Conformity to any relevant industry 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 program, 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 program, 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.

Final Project and Program Graduation

To satisfactorily complete the program students must complete all of the Wyncode Academy programs, the midterm technical panel project and then create their own web application. Students will present the concept of their web application, along with user stories, to the head instructor 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

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portfolio includes the final project and other projects and assignments the student has completed during the Wyncode Academy program.

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 program in Wyncode Academy's space.

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 program project to move onto the next program.
    - o If students do not answer at least 80% of daily assignments correctly, do not receive a passing mark on a program 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 program of action to complete the daily assignments and program project.
    - o 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 program project or does not meet the minimum attendance requirements will be placed on academic probation for the next program.
    - o 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 program project.
    - o If the student has not achieved this, the student may be dismissed from the program, or be asked to repeat the first five weeks of the program.
    - o The student can appeal the decision to the managing director at their discretion. All appeals must be submitted within ten days and in writing.

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- Students who have dropped out of a respective program 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 program again. Students will not be able to join midway through a 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 5 days.

Student Fees

In order to graduate, students must not have an overdue balance due to Wyncode or any of Wyncode's financing partners.

Student Transcript

Each student's grading will be recorded on a transcript. The transcript will say whether the student has passed or failed the program. Student records are kept in the school's online database.

UX/UI Immersive

Program Objectives

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 ten weeks and Wyncode Academy plans to organize four sessions (or "cohorts") per year.

Program Descriptions

Wyncode Academy aims to provide students with sufficient exposure to the skills needed to be successful UX/UI designers. The program 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 or through our live remote option. The institution follows an independent program numbering system to assign programs in accordance with program requirements. The system is designed to identify programs and differentiate the level of study. Programs are numbered sequentially and assigned a letter prefix depicting the program title. WA stands for Wyncode Academy and programs beginning with a 1 are for Full Stack Web Development while programs beginning with a 2 are for UX/UI Immersive. The topics covered over the length of the program are as follows:

WA201	UX Fundamentals - design process and UX framework and methods	35 Hours
WA202	UX Fundamentals - design process and UX framework and methods	35 Hours
WA203	Learn it - unpack brief, conduct desk and field research	35 Hours

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WA204	Define it - understand your customer	35 Hours
WA205	Design it - breakdown and visualize your ideas	35 Hours
WA206	Test it - experiment with prototypes	35 Hours
WA207	Iterate - enter feedback loops	35 Hours
WA208	Launch it - build and launch a product	35 Hours
WA209	Make it - create your portfolio	35 Hours
WA210	Show it - practice and present	35 Hours

program Descriptions

WA201: UX Fundamentals
- Intro to UX
- Team Dynamics
- Design Methodologies
- Tools

WA202: UX Fundamentals
- UX Framework
- Project application
- End-to-end digital design process
- UXUI Vocabulary

WA203: Learn It - Unpack Brief, Conduct Desk and Field Research
- Intro to Research and Discovery
- Desk Research
- Field Research

WA204: 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

WA205: Design It - Breakdown and Visualize Your Ideas
- Sketches
- Navigation
- Forms
- Dashboards
- Wireframe
- Annotations

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- Design Systems and Patterns
- Experimentations
- Mock-ups
- Interactions
- Presentations of Design Phase

WA206: 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

WA207: Iterate - Enter Feedback Loops
- Advanced Designs
- Foundational Iteration
- Increase Comp Fidelity
- Wizards
- More Testing
- Finalize

WA208: Launch it - Build and Launch a Product
- Kit and Hand-off
- Final Project Creation
- Portfolio Creation
- Omni-channel

WA209: Make it - Create your Portfolio
- Gather your projects
- Create assets
- Build your case studies
- Upload to your website/portfolio

WA210: Show it - Practice and Present
- Outline your portfolio walk through
- Practice and obtain feedback
- Refine your assets/walkthrough
- Present your portfolio case studies

Clock Hours

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The program is 350 clock hours long, including 250 hours of theory/lecture and 100 hours of lab/hands-on design 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.

Students take part in a "stand up", which is common in technology-based startup 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, breakout 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 program 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.

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Grading or Marking System

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 breakout sessions designed for a group of students struggling with a concept, or after hours by appointment.

program Projects

The UX/UI Immersive program will include several projects throughout the program. The program 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 program projects will often reflect assignments that students will get in their daily workflow as a UX/UI designer.

The program 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 programs 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 of 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.

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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

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-Case Studies
-Daily Doodle
-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 program 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 program project to move onto the next program.
    - If students do not answer at least 80% of program daily assignments correctly, do not receive a passing mark on a program 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 program of action to complete the daily assignments and program project.
    - This may include one-on-one sessions with the head instructor or the teaching assistants, participation in breakout 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.

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- A student, who does not answer 80% of all program daily assignments correctly, does not receive a passing mark on their program project and does not meet the minimum attendance requirements will be placed on academic probation for 10 weeks or until an 80% completion rate on all programs has been met.
  - 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 program project.
  - If the student has not achieved this, the student may be dismissed from 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. Upon receipt, the managing director has three days to respond with a date for an in-person appeal hearing. The hearing may be led/attended by the CEO, instructor(s) or managing director. The student will be notified on whether their appeal was denied or accepted within 24 hours of said hearing.
- Students who have dropped out of a respective program 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 ten-week program again; students will not be able to join midway through a 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.

Student Fees

In order to graduate, students must not have an overdue balance due to Wyncode or any of Wyncode's financing partners.

Student Transcript

Each student's grading will be recorded on a transcript. The transcript will say whether the student has passed or failed the program. Student records are kept in the school's online database.

Full Stack Web Development (Part Time)

Program Objectives

Wyncode Academy's Full Stack Web Development (Part Time) program is an 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 over a year-long period. Our current Full Stack Web Development program is an immersive, full-time 10 week boot camp. This new Full Stack Web Development (Part Time) program format will allow for coverage of additional concepts beyond what is currently offered in our Full Stack Web Development program. The extended time frame and evening class sessions (4 hours per day, Monday through Friday evenings) will allow participants to gain the skills to transition to careers in web development without the necessity of leaving their current jobs to attend a full time boot camp.

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 four sessions (or "cohorts") per year.

Program Descriptions

Wyncode Academy's Full Stack Web Development (Part Time) Program is a part-time year-long program that gives students sufficient exposure to the skills needed to create and present their own full-stack web applications.

The technologies taught are Hyper Text Markup Language (HTML), Cascading Style Sheets (CSS), Ruby, Ruby on Rails, JavaScript, React, Node.js, Express, MongoDB, SQL, Ruby, Ruby on Rails, and React on Rails. These technologies are programming languages or frameworks that form the basis of the modern World Wide Web. The extended time frame of the Full Stack Web Development (Part Time) program allows students to learn over twice the amount of content of our current Full Stack program, enabling them to build web applications using both Ruby on Rails and full stack JavaScript.

The Wyncode Academy Full Stack Web Development Program (Part Time) is offered both in-person and through our live remote option. The institution follows an independent program numbering system to assign programs in accordance with program requirements. The system is designed to identify programs and differentiate the level of study. programs are numbered sequentially and assigned a letter prefix depicting the program title. PTFS stands for Part Time

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Full Stack and programs are numbered in the order the modules are presented. The topics covered at Wyncode Academy's Full Stack Web Development (Part Time) program are outlined below.

PTFS-01	Intro to Web Development and HTML	20
PTFS-02	CSS	40
PTFS-03	Front End Libraries	20
PTFS-04	Git, GitHub, and Version Control	20
PTFS-05	Introduction to JavaScript	40
PTFS-06	Advanced JavaScript	40
PTFS-07	Third-Party API Integration	20
PTFS-08	Introduction to React	40
PTFS-09	Advanced React	40
PTFS-10	Deploying to Third Party Platforms	20
PTFS-11	Project Management and Product Development	20
PTFS-12	React Project-Based Learning (Lab Hours)	40
PTFS-13	Introduction to DevOps	20
PTFS-14	Introduction to Node.js and Express	40
PTFS-15	Introduction to Database Design and Management	20
PTFS-16	MongoDB	20
PTFS-17	SQL	20
PTFS-18	Advanced Topics in Node.js and Express	60
PTFS-19	Full-Stack JS Project-Based Learning (Lab Hours)	40
PTFS-20	Introduction to Ruby	40
PTFS-21	Advanced Ruby	40
PTFS-22	Introduction to Ruby on Rails	40
PTFS-23	Advanced Ruby on Rails	60
PTFS-24	React on Rails	40
PTFS-25	Ruby on Rails Project-Based Learning (Lab Hours)	40

program Descriptions

Week 1: Intro to Web Development and HTML
- Students will be able to use their computer's command line interface to create, update, and manipulate files and projects.
- Students will be able to create static web pages with HTML

Weeks 2 and 3: CSS
- Students will be able to style static web pages using CSS.
- Students will be able to incorporate CSS layout systems to create responsive layouts.

Week 4: Front End Libraries

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- Students will be able to incorporate third party front end libraries to create responsive web page layouts.

Weeks 5: Git, GitHub, and Version Control
- Students will be able to use the git and GitHub platforms for project management and version control.

Weeks 5 and 6: Introduction to JavaScript
- Students will be able to identify and manipulate different JavaScript data types.
- Students will be able to implement JavaScript control flow.
- Students will be able to write JavaScript loops and functions.

Weeks 7 and 8:
- Students will be able to manipulate the DOM using vanilla JavaScript.
- Students will be able to explain and incorporate JavaScript scope and hoisting.
- Students will be able to write advanced JavaScript functions including callbacks, recursion, and closures.

Week 9:
- Students will be able to explain the structure and function of the internet and the client-server model, including the transfer of data through HTTP requests.
- Students will be able to incorporate third party APIs in projects using the JavaScript fetch API.

Weeks 10 and 11:
- Students will be able to explain the purpose of React, how to include React in projects, and the structure and syntax of jsx.
- Students will be able to be able set props and set in update state in class-based components and functional components using React hooks.
- Students will be able to incorporate react-router-dom into projects to manage navigation within a React project.
- Students will be able to style React projects using the react-bootstrap package.
- Students will be able to incorporate React context into React projects.

Weeks 12 and 13:
- Students will be able to filter and sort data in React projects.
- Students will be able to make API calls using the axios package.

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- Students will be able to store sensitive credentials securely.

Week 14:
- Students will be able to deploy projects to third party software as a service platforms.

Week 15:
- Students will be able to incorporate agile project management and lean product development practices into the ideation and construction of web applications.

Weeks 16 and 17:
- Students will be able to build and deploy original web applications using HTML, CSS, JavaScript, and React JS in groups.
- Students will be able to present completed React projects to diverse audiences and answer technical questions about the structure, function, and construction of their apps.

Week 18:
- Students will be able to describe and apply principles of dev ops and systems administration.

Weeks 19 and 20:
- Students will be able to describe and use platforms and packages within the JavaScript ecosystem, including MongoDB, Express, React, and Node.js.
- Students will be able to create, read, update, and delete data using the MERN stack.
- Students will be able to explain the purpose of test driven development and write tests using the red-green-refactor system and a variety of JavaScript testing libraries.

Week 22:
- Students will be able to explain and incorporate fundamentals of database design and management.
- Students will be able to create ERD models of data within web applications.

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Week 23:
- Students will be able to explain and incorporate fundamentals of database design and management using MongoDB and the Mongoose package in full stack web applications.

Week 24:
- Students will be able to explain and incorporate fundamentals of database design and management using SQL in full stack web applications.

Week 25, 26, and 27
- Students will be able to create user authentication systems.
- Students will be able to create associations between authenticated users and resources.
- Students will be able to explain asynchronous programming, single-threaded programming, multi-threaded programming, and the event loop.
- Students will be able to incorporate file manipulation using the file.io platform.
- Students will be able to incorporate websockets in their MERN stack apps.

Weeks 28 and 29:
- Students will be able to create and deploy full stack web applications with the MERN stack (Mongo DB, Express JS, React JS, and Node JS).
- Students will be able to present completed full stack web applications to diverse audiences and answer technical questions about the structure, function, and construction of their apps.

Weeks 30 and 31:
- Students will be able to identify and manipulate different Ruby data types.
- Students will be able to implement Ruby control flow.
- Students will be able to write Ruby loops and methods.

Weeks 32 and 33:
- Students will be able to write server side computer programs in Ruby.
- Students will be able to incorporate Ruby gems and third party platforms into server-side Ruby programs.

Weeks 34 and 35:

- Students will be able to compare and contrast Express JS and Ruby on Rails as MVC frameworks.
- Students will be able to use the Ruby on Rails framework to build full stack web applications using Ruby, HTML, CSS, and JavaScript.

Weeks 36, 37, and 38
- Students will be able to incorporate third party packages and libraries to build a variety of web app features.
- Students will be able to build user authentication systems in Ruby on Rails web apps.

Weeks 39 and 40:
- Students will be able to incorporate React components into their Ruby on Rails web applications through the React on Rails library.

Weeks 41 and 42:
- Students will be able to create and deploy full stack web applications using Ruby, Ruby on Rails, HTML, CSS, JavaScript, and React JS.
- Students will be able to present completed full stack web applications to diverse audiences and answer technical questions about the structure, function, and construction of their apps.

Clock Hours

The program is 900 clock hours long, including 840 hours of theory/lecture and 60 hours of lab/hands-on design 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.

Grading or Marking System

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

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during the guided coding (lab) time, during breakout sessions designed for a group of students struggling with a concept, or after hours by appointment.

program Projects

Each of the Wyncode Academy Full Stack Web Development (Part Time) programs 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.

Students will use their users' stories to guide their creation of a full stack web application incorporating all of the technologies that they learned throughout the duration of the program. Students will complete their projects in small groups, incorporating industry standard best practices for collaboration and communication.

The head instructor and the teaching assistants guide and assess student projects. At the end of the program students will present their full stack web applications to a live audience, and a panel of technical judges. Students will demonstrate the use of their applications and answer questions from judges regarding the construction, structure and function of the app. Student participation in final projects is a mandatory requirement for completion of the program.

The assessment of student projects considers the following criteria, adapted from best coding practices:
- Usability
- Dependability
- Efficiency
- Maintainability

There are other objectives related to software quality that will also be considered, including:
- Clear definition of purpose
- Simplicity of use
- Reliability
- Extensibility in the light of experience
- Efficiency
- Conformity to any relevant industry 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 program, the student is assisted individually to help them get the project to the minimum acceptable standard.

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For information on the final project required to graduate the program, refer to the section on Program Graduation.

Final Project and Program Graduation

To satisfactorily complete the program students must complete all of the Wyncode Academy programs, the midterm technical panel project and then create their own web applications using full. Students will present the concept of their web application, along with user stories, to the head instructor 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.

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 program in Wyncode Academy's space.

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 program project to move onto the next program.
  - If students do not answer at least 80% of daily assignments correctly, do not receive a passing mark on a program 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 program of action to complete the daily assignments and program 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 program project or does not meet the minimum attendance requirements will be placed on academic probation for the next program.
  - 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 program project.
  - If the student has not achieved this, the student may be dismissed from the program, 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 program 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 program again. Students will not be able to join midway through a 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 5 days.

Student Fees
In order to graduate, students must not have an overdue balance due to Wyncode or any of Wyncode's financing partners.

Student Transcript
Each student's grading will be recorded on a transcript. The transcript will say whether the student has passed or failed the program. Student records are kept in the school's online database.

Front End Web Development (Part Time)

Program Objectives
The objective of this program is to teach the basics of front end web development. It's designed for individuals interested in learning how to code who want to focus on the front end only. Front-end web development, also known as client-side development is the practice of producing HTML, CSS and JavaScript for a website or web application so that a user can see and interact with them directly.

Program Descriptions
Wyncode's Front End Web Development (Part Time) program is designed to teach the basics of front end web development. Front-end web development, also known as client-side development is the practice of producing HTML, CSS and JavaScript for a website or Web Application so that a user can see and interact with them directly. During twelve weeks, students will learn about front end technologies and work towards launching their first front end web application. The program includes 108 hours of theory. This Wyncode Academy program is offered in person or through our live remote option. The institution follows an independent program numbering system to assign programs in accordance with program requirements. The system is designed to identify programs and differentiate the level of study. Programs are numbered sequentially and assigned a letter prefix depicting the program title. FW stands for Front Web and programs are numbered in the order the modules are presented.

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FW-01	HTML and CSS	9
FW-02	Bootstrap and Front End Libraries	9
FW-03	Git, GitHub, and Agile Project Management	9
FW-04	Introduction to JavaScript	9
FW-05	Advanced Topics in JavaScript	9
FW-06	JavaScript DOM Manipulation and API Integration	9
FW-07	Introduction to React	9
FW-08	API Integration in React	9
FW-09	Advanced Topics in React	9
FW-10	Advanced Topics in Git and GitHub	9
FW-11	Final Project Workshops	9
FW-12	Soft Skills and Final Project Presentations	9

program Descriptions

Wyncode's Front End Web Development (Part Time) program is designed to teach the basics of front end web development. Front-end web development, also known as client-side development is the practice of producing HTML, CSS and JavaScript for a website or Web Application so that a user can see and interact with them directly. During twelve weeks, students will learn about front end technologies and work towards launching their first front end web application. The program includes 108 hours of theory.

Week 1: Command Line and HTML
- Students will be able to use their computer's command line interface to create, update, and manipulate files and projects.
- Students will be able to create static web pages with HTML.

Week 2: Git, GitHub, and CSS I
- Students will be able to use the git and GitHub platforms for project management and version control.
- Students will be able to style static web pages using CSS.
- Students will be able to use the CSS box model and positioning properties to manipulate web page layouts.

Week 3: CSS II
- Students will be able to use the CSS flexbox and grid layout systems to manipulate web page layouts.
- Students will be able to incorporate third party libraries into their web pages.

Week 4: Introduction to JavaScript

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- Students will be able to explain the purpose of JavaScript, use correct JavaScript syntax, and declare variables.
- Students will be able to identify and manipulate different JavaScript data types.
- Students will be able to implement JavaScript control flow.

Week 5: JavaScript II

- Students will be able to identify and manipulate JavaScript array and objects.
- Students will be able to write JavaScript loops and functions.
- Students will be able to identify and explain additional fundamentals of JavaScript programming including OOP, scope, hoisting, and callback functions.

Week 6: Manipulating the DOM

- Students will be able to manipulate the DOM using vanilla JavaScript and event handlers.

Week 7: The Internet and APIs

- Students will be able to explain the structure and function of the internet and the client-server model, including the transfer of data through HTTP requests.
- Students will be able to incorporate third party APIs in projects using the JavaScript fetch API.

Week 8: Intro to React

- Students will be able to explain the purpose of React, how to include React in projects, and the structure and syntax of jsx.
- Students will be able to be able set props and set in update state in class-based components and functional components using React hooks.
- Students will be able to incorporate react-router-dom into projects to manage navigation within a React project.

Week 9: React II

- Students will be able to filter and sort data in React projects.
- Students will be able to make API calls using the axios package and store sensitive credentials securely.
- Students will be able to style React projects using the react-bootstrap package.

Week 10: Advanced Topics in Git and GitHub

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- Students will be able to explain and practice the use of agile project management and lean product development methodologies.
- Students will be able to incorporate version control in group projects using git and GitHub.
- Students will begin constructing web applications in small groups as their capstone project with instructor and TA support

Week 11: Final Project Workshops
- Students will continue constructing web applications in small groups as their capstone project with instructor and TA support.
- Students will incorporate best practices in public speaking and presenting to showcase their capstone projects.

Week 12: Soft Skills and Final Project Presentations
- Students will deploy their capstone projects to the Heroku platform.
- Students will present their capstone projects to family and friends in their Cohort's Pitch Day.

Clock Hours
The program is 108 clock hours long, including 108 hours of theory/lecture. One clock hour is a period of 60 minutes with a minimum of 50 minutes of supervised directed instruction with a ten-minute break.

Grading or Marking System

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 breakout sessions designed for a group of students struggling with a concept, or after hours by appointment.

program Projects
Each of the Wyncode Academy Full Stack Web Development programs end with a practical project that is submitted by the student. These projects are provided

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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.

Students will use their users' stories to guide their creation of a front end web application incorporating all of the technologies that they learned throughout the duration of the program. Students will complete their projects in small groups, incorporating industry standard best practices for collaboration and communication.

The head instructor and the teaching assistants guide and assess student projects. At the end of the program students will present their full stack web applications to a live audience, and a panel of technical judges. Students will demonstrate the use of their applications and answers questions from judges regarding the construction, structure and function of the app. Student participation in final projects is a mandatory requirement for completion of the program.

The assessment of student projects considers the following criteria, adapted from best coding practices:
- Usability
- Dependability
- Efficiency
- Maintainability

There are other objectives related to software quality that will also be considered, including:
- Clear definition of purpose
- Simplicity of use
- Reliability
- Extensibility in the light of experience
- Efficiency
- Conformity to any relevant industry 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 program, 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.

Final Project and Program Graduation

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To satisfactorily complete the program students must complete all of the Wyncode Academy programs, the midterm technical panel project and then create their own web application. Students will present the concept of their web application, along with user stories, to the head instructor for approval. When complete, their final project and portfolio will be approved by the Wyncode Academy staff. The final project is a "front-end" 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 "front-end" web application is one that is interactive and renders data from a third party source. The portfolio includes the final project and other projects and assignments the student has completed during the Wyncode Academy program.

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 program in Wyncode Academy's space.

Satisfactory Academic Progress
- Students must attend 60% of all technical (theory) lectures.
- Students must answer 80% of all daily assignments correctly and receive a passing mark on their program project to move onto the next program.
    - If students do not answer at least 80% of daily assignments correctly, or do not receive a passing mark on a program project, do not attend 60% of technical (theory) lectures, 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 program of action to complete the daily assignments and program 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 program project or does not

meet the minimum attendance requirements will be placed on academic probation for the next program.

- o 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 program project.
- o If the student has not achieved this, the student may be dismissed from the program, or be asked to repeat the program.
- o 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 program 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 program again. Students will not be able to join midway through a 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.

Student Fees

In order to graduate, students must not have an overdue balance due to Wyncode or any of Wyncode's financing partners.

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 program. Student records are kept permanently at the school.

Digital Marketing

Program Objectives

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The program will prepare you to:

- Grow sales and revenue for any business
- Get a job in digital marketing
- Start and grow a new business

The Digital Marketing program includes a personalized experience, engaging exercises, a variety of tools and templates, and one-on-one coaching with the instructor.
By the end of the Digital Marketing program, you will be able to:

- Target and grow the right audiences for your brand
- Optimize a digital marketing campaign leveraging web, mobile, search engine and social media platforms
- Develop content strategies for acquisition and long-term customer engagement
- Optimize your digital marketing campaign with data-driven approaches

Program Descriptions

Each of the program's 20 sessions will focus in-depth on one topic; such as Marketing Analytics or Search Engine Marketing. The sessions will include:

- In-depth lessons
- Hands-on exercises
- Small group activities
- Case studies
- 1:1 coaching
- Experiential learning
- Peer learning

program Descriptions

The Wyncode Academy program is offered in person or through our live remote option. The program begins with the fundamentals of digital marketing; you'll learn to better understand your customer base and learn how to plan a digital strategy. In Week 2, we cover the basics of analytics including metrics, tracking, and KPIs, and take a deep dive into using Google Analytics. From there, we

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spend several weeks covering search engine optimization (SEO), search engine marketing (SEM), and Google Ads. Then we shift the focus to social media marketing, with in-depth coverage of Twitter, Linkedin, Facebook & Instagram Ads. And finally, we spend the last several sessions covering content marketing and email marketing & automation before wrapping up the program with final presentations.

Outside of the program sessions, students can expect 3-5 hours of homework and required readings.

The institution follows an independent program numbering system to assign programs in accordance with program requirements. The system is designed to identify programs and differentiate the level of study. Programs are numbered sequentially and assigned a letter prefix depicting the program title. DM stands for Digital Marketing and programs are numbered in the order the modules are presented. The following is a breakdown of each module of the program with corresponding clock hours.

DM-01	Plan: Create a Digital Marketing Strategy	10
DM-02	Reach: Grow Your Audience Online	10
DM-03	Act: Encourage Brand Interactions and Leads	10
DM-04	Convert: Increase Sales Through Optimization	10
DM-05	Engage: Build Customer Loyalty and Advocacy	10
DM-06	Final Project and Presentation Day	10

By the end of the program, students will be able to:

- Create & Execute digital display campaigns
- Create a cohesive digital marketing strategy for your business
- Create your own digital marketing tactical playbook
- Analyze and optimize your overall digital marketing activity
- Make data-driven marketing decisions and drive web traffic where it matters most
- Learn to think like a digital marketer and apply an experiment-based approach to any marketing problem
- Drive qualified traffic to your website through Pay-Per-Click (PPC) advertising
- Use suitable social media channels to grow and engage an audience
- Measure and optimize social media campaigns

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- Find your audience using the right media channel. Win hearts and minds and make your followers grow and grow and grow
- Use specialized digital marketing tactics like content marketing and display advertising with confidence
- Increase your website's visibility through Search Engine Optimization (SEO)techniques
- Make your website visible to more humans thanks to Search Engine Optimization (SEO) techniques
- Drive the right traffic to your website through smarter Pay-Per-Click (PPC) advertising
- Create compelling digital display campaigns & remarketing campaigns
- Discover what works by measuring and optimizing social media campaigns.
- Ace the digital marketing interview and start your career in this lucrative new field
- Capture, segment and manage subscribers to plan and execute a successful email marketing campaign

Clock Hours

The program is 60 clock hours long, including 40 hours of theory/lecture and 20 hours of lab 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.

Grading or Marking System

Daily Assignments

The head instructor and teaching assistants assess students' work for completeness on a daily basis, checking for their understanding of the lecture of the day. 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.

program Projects

Students will build a portfolio from daily and weekly assignments and projects demonstrating their experience in marketing a single product from beginning to end using various channels and strategies—proving they have the technical chops to excel in digital marketing roles.

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Final Project and Program Graduation

At the end of the program, students will also complete 1 capstone project in which they define a new digital marketing strategy for an established company or product to showcase their ability to extend frameworks of thinking to complex marketing challenges. That can be pitching a proposal to a target company, running a paid advertising campaign for a Google-supported nonprofit, or executing on a branding campaign for their own business.

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.

Satisfactory Academic Progress
- Students must attend 60% of all technical (theory) lectures.
- Students must answer 80% of all daily assignments correctly and receive a passing mark on their program project to move onto the next program.
  - If students do not answer at least 80% of daily assignments correctly, or do not receive a passing mark on a program project, do not attend 60% of technical (theory) lectures, 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 program of action to complete the daily assignments and program 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 program project or does not meet the minimum attendance requirements will be placed on academic probation for the next program.
  - 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 program project.
  - If the student has not achieved this, the student may be dismissed from the program, or be asked to repeat 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.

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- Students who have dropped out of a respective program 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 program again. Students will not be able to join midway through a 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.

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 5 days.

Student Fees

In order to graduate, students must not have an overdue balance due to Wyncode or any of Wyncode's financing partners.

Student Transcript

Each student's grading will be recorded on a transcript. The transcript will say whether the student has passed or failed the program. Student records are kept in the school's online database.

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 online education options prior to applying to Wyncode Academy. Upon admission to Wyncode Academy, students receive pre-program 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.

2021 Academic Calendar

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

Wynwood (Miami) Calendar

Cohort	Enrollment Ends	Cohort Start Date	Cohort End Date
WD C41	01/24/2021	01/25/2021	04/02/2021
WD C42	04/18/2021	04/19/2021	06/25/2021
WD C43	07/11/2021	07/12/2021	09/17/2021
WD C44	10/03/2021	10/4/2021	12/10/2021
UX C13	01/24/2021	01/25/2021	04/02/2021
UX C14	04/18/2021	04/19/2021	06/25/2021
UX C15	07/11/2021	07/12/2021	09/17/2021
UX C16	10/03/2021	10/04/2021	12/10/2021
Part-Time C15	01/03/2021	01/04/2021	03/25/2021
Part-Time C16	04/04/2021	04/05/2021	06/17/2021
Part-Time C17	06/28/2021	06/28/2021	09/16/2021
Part-Time C18	09/26/2021	09/27/2021	12/16/2021
Digital Marketing C11	01/12/2021	01/13/2021	03/18/2021
Digital Marketing C12	03/30/2021	03/31/2021	06/03/2021
Digital Marketing C13	06/15/2021	06/16/2021	08/19/2021
Digital Marketing C14	08/31/2021	09/01/2021	11/04/2021

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2021 Statutory Holidays

Friday	January 1, 2021	New Year's Day
Monday	January 18, 2021	Martin Luther King Day
Monday	February 17, 2021	Presidents' Day
Monday	May 31, 2021	Memorial Day
Sun/Mon	July 4, 2021	Independence Day
Monday	September 6, 2021	Labor Day
Thursday	November 11, 2021	Veterans Day
Thursday	November 25, 2021	Thanksgiving
Fri/Sat	December 25, 2021	Christmas Eve/Day
Friday	December 31, 2021	New Year's Eve

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.

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Description of Physical Facilities

Wyncode Academy operates its headquarters (affectionately known as "Wynbase 2.0") in Miami's acclaimed Wynwood Arts District.

Wynbase 2.0 has three classrooms designed for up to 30 students each. These spaces are used exclusively for learning and computer programming consulting and not for other business; lectures occur without interruption. The classrooms feature furniture from Workspaces, a leading full-service office dealership with over 20 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 high speed fiber internet access from Comcast.

There are several meeting spaces available at Wynbase 2.0, including a large conference room and several smaller rooms that can be booked for private meetings for Wyncode staff or students to use as needed.

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

The open concept workspace has seating for over 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 connected to the space. All students and staff have 24-hour access to the facility by using access cards given to them upon enrollment. There is routine cleaning of the space performed by a professional cleaning service every day.

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EXISTING STOREFRONTS TO REMAIN

EXISTING STOREFRONTS TO REMAIN

EXISTING STOREFRONTS TO REMAIN

| 01 |
| LOBBY |
2650 NW 5th AVE
(EDUCATIONAL FACILITY)
5,000 S.F.

| 02 |
| CONFERENCE ROOM |

| 06 |
| CLASSROOM #1 |

EXISTING WINDOW TO REMAIN

| 03 |
| CALL ROOM #1 |

| 04 |
| CALL ROOM #1 |

| 05 |
| CALL ROOM #1 |

EXISTING WINDOW TO REMAIN

| 07 |
| CLASSROOM #2 |

| 08 |
| CLASSROOM #3 |

| 15 |
| CORRIDOR |

EXISTING WINDOW TO REMAIN

| 16 |
| CORRIDOR |

| 12 |
| TEAM ROOM |

| 13 |
| TEAM ROOM |

2616A NW 5th AVE

2618 NW 5th AVE

EXISTING COMMON RESTROOMS (MALE)

EXISTING DRINKING FOUNTAIN

EXISTING COMMON RESTROOMS (FEMALE)

| 09 |
| BREAKROOM AREA |

| 11 |
| SUPPORT ROOM |

| 10 |
| STORAGE ROOM |

2650 BUILDING FLOOR PLAN

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0   64"   128"   256"

SCALE: 3/16" = 1'-0"

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Staff

Full-time and Part-time Administrators

- Juha Mikkola, Co-Founder and CEO
- Johanna Mikkola, Co-Founder and Managing Director
- Vasti Marcelo, Operations Director
- Linda Yung, Admissions Director
- Raquel Quezada, Admissions Associate
- Juda Borrayo, Marketing Manager
- Cecile Claridge, Product Developer
- Tahirah Smith, Hiring Partnership Manager
- Beto Garza, Job Placement Manager
- Ingrid Tejada, Talent Acquisition
- Shana-Kay Hart, Operations Coordinator

Faculty with Degrees Held

Full-time Faculty

- Ernie Hsiung, Web Development Bootcamp, Head Instructor, Bachelor's in Computer Science Engineering (University of California - Davis)
- Gessica Tortolano, UX/UI Immersive, Head Instructor, Bachelor's in Advertising (Emerson College)

Part-time Faculty
- Leopoldo Policastro, Web Development Bootcamp, Associate Instructor, Wyncode Academy Web Development Diploma
- William Kennedy,Web Development Bootcamp, Associate Instructor, Wyncode Academy Web Development Diploma
- Israel Martinez, Web Development Bootcamp, Instructor, Associate's in Photography, Film & Business Administration (Miami-Dade College) and Wyncode Academy Immersive Web Development Diploma
- Mike Schott, Digital Marketing, Instructor, Bachelor's in Graphic Design (American Intercontinental University)
- Katie Breuil, Web Development Teaching Assistant, Bachelor's in Creative Arts (Florida State University)
- Nicholas Altunian, Web Development Teaching Assistant, Wyncode Academy Web Development Diploma
- Sara Salazar, Web Development Associate Instructor, Bachelor's in International Studies (Towson University)

- **Gladys Downs**, UX/UI Teaching Assistant, Bachelor's in Psychology (Florida International University) and Wyncode Academy UX/UI Immersive Diploma
- **Christina Benedict**, UX/UI Teaching Assistant, Wyncode Academy UX/UI Immersive Diploma

Faculty and Administrative Office Hours

Wyncode Academy's faculty and administrative office hours take place every weekday from 9 AM to 5PM and from 10 AM 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 Full Stack Web Development is $15,000; the total fee for Wyncode Academy UX/UI Immersive is $15,000. The total fee for Wyncode Academy Full Stack Web Development (Part Time) is $25,000. The total fee for Wyncode Academy Front End Web Development (Part Time) is $5,000. The total fee for Wyncode Academy Digital Marketing (Part Time) is $5,000.

$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.

Wyncode Academy offers students the ability to finance their education through Climb Credit, Wyncode's financing partner. This financing option is independent of Wyncode Academy and is available for those that qualify. Students will apply directly through the financing partner website and receive a link to do so from Wyncode Academy upon submission of their deposit and enrollment agreement. The following website provides information about Climb Credit financing and their terms:

- 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. Repayments must be

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made out to the financing company. Wyncode Academy will contact the employer directly if student fails to verify employment.

Wyncode Academy offers students another option to finance their education with an independent financing partner, Meratas. Meratas offers an Income Share Agreement (ISA) payment plan. This financing option is independent of Wyncode Academy and is available for those that qualify. Students will apply directly for an ISA on the Meratas portal and receive a link to do so from Wyncode Academy. The following website provides more information about the financing partner and its terms:

- Meratas: https://app.meratas.com/wyncode

When the student obtains an income-share agreement, all terms of such agreement 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 tuition, 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.

Please note that there are no required books or materials for Wyncode programs.

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).

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4. Cancellation after attendance has begun up to and including 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.

5. Cancellation after completing 41% 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 campus provide academic advisement: Ernie Hsuing and Gessica Tortolano. This service is provided one-on-one for each student that requires guidance on their academic progress.

Financial Aid Advisement
Wyncode Academy does not currently provide financial aid or financial aid services for students. Wyncode Academy's Co-Founder and President Juha Mikkola is available by request to help students with any financial questions, including counselling and help on where to get financing.

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

Career Services
Wyncode Academy's Talent Acquisition Manager Ingrid Tejada provides Career Services. A one-on-one meeting is scheduled with each student during the program. After the program, a weekly WynWork meeting is held for all students searching for employment. In addition, one-on-one meetings can be scheduled with Ingrid Tejada or members of the Wyntalent job search team up to one per week during the employment process. Wyntalent 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 in the Full Stack Immersive Web Development program, UXUI immersive program, and Full Stack Part Time Web Development program 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.

Wyncode has also launched a Career Services arm called Wyntalent, which assists both recent graduates and alumni who have graduated from the program in the past with the job search process. This can be for their first job or a second or third job once they have gained experience in the field.

The institution does not guarantee employment.

Cancellation Policy

Should Wyncode Academy cancel any cohort, students will be refunded in full, and their non-refundable $150 registration fee deposit applied to a future cohort of their choice. All students will be informed of all program cancellations in advance. If a student does not wish to attend any future cohorts he/she may appeal the non-refundable fee by sending a formal email stating their request to the admissions team.

Students will be notified of any changes made at the institution that impact its facility or programming.

Code of Conduct

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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 the 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.
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.

Diversity and Inclusion Values Statement

Wyncode & Wyntalent believe in the power of diversity, equity, and inclusion. Since the inception of both these companies, embracing diversity, elevating others, and standing for social change have been at the foundation of our work. Wyncode is one of the most diverse and transparent boot camps in the country both in gender and ethnic background.

Conduct and Dismissal

Wyncode is dedicated to providing a harassment-free experience for everyone. This extends to all Wyncode events (including classes, Pitch Nights, Workshops

including "Wyntroductions," and Hackathons), and extends to engagements both in person and on digital platforms and forums and/or social media.

Wyncode will not tolerate harassment of fellow students, staff, guest presenters, or event attendees ("Participants") in any form. This includes, but is not limited to:

- Demonstrating aggression or threats towards anyone;
- Any form of discrimination based on sex, gender identity and/or expression, race, color, religion, ancestry, national origin, marital status, veteran or military status, sexual orientation, medical condition, genetic information, or the presence of any sensory, mental, or physical disability;
- Conducting or discussing illegal activities;
- Attending Wyncode under the influence of illegal, unregulated prescription drugs, and recreational drugs and/or alcohol;
- Failing to observe classroom or campus conduct standards set forth by instructors or staff;
- Other behavior identified as disruptive to the learning environment of others by instructors or staff;
- Willfully destroying Wyncode property;
- Exhibiting disruptive, insubordinate, boisterous, obscene, vulgar, or disrespectful behavior.

We expect anyone asked to stop unacceptable behavior to immediately comply. Wyncode staff may take any action they deem appropriate, including warning the offender or expulsion from Wyncode activities at the discretion of the leadership team.

Participants who exhibit unacceptable behavior may be dismissed without a refund and may be prohibited from attending future Classes, Workshops, or Events; enrolling in future Wyncode programs; or returning to campus.

Equal Opportunity

Wyncode is an equal opportunity organization and does not discriminate based on sex, gender identity and/or expression, race, color, religion, ancestry, national origin, marital status, veteran or military status, sexual orientation, medical condition, genetic information, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a

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person with a disability, or other categories protected by law of the states in which we operate.

Wyncode strictly prohibits and does not tolerate sexual harassment or other unlawful harassment (including verbal, physical, or visual conduct) based on protected status. Individuals who believe they have been subject to or witnessed conduct that violates this policy should immediately notify a Wyncode staff member or send an email to hello@wyncode.co. All complaints will be investigated and prompt corrective action will be taken, as appropriate. Interim measures may be taken, as appropriate, when a complaint is made. Wyncode prohibits retaliation against any individual who raises concerns under this policy or participates in an investigation. Wyncode will conduct its programs, services, and activities consistent with applicable federal, state, and local laws and regulations.

If you witness harassment at an event

- If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a Wyncode staff (if in person).
- In the case of in person events, staff or forum administrators will be happy to help participants contact hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the event.
- If you cannot reach Wyncode Staff, an event organizer or forum administrator and/or it is an emergency, please call 911 and/or remove yourself from the situation.
- You can also contact Wyncode about harassment by emailing hello@wyncode.co and feel free to use the email template below.

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. Students should expect a response from an administrator within three business of having reported a complaint. Wyncode Academy aims to resolve students' official complaints within ten working days after receipt of the initial notice.

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:

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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 Operations Manager. 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)

STEP 2

A student makes a complaint (written) to the Operations Manager for the service, decision or action about which they wish to complain. This individual will endeavor to find a resolution within three business days. 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 Managing Director and Head Instructor. These individuals will independently review the complaint and either support the original offer or provide an alternative resolution within three business days. 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 Operations Director, who is charged with investigating all such complaints promptly. The meeting will take place within three business days of the violation being reported. The facts of the case are discussed, the student may give his or her account of the incident, and the Operations Director 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

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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 within three business days. 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. The CEO will have three business days to review all documentation and respond to the student. 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.

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Veterans Addendum

Veteran's Attendance Policy

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence. Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 80% each evaluation period (every two weeks) (term, quarter, semester, evaluation period, etc.). A VA student whose CGPA falls below 80% at the end of any evaluation period (every two weeks) (term, quarter,

semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment evaluation periods. If the VA student's CGPA is still below 80% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 80%

Veteran's Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a program or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the program bears to the total length of the program. The proportion will be determined on the ratio of the number of days or hours of instruction completed

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by the student to the total number of instructional days or hours in the program and must be pro rata to the very end.

Veteran's Credit for Previous Education or Training

Students must report all previous post-secondary education and training. The school must maintain a written record that clearly indicates official transcripts have been obtained from all post-secondary institutions that the student has attended, those transcripts have been reviewed and evaluated, and appropriate credit has been granted toward the student's current program, with training time shortened and tuition reduced proportionately, and the veteran so notified.

This Addendum becomes a part of the Catalog for all intents and purposes.

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.

Addendum to Catalog

VA Pending Payment Compliance

Facility Name/Address: Wyncode Academy, 549 NW 28th Street, Miami FL 33127

VA Facility Code: N/A

Person Completing Addendum: Juha Mikkola, President

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

I, Juha Mikkola, President, do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective August 1, 2019, and will incorporate this policy into the next revision of our catalog.

_____   July 31st, 2019

Signature   Date