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1. About Interface: The Web School

Interface: The Web School, hereafter Interface, was founded January 2014 to help generate more great professionals across the region who understand the web development process from idea to implementation and ongoing enhancement. At Interface, we understand that a team of talented professionals with multiple and overlapping skills from requirements gathering to web programming are required to build web applications to meet today’s business needs.

Additional information about Interface can be found at the following locations online:

- Website: www.interfaceschool.com
- Twitter: @interfaceschool
- Facebook: www.facebook.com/interfaceschool
- LinkedIn: https://www.linkedin.com/company/interface-the-web-school

2. Interface Owners, Officers and Advisory Board

2.1. Owners/Officers:

- Shonna Dorsey: Interface Owner and Board Chair
- Beth Engel: Interface Owner and Board Member
- Mark Hasebroock: Interface Owner and Board Member
- Jerod Santo: Interface Owners and Board Member
- Jake Stutzman: Interface Owner and Board Member

2.2. Interface Advisory Board Members

- Albert Varas: Avenue Scholars - Career Talent Advisor
- Andy Stoll: Social Entrepreneur, Media Producer and Speaker
- Brent Comstock: BCom Solutions – Chief Innovator
- Brian Ardinger: NMotion - Managing Director and The Big Plate - Co-Founder
- Dusty Davidson: Flywheel - Co-Founder and CEO
- David Graff: Hudl - Co-Founder and CEO
- Erin Porterfield: Heartland Workforce Solutions - Executive Director
- John Henry Müller: Pack – Co-Founder
- Sandi Barr: Aviture – Software Engineer
- Shane Reiser: Startup Genome - Founder
- Steve Schmitz: OPPD – Department Manager, IT
- Jenn Shaw: NYTechWomen and Bella Minds - Founder
- Jeff Spiehs: Metropolitan Area Planning Agency Council of Governments - Community Engagement Coordinator
- Matt Steele: Union Pacific - Mobile Applications Architect
- Nancy Williams: Boys and Girls Club Omaha – Chief Information Officer
- Therese Laux: Omaha North High School - Creative, Visionary, Music & Media Technology Educator
3. Interface 2015 Course and Workshop Calendar

3.1. Enrollment Periods

3.1.1. Omaha – Web Development Track: Front-End

<table>
<thead>
<tr>
<th>SPRING</th>
<th>SUMMER</th>
<th>FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Period</td>
<td>Class Start</td>
<td>Class End</td>
</tr>
<tr>
<td>12/1 (2014)</td>
<td>2/1</td>
<td>3/2</td>
</tr>
</tbody>
</table>

3.1.2. Omaha – Web Development Track: Full-Stack

<table>
<thead>
<tr>
<th>SPRING</th>
<th>FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Period</td>
<td>Class Start</td>
</tr>
<tr>
<td>1/1</td>
<td>2/27</td>
</tr>
</tbody>
</table>

3.1.3. Omaha – Web Development Track: WordPress

<table>
<thead>
<tr>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Period</td>
</tr>
<tr>
<td>1/1</td>
</tr>
</tbody>
</table>

3.1.4. Lincoln - Web Development Track: Front-End

<table>
<thead>
<tr>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Period</td>
</tr>
<tr>
<td>3/1</td>
</tr>
</tbody>
</table>
3.2 Observed 2015 Holidays
Observed holidays based on Interface’s 2015 course and workshop schedule are provided in the following table. Classes will not be held on these dates. Workshop and course schedules will be adjusted as necessary:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day

4. Description of Facility and Equipment

OMAHA
Interface courses and workshops will be held in an open classroom environment at The Wareham at 1624 Mike Fahey Street, Suite 123 Omaha NE 68102. Our faculty will provide any handouts and lab materials (excluding computer equipment). Computer equipment will not be provided by Interface. Details about required computer equipment follows:

4.1. Course System Requirements

Web Development Track: Front-End

Creative Cloud desktop App
- Microsoft® Windows 7, 8 or 8.1
- Mac OS X v10.7, v10.8, v10.9 or v10.10
- Internet connection required

Photoshop CC (2014) system requirements

Mac OS
- Multicore Intel processor with 64-bit support
- Mac OS X v10.7, v10.8, v10.9, or v10.10
- 2 GB of RAM (8 GB recommended)
- 3.2 GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- 1024x768 display (1280x800 recommended) with 16-bit color and 512 MB of VRAM (1 GB recommended)**
- OpenGL 2.0–capable system
- Internet connection and registration are necessary for required software activation, membership validation, and access to online services.*
InDesign CC (2014) system requirements

Mac OS

- Multicore Intel processor
- Mac OS X v10.7, v10.8, v10.9, or v10.10
- 2 GB of RAM (8 GB recommended)
- 2.6 GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- 1024 x 768 display (1280 x 800 recommended) with 32-bit video card; supports Retina display
- Adobe® Flash® Player 10 software required to export SWF files.
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.*

Illustrator CC (2014) system requirements

Mac OS

- Multicore Intel processor with 64-bit support
- Mac OS X v10.7, v10.8, v10.9, or v10.10
- 2 GB of RAM (8 GB recommended)
- 2 GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive filesystem or on removable flash storage devices)
- 1024 x 768 display (1280 x 800 recommended)
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.*

All Web Development Courses:

- Operating System Requirements:
  - Microsoft® Windows 7, 8 or 8.1 OR
  - Mac OS X v10.7, v10.8, v10.9 or v10.10
- Multicore Intel processor with 64-bit support
- 2 GB of RAM (8 GB recommended)
- 2 GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case sensitive filesystem or on removable flash storage devices)
Students will be expected to have their machines prepared prior to the course start date and can reach out to Interface instructors with questions about machine setup.

LINCOLN
Interface courses and workshops will be held in an open classroom environment at Turbine Flats located at 2124 Y Street Lincoln, NE 68503. Our faculty will provide any handouts and lab materials (excluding computer equipment). Computer equipment will not be provided by Interface. System requirement details follow:

4.2. Course System Requirements

Web Development Track: Front-End:

Creative Cloud desktop App
- Microsoft® Windows 7, 8 or 8.1
- Mac OS X v10.7, v10.8, v10.9 or v10.10
- Internet connection required

Photoshop CC (2014) system requirements

Mac OS
- Multicore Intel processor with 64-bit support
- Mac OS X v10.7, v10.8, v10.9, or v10.10
- 2 GB of RAM (8 GB recommended)
- 3.2 GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- 1024x768 display (1280x800 recommended) with 16-bit color and 512 MB of VRAM (1 GB recommended)**
- OpenGL 2.0–capable system
- Internet connection and registration are necessary for required software activation, membership validation, and access to online services.*
**Mac OS**

- Multicore Intel processor
- Mac OS X v10.7, v10.8, v10.9, or v10.10
- 2 GB of RAM (8 GB recommended)
- 2.6 GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- 1024 x 768 display (1280 x 800 recommended) with 32-bit video card; supports Retina display
- Adobe® Flash® Player 10 software required to export SWF files.
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.*

**Illustrator CC (2014) system requirements**

**Mac OS**

- Multicore Intel processor with 64-bit support
- Mac OS X v10.7, v10.8, v10.9, or v10.10
- 2 GB of RAM (8 GB recommended)
- 2 GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive filesystem or on removable flash storage devices)
- 1024 x 768 display (1280 x 800 recommended)
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.*

**All Web Development Courses:**

- Operating System Requirements:
  - Microsoft® Windows 7, 8 or 8.1 **OR**
  - Mac OS X v10.7, v10.8, v10.9 or v10.10
- Multicore Intel processor with 64-bit support
- 2 GB of RAM (8 GB recommended)
- 2 GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive filesystem or on removable flash storage devices)
- 1024 x 768 display (1280 x 800 recommended)
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.*
• Google Chrome (free download available at the following link: https://www.google.com/chrome/browser/)
• Sublime Text (free download available at the following link: http://www.sublimetext.com/2).

Students will be expected to have their machines prepared prior to the course start date and can reach out to Interface instructors with questions about machine setup.

5. Specific Statement of Program Objectives
The purpose of Interface is to support efforts to address the IT talent shortage in the Midwest experienced by startup companies, small – medium sized businesses and major corporations by providing an immersion based web development course that can be tailored to meet the skill level of the student.

Student to teacher ratios for each of the courses Interface’s Web Development tracks follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Maximum Student to Teacher Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Courses</td>
<td>12:1</td>
</tr>
</tbody>
</table>

6. Description of Educational Services Offered
Interface offers web development, business analysis and project management training. Interface faculty will focus on providing both classroom instruction and hands on learning opportunities with real projects. A listing of 2015 Interface courses follows:

6.1 Interface Spring, Summer and Fall 2015 Courses
Interface’s 2015 course and workshop details follow.

6.1.1 Web Development Track: Front-End
During the 11-Week Evening Class, students will learn how to design websites from the ground up, build interactive, production-ready websites, develop sites using the web’s native languages: HTML, CSS, and JavaScript, use JavaScript to create powerful visualizations and animations, create client-facing websites with open web technologies. Interface partners with local small businesses and nonprofits for student teams to build websites for their organizations. Students will have the opportunity to participate in hands-on workshops facilitated by design and development leaders.

Course Breakdown
During this course, students will learn the following:
6.2. Web Development Track – Full-Stack

This course will teach you everything you need to know to start a career in web development. You'll learn how the web's core technologies work together to form a web page (layout, style, basic animation) and how the Internet's core technologies work together to deliver a web page to consumers. Move beyond static web pages during this 15 week web developer training course designed to get you building custom, data-driven web sites. By the end of this course and with your hard work and dedication, you will develop the skills to create web applications by applying advanced concepts like behavior driven development, programming patterns, and utilizing 3rd party APIs.

Participant profile: Students or professionals seeking to develop skills to create web applications from the ground up.

Duration: 180 hours, start and end times may vary
Cost: $7,000


During the Flywheel sponsored PHP, MySQL and WordPress course, participants will learn the skills required to start careers in WordPress development. The Flywheel team will participate in candidate selection for the course.

Course Details – What You Will Learn:

HTML, CSS, jQuery and JavaScript
Students will learn how the web’s core technologies work together to form a web page (layout, style, basic animation) and how the Internet’s core technologies work together to deliver a web page to consumers.

**PHP/MySQ**

Students will learn the foundations of PHP and MySQL. They’ll use this knowledge to transform their static web pages into dynamic, PHP driven pages. Students will learn how PHP and MySQL work together to interact with a database, and how to use forms to send and retrieve user data.

**WordPress**

Students will learn how to turn their web pages into working WordPress themes. They’ll learn how to accept, manage, and display all types of user content, and how to extend site functionality with WordPress plugins. Students will learn about various hosting options, how to manage security and performance, and how to launch WordPress sites in dedicated hosting environments.

Duration: 99 hours, start and end times may vary

Cost: $5,500

**7. Enrollment procedures and entrance requirements**

To begin the enrollment process, potential course/workshop participants must enroll at www.interfaceschool.com/courses. Once an enrollment request is received, a member of the Interface team will review the request and contact the applicant to discuss the program and answer any questions.

NOTE: No enrollments will be allowed after the first day of any workshop or course.

Interface program applicants will be required to meet with the Managing Director and/or lead instructor for a face to face interview which will include an overview of the program, financial commitments and time commitments. Applicants who successfully complete the interview process will be invited to complete an online aptitude assessment. Students will have 4 days to complete the assessment. Each assessment includes questions on topics such as logical reasoning, problem solving, interpersonal conflict resolution, and programming.

Applicants who pass the assessment will be contacted by a member of the Interface team to complete an enrollment agreement and arrange for course payment. Payment arrangements are addressed on a case by case basis. Please contact Interface Web School’s Managing Director at shonna@interfaceschool.com for payment options.

**8. Description of school’s placement assistance**

Students seeking job placement after successfully completing an Interface course/workshop will have an opportunity to meet with recruiters at various events throughout the program including a closing graduation reception. During the closing reception, program students will demonstrate websites and
applications built during the course to businesses to an audience of community supporters, industry professionals, friends and family. Individual introductions to recruiters will be arranged for workshop/course students who successfully complete Interface sessions.

9. Attendance policy including minimum attendance requirements

Regular and punctual attendance is an integral part of the learning process. As an Interface student, you are expected to attend scheduled courses and workshops in which you are enrolled. Definitions of absent, tardy and no-shows follow. If a student fails to notify the course/workshop instructor of an absence, the student’s presence will be recorded as a no-show for the session. All refunds are based on the schedule detailed in Section 16 (Refund Policy) of the Course Catalog.

9.1. Absence Policy

Absences and late arrival to class are highly discouraged and disruptive to other students. Interface instructors and administrators will determine the course of action on an individual basis which will include a warning and may lead to termination of a student’s participation in a workshop or course. Exceptions to this policy will be considered for absence(s) which the program faculty deems justified by illness or unavoidable emergency. In the event of a prolonged illness, the student should notify program faculty as soon as possible, and provide medical verification of the illness.

Since active participation in the academic portion of this program is mandatory, being removed from any course/workshop due to excessive absences is grounds for expulsion from the entire program without refund or recourse.

Non-attendance at required site visits, excursions or other non-classroom activities is considered to be an absence.

9.2. Tardiness Policy

Late arrivals to classes are a disruption to your fellow students and faculty. This program’s policy is that students who arrive to class more than 10 minutes after the class is scheduled to commence will receive an unexcused absence for that class period, subject to review by the instructor. Timeliness applies to onsite visits and excursions as well. Site visits and excursions will depart as scheduled, except only conditions beyond Interface’s control. Students arriving after 10 minutes of class start time will receive an unexcused absence and will not be eligible for a refund for the missed session.

10. Satisfactory progress policy

Interface workshops and courses will include both in class instruction and hands on learning. Students who successfully complete all project, course/workshop tasks assigned by the instructor and meet the minimum attendance requirements will receive a certificate of completion for the course. Successful completion of project, course/workshop tasks means that the hands on portion of Interface courses and workshops will be evaluated by the instructor for completeness and demonstrated understanding of course learning outcomes.
10.1. Grading Breakdown

A. 30%: Homework
Complete required homework as provided by instructors. All homework will be graded on a pass/fail basis. Instructors will provide feedback including opportunities for improvement. Regarding all required homework, the following are minimum expectations for submissions:
- Technical writing skills. See the following link for examples of technical writing https://www.udemy.com/blog/technical-writing-examples/
- Succinct explanations for answers to all questions
- Demonstration of unique or correctly cited research (MLA style – see the following link for assistance with MLA citation - https://owl.english.purdue.edu/owl/resource/747/02/)

B. 70%: Group projects & Participation
As part of the Interface program, students will have the opportunity to develop websites and web applications as personal projects and/or participate in a small group project to deliver an interactive website to a small business/nonprofit in the local community.

**Students will receive an individual grade based on the following items**

- Instructor evaluations of individual performance
- Quality of assigned project deliverables – features and functionality match project requirements, are delivered on time and are bug free.

**Student groups will receive one grade on the quality of the following items:**

- Weekly product demonstrations
- Client interaction and management
- Final documentation (including a user manual and a final report) – an example will be provided to the students to use as a template
- Final presentation
  - Professionalism
  - Delivery of information to the audience
  - Quality of the final demo

11. System of making progress reports to students
Student progress will be reported individually and in person on a project by project basis for the duration of each course or workshop. Students may participate in 1 – 5 individual projects depending on the length and content of the course or workshop.

12. Student conduct policy
Since Interface workshops and courses include working with real businesses on real projects, students are expected to be respectful, professional, cooperative and collaborative for the duration of the session.
Students who do not exhibit qualities expected of professionals in this situation will receive a verbal and written warning for the first incident which will be stored in the student’s permanent Interface file. Any subsequent incidents may result in termination of course/workshop enrollment. No refund requests will be approved from students who are terminated from an Interface workshop or course due to misconduct.

13. Readmission Policy

Students who have been expelled from Interface for any reason and wish to return must submit an application for Readmission to the Managing Director. Applications are due no less than 30 days, but no more than 6 months prior to the beginning of the session in which re-enrollment is desired. Eligibility to re-enroll will be determined after the application is received by the Managing Director.

For students who left Interface in good standing, eligibility for readmission will be determined by the Managing Director. Only students who appear to have potential for success in general and within their selected program will be readmitted.

The Managing Director will evaluate requests for readmission on the basis of the following criteria:

- The student’s written statement (including a statement regarding reasons for previous expulsion) in which:
  - compelling reasons are offered for wishing to return to Interface;
  - the student indicates how and why performance will improve if readmitted;
- Requested readmission session

Students are encouraged to send transcripts, if applicable, to support their application at the time of reapplying and final decisions may be deferred pending receipt of a transcript.

The Managing Director reviews only written materials and individual appearances are not permitted. Once a decision has been made regarding the application, the student will be notified in writing. Registration instructions will be sent when that information becomes available. The Managing Director reserves the right to revoke any offer of readmission. The Managing Director will review the progress of all students returning to Interface following expulsion. Continuation of enrollment is contingent upon satisfactory progress during the session the student is readmitted.

14. Credit granted policy for previous education, training or experience

While Interface is not a credit granting entity, Interface will take into consideration previous education, training or experience and applicants may be admitted to the Intermediate or Advanced Web Development course without first taking the preceding course following successful completion of an interview and assessment conducted by Interface’s Web Development instructor.

15. Payment Policy

Payment arrangements will be addressed on a case by case basis. Complete payment is due 7 days before the start of each workshop/course. Payment will be due immediately for accepted students who submit an enrollment request after the 7 day deadline and prior to the class/workshop start date.
Interface students with payment agreements must submit tuition payments by the due date each month. Payments not received by the due date (regardless of payment method chosen) are subject to a $25 late charge. Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the Certificate of Completion. The student and school understand that this Agreement may not be amended except in writing and signed by both parties. All refund requests are subject to the policy outlined in section 16 of the course catalog.

16. Refund policy

Cancellation and Tuition Refund Policy

While cancellation requests are accepted at any time during a course or workshop, refund eligibility will be based on the cancellation date. The enrollment date is determined by the date and time an enrollment agreement is approved by the Managing Director, Shonna Dorsey, via email from shonna@interfaceschool.com. The cancellation date is determined by the date the student notifies Interface in writing at the following e-mail address: cancel@interfaceschool.com. The cancellation and refund request email message must include the student’s name, assigned student ID number, course/workshop to cancel and reason for cancellation. A student who fails to attend a course/workshop is required to contact Interface at cancel@interfaceschool.com to begin the cancellation process – ‘no shows’ (class absence without notice) do not count toward the cancellation date (See Attendance Policy for additional information). Additionally, students who are terminated from Interface workshops/courses for misconduct will not be eligible for refunds. The cancellation process will not begin until a formal written request is received using the method described above.

Students enrolled in the web developer training courses with Interface Web School will have opportunities to request refunds based on the following cancellation schedule:

<table>
<thead>
<tr>
<th>Cancellation Date</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to workshop/course start and within 72 hours since enrollment</td>
<td>100%*</td>
</tr>
<tr>
<td>Greater than 72 hours after enrollment but prior to course/workshop start</td>
<td>100%*</td>
</tr>
<tr>
<td>Less than or equal to ⅓ of total course/workshop duration (ex. For a two week workshop, cancellation received before 1 week has passed since the workshop start date)</td>
<td>50%*</td>
</tr>
<tr>
<td>Less than or equal to ⅔ but greater than ⅓ of total course/workshop duration (ex. For a two week workshop, cancellation received after 1 week, but before 1.5 weeks has passed since the workshop start date)</td>
<td>25%*</td>
</tr>
<tr>
<td>Greater than ¾ of total course/workshop duration. (ex. For a two week workshop, cancellation received after 1.5 weeks has passed since the workshop start date)</td>
<td>0%*</td>
</tr>
</tbody>
</table>

*All refund amounts for cancellation requests submitted more than 72 hours after enrollment will be at the rate provided in the ‘Refund Amount’ column less the course enrollment fee of $150.00. All unpaid referral bonuses, if any, will be void following student initiated cancellation or instructor termination of student participation in any course/workshop (see Student conduct policy).
17. Procedure for addressing student complaints

The student may contact the Interface managing director. Contact information is available at http://wwwinterfaceschool.com. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education’s Program Director. Contact information is available at http://www.education.ne.gov/PPCS/. 