Turing School of Software & Design
Student Handbook

Updated Jul 24, 2023

Introduction

Welcome!

We are excited to have you join Turing School of Software & Design! We are building an inclusive community to help us realize our vision of a world powered by technology where the people building it represent the people using it. The purpose of this handbook is to familiarize you with the way our school operates and how our community engages with one another.

Each student is responsible for reading, understanding, and complying with this handbook. We anticipate changes will be made to this handbook in the future and reserve the right to amend, revise and/or withdraw the provisions set forth in the handbook, and you will be notified any time changes are made.

The Turing School of Software & Design offers top-quality training for students who want to become professional software developers and designers. The school is a 501(c)3 non-profit operating in the state of Colorado under the direction of Jeff Casimir, Executive Director.

Mission

Turing's mission is to unlock human potential by training a diverse, inclusive student body to succeed in high-fulfillment technical careers.

Vision Statement

Our vision is a world powered by technology where the people building it represent the people using it. We're here to build a movement.

Program Overview

Turing offers three different programs for our students:

- Back-End Engineering IDL (BEE) program
- Front-End Engineering (FEE) IDL program
- Launch program

The FEE and BEE programs consist of four 6-week modules, spanning a total of 7 months for continuously enrolled students. The Launch program consists of six 6-week modules, spanning a total of 9 months for continuously enrolled students. The BEE program focuses on object-oriented programming through Ruby on Rails and JavaScript while the FEE program focuses on UX/UI principles through HTML, CSS, and JavaScript. The Launch program focuses on object-oriented programming through C# and .NET. Refer to the Course Catalog for more information.

In order to advance our mission and vision, our curriculum transcends technical training. Turing also offers opportunities for students to grow as individuals, members of a team, and members of a community through professional development and career transition support.

Turing Operations

Facilities

Turing operates in a fully remote capacity utilizing Zoom Education as a platform for our interactive distance learning format.

Daily Schedule

The daily schedule will be posted before class time each morning of a module on the prospective program's site:

- BEE daily outlines: backend.turing.edu
- FEE daily outlines: frontend.turing.edu
- Launch daily outlines: launch.turing.edu

These outlines are subject to change, and your instructors will notify you if that happens. Morning classes run from 9am-12pm MT with an hour break for lunch and afternoon classes picking back up at 1pm-4pm MT. Besides the #announcements Slack channel, this is where you'll receive most of your important announcements.

Attendance Policies

As described in the Course Catalog, students are expected to be in classes Monday through Friday for FEE and BEE and Monday through Thursday for the Launch program. Failure to attend classes will likely impact student performance, and instructors will review attendance when making decisions regarding student promotion.

Instructors may request that a student withdraw from a course or program if absences exceed 20% at any point during a course. Students who are unable to continue any course for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to the program and attend in a full time capacity. Proper documentation will be required to substantiate a student's withdrawal. If a student drops below 80% attendance for the cumulative module the student will be required to repeat in order to meet quantitative progress benchmarks.

If a student will miss class or be tardy, they should notify their module instructors as soon as they know they will be absent or late.

Late: Students are expected to report to class on time. If a student is one minute late to a class session they will be marked as late. After 3 LATES, an instructor will discuss the situation with the student to determine the root cause and create support for success. Each LATE will count towards an absence with 6 LATES equalling ONE Absence for a student. Each LATE will impact the overall attendance percentage.

Absent: If a student misses more than 31 minutes of class time they will be counted as absent whether it is due to being late or leaving early. Students should communicate if they will be absent, all absences count towards your total attendance. Students should make up for the class work they missed.

Evaluations, Independent Assessment, and Project Check ins: Students need to show up on time to be counted as present

Project Work Time, Optional Check Ins, Technical Challenges (All day or afternoons): Instructors will post a Slack thread ten minutes before the start of the morning or afternoon session. In order for a student to be marked as present, they must respond to the Slack thread (via thread) no later than 5 mins after the session starts.

Calendars

There are several Google Calendars that students can access to find out module and community schedules:

- Turing Community Calendar: check this for information on when student groups meet, upcoming meet-ups, and any Turing-wide community events.
- Module-specific calendars: check these for information on what is scheduled for your entire module.
    - BEE M1
    - FEE M1
    - BEE M2
    - FEE M2
    - BEE M3
    - FEE M3
    - BEE M4
    - FEE M4
    - Launch M1
    - Launch M2
    - Launch M3
    - Launch M4
    - Launch M5

Computer Policy

Computers for each program are included in the tuition cost for students. Please refer to the computer policies below.

Launch Program
Front-End and Back-End Programs

Student Feedback

Students should be able to give instructors feedback about their experience at Turing in a variety of ways. At any point during the program, students are also welcome to share feedback directly with instructors and Directors through Slack or an in-person conversation over Zoom. End of Program surveys will be analyzed each inning.

- Weekly Instructional Surveys
- End of Inning Survey
- End of Program Survey

If students want to report a situation, they can also use this reporting form at any point in the program.

Slack

Slack is Turing's main communication medium, and all students are expected to be checking Slack regularly and responding to messages in a timely manner. Slack works like an ongoing chat room but divided into specific channels and with the ability to alert specific people to your messages. **We ask that every student begins the program with a Slack Profile picture and adding your pronouns to your display name.**

Please watch this first video to get started using Slack and refer to this resource to learn the most common ways to use Slack.

Directory of channels

A more comprehensive directory of channels can be found here.

Slack Code of Conduct

As in our overall community, Turing aims to create an inclusive environment in our Slack community. We expect all members to fulfill that principle in their communication. All participants are welcome and should be respected. We welcome healthy debate and dialogue in which disagreements happen and should be handled from a position of respect and a desire to learn from others' perspectives.

Aim to have the pace of conversation inversely proportional to the number of people involved. If you're discussing an important topic in #watercooler, for instance, understand that most of the potential audience is not currently staring at their Slack. Slow it down. Leave space for others to jump in. If you're posting >10 messages in an hour, then you're not inviting more people into the conversation - you're having a loud debate with a subset of other users.

"Trolling" or "playing devil's advocate" is strongly discouraged and will result in a suspension of your Slack account.

All harassment policies outlined in the Turing Course Catalog apply to any communications on Slack. We do not tolerate harassment in any form, which includes but is not limited to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images, deliberate intimidation, stalking, sustained disruption of discussions or other events, and unwelcome sexual attention. If a member of the community engages in behavior that violates

this code of conduct, Turing staff may take any action they deem appropriate, including warning the offender or expulsion from Slack.

If you experience any type of harassment on Slack, please reach out to any staff member you feel comfortable talking with. Please take screenshots of the conversation.

Academics

In order to help you fully become a software developer, Turing aims to create programming that provides both understanding of both the technical skills and culture of the technology industry. Our curriculum is designed for students to embark on a full career transition through opportunities to grow as individuals, members of a team, and members of the Turing and overall technology community.

Academic Skills

In addition to the curriculum outlined in the Course Catalog, technical skills taught by module instructors include code review best practices, technical check-ins, pairing, and other agile practices.

For Front End and Back End Mondays through Friday are filled with classes, both technical and professional development, project work time, and check-ins with instructors. The Launch Program attends classes Monday through Thursday.

Your academic skills include professional development skills and these are embedded into your daily schedule. We are preparing you to not only be able to DO the job of a software developer, but also preparing you for the process of getting your first job. In both our professional development and Gear Up sessions, we will focus on building self-awareness and empathy. This will not only help you become a stronger developer, but also a better teammate and a stronger candidate for your job search. You are expected to attend all curriculum sessions and each module will have specific assignments to complete in order to pass.

Reasonable Accommodations Request

Students with documented learning, physical, sensory, health, or psychiatric disabilities may request reasonable accommodations to ensure access to education at Turing. Reasonable accommodations are those that do not fundamentally alter the nature of a course or the school's policies.

Students who wish to request reasonable accommodations are expected to self-disclose by completing the Reasonable Accommodations Request form. Turing reserves the right to deny a request if the accommodation sought is not supported by the data in the assessment or documentation. We recommend that this form is submitted at least 2-3 weeks prior to your start date so that we can ensure accommodations are in place by your first day.

Repeating a Module

While at Turing, you may find that you need to repeat a module. This ability to repeat a mod is an important part of how our program is structured, and it is a positive opportunity to strengthen understanding and gain confidence in the topics covered so you can move forward from a place of strength rather than one of uncertainty.

General Expectations

To that end, we have found that students who demonstrate the following patterns of behavior and work ethic gain the most from and find the most success in their repeated module. Our guidelines for repeating a module have come from our experiences working with many repeating students, and seeing what works, what doesn't, what is a signal of success, and what is a signal of struggle.

Repeating a module should be seen as an opportunity to strengthen your skills, not as a failure. It is vital that you commit to staying engaged and focused during the entirety of your repeated module, even in lessons that feel "easy" the second time around. The team at Turing wholeheartedly supports repeating students, and we view this as a chance to make the most of your time here and one of the best ways of making sure you are strongly set up for success beyond your time with us Turing.

Your instructors will discuss with you the details of a repeat if you are not meeting the expectations of the module.

Conditions for FEE and BEE

1) You may only start any given module two times. This means that you may only fail a module one time and must be successful in that module on your second attempt in order to continue on in the Turing Program.

2) Any Student enrolled in the FEE or BEE programs at Turing may only start a maximum of 6 modules.

Conditions for Launch

1) Launch has three repeat “periods”:

- Modules 1 and 2
- Modules 3 and 4
- Modules 5 and 6

You may only repeat a single period. This means that you may only fail a period one time and must be successful in that period on your second attempt in order to continue on in the Launch Program.

Your instructors will determine either within a period or at the end of a period whether a repeat is necessary. If repeating, you will re-start at the beginning module of a given period. For example, if it is determined that a repeat is necessary at the end of Module 2, you will repeat starting in the upcoming Module 1.

2) Any Student enrolled in the Launch program at Turing may only start a maximum of 8 modules.

Leave of Absence

We understand that certain circumstances may come up during your time at Turing that will require you to take a break from the program. There are a few guidelines and rules around the process you should be aware of. In the event that you are leaving mid-module and your break will be shorter than an entire inning the plan for your return may be slightly augmented. Please review the process for Leave of Absence and begin a conversation with your instructors to start the process.

Transcripts

Students can download a copy of their transcript by logging into Populi and navigating to their Student Information tab. More instructions on the process can be found here.

Community Involvement & Student Life

As members of the Turing community, students receive programming on community-building and have a plethora of opportunities to get involved with the Turing community and the greater technology industry.

Demo Competition

Each inning, Turing hosts a demo competition in which students showcase apps they have made during their time at Turing. Finalists are given the opportunity to demo their projects for judges and employers in a Demo Competition during the following inning. All Turing events will be announced ahead of time and posted on the Turing Community Google Calendar.

Graduation Celebration

During the last week of the program (Mod 4 for FEE/BEE, Mod 6 for Launch), Turing celebrates the graduating cohort's accomplishments through a graduation ceremony. We host this celebration via Zoom and families and friends are welcome to attend to enjoy the celebration of this accomplishment with you. It's important to take the time to celebrate your accomplishments, and finishing your education at Turing is one big accomplishment!

Circles

Students in every module and alumni have the option to join Circles. Circles are student and alumni-led groups that are wide ranging in subject matter - from hobbies, to affinity groups, to professional development opportunities. Circles are a great opportunity to engage with like-minded students across programs and modules and also to interact with Turing alumni who share your interests. If you are interested in joining a specific Circle, connect with your program director or module instructor and they will send you the contact person.

Turing Joan Clarke Society

Students and alumni of Turing who identify as non-male have created a network of underrepresented gender programmers within our community through the Turing Joan Clarke Society. Members usually meet throughout the module to hear from speakers or have whole group discussions on issues that affect underrepresented genders in tech.

Mezcla

There is a private Slack channel open to anyone who identifies as Latinx/Hispanic/Chicanx. The aim is to connect Latinos with one another and have a safe place to share ideas, thoughts, or socialize.

QueerQoders

This group is for any students who identify as LGBTQIA+. Members have multiple gatherings such as lunches and happy hours, for students who identify as queer.

TAPIDA (Turing Asian Pacific Islander Desi Americans)

Started by Turing alumni, this group was started to create a supportive community within Turing for Asian American/Pacific Islander/Desi students. If you are Asian American/Pacific Islander/Desi, this group provides you the ability to connect with others who share similar backgrounds and cultural experiences within Turing and as programmers.

Black @ Turing

This group was started to create a supportive community within Turing for Black students. If you are Black, this group provides you the ability to connect with others who share similar backgrounds and experiences within Turing and as programmers.

Shades of Turing

Shades of Turing is a group focusing on professional development, community building, and support for students who identify as BIPOC (Black, Indigenous, People of Color). This group includes alumni to support current students as they navigate the technology industry as a BIPOC and an active Slack channel for connecting with people who share similar experiences.

Veterans

In addition to accepting the GI Bill, Turing aims to create a supportive community for military veterans looking for a new career. This group provides the ability to connect with other veterans for questions, advice, and camaraderie. Join #turing-veterans on Slack.

Parent Groups

There are quite a lot of students (and staff) who are parents are Turing, and we want to make sure that parents find support within our larger community. #parenturing and #turingmoms are open Slack channels that you can join to access these communities more full

Academic Integrity

At Turing, we teach our students to take agency of their learning as well as collaboration with others. We expect integrity from our students, and as such, presenting someone else's work as one's own will not be tolerated. If staff suspects that a student may have cheated on an assignment or project, a disciplinary meeting will be held to determine the validity of the cheating claim. If a student is found to have cheated, they will face disciplinary action which may include immediate dismissal from Turing.

While cheating can be hard to define in the world of coding. For a basic definition, this is what we have settled on as a team.

- Cheating = Using any line of code that you do not understand in any project or assessment including from AI sources.
- Cheating = **Giving** information you have learned about an assessment to another student before they have taken the assessment. This includes taking screenshots OR viewing screenshots of a Turing assessment.
- Cheating = **Using** information you have learned about an assessment from another student before you have taken the assessment.

The above is not an exhaustive list. The spirit of academic integrity is presenting your own work and being ready to learn from the mistakes that may be in there. You will not always have the right answers, and that is okay. Turing is a place to learn, not a place to come with all the answers.

If in doubt, reach out to your instructors or program director for guidance before you submit anything that could be considered an Academic Integrity violation!

Student Behavior Violations

When a student violates Turing's Code of Conduct, academic or other expectations from the Course Catalog, or behaves in any other way that is not aligned with Turing's mission, students may receive the following:

- **Warning:** isolated incidents that are relatively minor behavior concerns
- **Performance Improvement Plans (PIPs):** repeated patterns of concerning behaviors; This document helps a student by serving as an accountability tool to improve the student's behavior(s). However, if a student does not meet the expectations of the PIP, the student will be asked to leave the program.

- **Turing Expulsion:** egregious behavior that violates our Code of Conduct, harassment policies, and/or academic dishonesty policies
- **Slack Suspension (see Slack Code of Conduct)**: reports of harassment or “trolling.” Depending on the severity, the account in question might be temporarily suspended with access taken away for 30 days and then reinstated. However, if there is very severe misconduct or a repeated pattern of misconduct, the account may be permanently suspended.