

# Membership Guidelines

This document details the guidelines for members of the Insight professional network, including guidelines for the seven-week training program, membership dues and the corresponding guarantee and refund procedures. Members that violate the Code of Conduct or fail to adhere, in good faith, to the Membership Guidelines may forfeit their membership benefits.

## Program Guidelines

### Session Dates

For members who join Insight in September 2020, the seven-week professional training program begins on Monday, September 14, 2020 and ends on Friday, October 30, 2020. If applicable, Fellows should take a leave of absence from any responsibilities (e.g. studies, research, or current employment), and agree to not work or intern at companies while in the seven-week program.

### Program Hours

Events during the training program are scheduled on working days between 9:00 AM and 6:00 PM in the local time of the program's primary location. Please note that there are events that end as late as 9:00 PM in the rare cases when mentors can only attend in the evening, but Insight will make every effort possible to accommodate Fellows with schedule restrictions after 6:00 PM. There are no mandatory events scheduled on weekends or holidays.

### Session Preparation

Fellows will be provided with part-time preparation in the month leading up to the seven-week professional training program. Preparation includes onboarding to the Insight platform, access to cloud computing materials, and guidance on project ideation. For members who participate in the professional training program that begins on September 14th, 2020, the preparation is expected to begin on Monday, August 24, 2020. Fellows are expected to participate in the session preparation to the full extent possible with their schedule.

### Project Guidelines

During the first four weeks of the training program, Fellows are expected to complete a relevant, self-directed project that serves as a portfolio piece for hiring teams. Fellows work with the Insight team to develop their project proposal during the first week of the training program, and Fellows should reach weekly milestones by collaborating with other Insight members and the Insight team to develop their project. Fellows must be receptive to feedback throughout the creation and implementation of their project.

## **Professional Portfolio**

Insight will advise Fellows on the development of a professional portfolio that highlights your new and transferable skills to potential employers. The portfolio includes a professional resume and online profiles on relevant sites like LinkedIn and Github. Insight will offer to highlight Fellows to potential employers through our high-traffic distribution channels such as our blog, newsletters, and social media.

## **Mentoring Opportunities**

Throughout the training program, Fellows will be provided with mentorship from industry experts, Insight team members, experienced technical and coaching advisors from previous Insight cohorts, and hiring managers from partnering companies in the relevant industry. Fellows are expected to make full use of mentoring opportunities from our team and members of our network who volunteer their time to help you transition into a new position.

## **Project Demos and Job Applications**

After completing their project, Fellows will be personally matched with the relevant hiring team(s) at partnering companies in the Insight network. If Fellows are asked by hiring teams to present their projects, Insight will help Fellows prepare for these demos. Fellows must commit to actively applying for full-time positions, with the intention of being hired in a [relevant role](#) immediately after the training program. Insight will help Fellows apply to relevant positions at companies outside our partner network by providing advice on how to tailor applications for specific positions and companies. Whenever possible, Insight will leverage our network of members to assist with referrals that maximize the chance of interviews for Fellows.

## **Postponement of Existing Interviews**

Fellows must pause any current interviews and postpone scheduling further interviews until after completing their project that is developed during the first four weeks of the training program. Fellows must inform Insight of any companies that they interviewed with during the six months prior to joining Insight, including companies where you received or may still receive an offer. Please note that membership dues are required even if you accept a position that you interviewed for prior to joining Insight, except as covered in the Membership Guarantee or exempted through advance, written notice by Insight.

## **Interview Preparation**

Fellows receive general preparation on fundamental concepts and skills required for relevant roles. This interview preparation includes guides for independent preparation, group sessions on relevant topics, and preparation with other Insight members. For each company that a Fellow interviews with, the Fellow will receive individual preparation and mock interviews that are tailored to relevant skills required for that company, based on the existing skills of the individual Fellow. This personalized preparation is available for all relevant positions, regardless of whether the interview resulted from an introduction by Insight or through an independent application. Fellows are expected to actively prepare for interviews until they accept an offer,

and Fellows must notify Insight if they have scheduling conflicts that interrupt their interview process.

### **Notification of Interview Progress**

Fellows are expected to notify Insight of any company they wish to interview with before applying to a position at that company. If Insight is unable to facilitate an introduction on your behalf of a Fellow in a timely manner, then you can directly apply to any role. Fellows must provide timely updates on their progress in applications and interviews for new roles by making updates through our online platform. Personalized preparation is available for all relevant positions, but only when our team is aware of upcoming interviews with sufficient notice.

### **Volunteering Opportunities**

The Insight network is strengthened by volunteers who contribute to our pay-it-forward model by sharing their experience and expertise with other members. Insight encourages members who successfully start new roles to volunteer to help future Insight Fellows. Additionally, Insight can provide volunteering opportunities in a field related to their academic background for new members who are seeking additional experience or training. Insight can arrange for a variety of mentorship opportunities to accommodate the logistical preferences of volunteers.

### **Financial Support**

Insight offers access to need-based and diversity-based scholarships to increase access and equity for thriving careers in the tech industry, and more information is available at [insightfellows.com/scholarships](https://insightfellows.com/scholarships). A limited number of scholarships are available to new members who complete a scholarship application by August 14, 2020. Members who withdraw from Insight, violate the Code of Conduct, or fail to adhere to the Membership Guidelines may be required to return part or all of their scholarship funds. You can apply for the Need-Based Scholarship [here](#), the Gender Diversity in Tech scholarship [here](#), and the Underrepresented Groups in Tech scholarship [here](#).

### **Membership Guarantee**

There are three components of the guarantee from Insight to an individual Fellow:

1. The Fellow accepts an offer for a position that earns at least \$100,000 USD annually.
2. The accepted offer is dated on or before April 30, 2021.
3. The accepted offer is for employment within a field relevant to the programs offered by Insight.

If any one of these three components are not met for an individual Fellow, the Fellow will have his or her financial commitment fully waived, as described in the below section on Refund Procedures.

Further details on the three components of the Insight guarantee are included below:

1. **Annual Income:** Income expressed on a monthly basis will be annualized. Annual income includes pre-tax base salary *plus* any cash bonuses from all relevant position(s). It does **not** include interest income, dividends, or income from other sources such as stock grants, income from non-relevant positions, benefits, or employer contributions to a 401k. For guarantee purposes, annual income will be based on the offer letter, and may be verified using corresponding tax documents.
2. **Offer Date:** The Offer Window for the guarantee begins when the Fellow commits to Insight by signing the attached acceptance letter. The Offer Window ends 6 months after the end date of the 7-week program. Since the 7-week program ends on Friday, October 30, 2020, the last day of the Offer Window is Friday, April 30, 2021. The original offer date for the accepted position must be within the Offer Window. The date when the Fellow receives or accepts the offer for the accepted position is not relevant to the guarantee. Offers dated on or after Saturday, May 1, 2021 will not satisfy the guarantee.
3. **Relevant Position:** The accepted position must be within a field [relevant](#) to one of the programs offered by Insight. To clarify whether a specific position is within the relevant field, the Fellow must submit the position title, company, and job description to the Insight member committee through [membership@insightfellows.com](mailto:membership@insightfellows.com). Insight may request additional documentation on the position and will make every effort to advise the Fellow whether the position is relevant within five business days of being notified. If the position is considered relevant, Insight will provide a written explanation for this decision. If the reviewed position is considered not relevant, the Fellow will receive an addendum (similar to [this example](#)) to his or her offer letter that affirms that the position does not satisfy the guarantee. Please see <https://insightfellows.com/relevant-positions> for a list of example position titles that previous Fellows have joined in relevant fields.

Notwithstanding Insight's guarantee, Fellows are not obligated to accept any position offered; nor are Fellows obligated to reject any employment offer that does not qualify as a relevant position.

## Membership Dues

All new members must commit to financially contributing to the Insight network if they accept an offer that satisfies the Membership Guarantee. Membership dues help to provide all members with training, networking opportunities, community events, one-on-one interview preparation, negotiation assistance for job offer(s), and ongoing career coaching and job placement services throughout your career. Please note that membership dues are required even if you accept a position that you interviewed for prior to joining Insight, except as covered in the Membership Guarantee or exempted through advance, written notice by Insight.

If you commit to joining Insight by signing this document, membership dues are required regardless of which position you accept, except as covered in Membership Guarantee. If you withdraw your membership after signing this document, your membership dues will not be returned unless you receive written approval from Insight due to extenuating circumstances.

For new members who join the Insight network in September 2020, the membership dues can be completed by selecting one of the three following options:

1. Share 12% of two-years worth of your annualized income through an Income Share Agreement (ISA).
  - a. Annualized income includes all forms of gross, cash compensation from your relevant position, as defined in the Membership Guarantee.
  - b. 24 monthly payments are made after you successfully start a relevant position that satisfies the Membership Guarantee.
  - c. If the Membership Guarantee is not satisfied, then the ISA will be fully cancelled prior to any payments.
  - d. The ISA comes with additional protections for members:
    - i. If your monthly income falls below the minimum threshold of \$8,333 (the monthly equivalent of an annual income of \$100,000), then your payments are postponed until your income returns above that threshold.
    - ii. While payments can be postponed as described above, the payment window cannot extend beyond 48 months after your first monthly payment. Any remaining payments after the 48-month window will be forgiven.

- iii. Members who earn more than the minimum income threshold, which would result in a financial commitment of \$24,000, are protected by a total payment cap of \$39,000. If a member reaches the payment cap before completing 24 monthly payments, no further payments would be required.
      - e. Members who select this commitment option must complete an application through our ISA service provider, Meratas, to accept this offer and reserve a position in the September cohort.
- 2. Pay the membership dues of \$24,000 through a loan with our partner, Climb Credit.
  - a. Climb Credit uses the individual credit history available through United States credit bureaus to determine the eligibility for loans and corresponding interest rates. Fellows may use a co-borrower to strengthen their application for a loan through Climb Credit.
  - b. Climb Credit can only offer loans to US Citizens or Permanent Residents, or individuals with co-borrows that are US Citizens or Permanent Residents.
  - c. If the Membership Guarantee is not satisfied, then the loan will be fully cancelled prior to any payments and Fellows will not be responsible for any accrued interest or fees.
  - d. Members who select this commitment option must complete an application through our loan partner, Climb Credit, to accept this offer and reserve a position in the September cohort.
- 3. Pay the full membership dues of \$24,000 in advance of the program.
  - a. This upfront payment is fully refundable if the guarantee is not satisfied.
  - b. Members who select this commitment option must complete the payment of \$24,000 in membership dues to accept this offer and reserve a position in the September cohort. The payment must be completed at least one week prior to the seven-week training program, no later than September 8th, 2020.

## **Refund and Cancellation Procedures**

For any Fellow who makes his or her commitment through an Income Share Agreement and who does not meet the Membership Guarantee, his or her financial commitment will be waived through a full cancellation of the Income Share Agreement in advance of any required payments. This cancellation process is specifically referenced within the terms of the Income Share Agreement. Insight will cancel the Income Share Agreement prior to receipt of any payments as soon as the Fellow notifies Insight that any one of the three components in the guarantee has not been fully met.

For any Fellow who makes his or her commitment through a loan with Climb Credit and who does not meet the Membership Guarantee, his or her financial commitment will be waived through a full cancellation of the loan in advance of any required payments. If the loan is cancelled due to the Membership Guarantee not being satisfied, then the Fellow will not be responsible for any interest or fees associated with the loan. Insight will cancel the loan as soon as the Fellow notifies Insight that any one of the three components in the guarantee has not been fully met.

For any Fellow who makes his or her commitment through the upfront payment option and who does not meet the Membership Guarantee, his or her financial commitment will be waived through a full refund of that payment. Insight will initiate the refund as soon as the Fellow notifies Insight that any one of the three components in the guarantee has not been fully met. While the refund will be initiated within three business days of notification, the refund may take up to five business days to be fully processed.

Insight reserves the right to examine any relevant documentation to ascertain whether the Fellow did not meet any of the components of the guarantee.

## **Restrictions on changes to Membership Guidelines**

These Membership Guidelines are part of the overall commitment between Insight and the members of the Insight community. These Membership Guidelines apply to all Fellows who are joining the Insight community during the program that begins on Monday, September 14, 2020. These Program Guidelines cannot be substantially changed without the prior written consent of both Insight and any affected Fellows.