Program Syllabus: The IH Apprentice Fellowship

"Building a Portfolio That Works for the Way Your Brain Works"

Apprentice Mission Statement: The IH Apprenticeship Program addresses the "experience gap" for **neurodivergent job seekers**. Traditional hiring processes often filter out these candidates due to bias or non-standard communication styles. Our program replaces the traditional interview with a **proof-of-work portfolio**.

Program Philosophy: The "9 Hole" Journey

We operate on a "Scorecard" model rather than a report card. The program is a simulated workplace where apprentices complete 9 distinct "Holes" (Milestones) to prove they are ready for independent work and to identify key accommodations for success.

The 3 Core Objectives

1. **Translate Strengths into Visible Results:** Moving from abstract potential to concrete work product.
2. **Demonstrate Reliability:** Using structure and deadlines to prove consistency.
3. **Reduce Bias:** Giving employers a visual record of capability that speaks louder than a resume.

The 3-Drive System (The Simulated Office)

To build executive function and organizational habits, apprentices work across three distinct zones:

- **01 The Library:** The source of truth (SOPs, Templates, and Learning Materials).
- **02 Work Product:** The "Factory Floor" where drafting and collaboration happen.
- **03 The Portfolio:** The final destination. Only completed, polished work is published here.

The Scorecard Metric

We do not use grades. We use the Scorecard.

- **The Standard:** An apprentice advances only when the work product for a Hole is marked "Complete."
- **The Reflection:** For every hole, the apprentice must document: *"What I Learned on This Hole and What I Can Do Better."*
- **The Feedback:** CEO Mike Eagan will offer concrete feedback for each hole that will be available to Board Members and other potential employers

IH Apprentice Fellowships — 9-Hole Course Listing

Hole 1: Launch & Orientation
- **Objective:** Understand the IH Apprenticeship Mission / TEAM / ME framework, your role in it, and the tools and supports you'll use to play all nine holes.
- **Key Milestone:** Complete Fellowship Agreement and initial meetings.

Hole 2: Google Suite of Tools
- **Objective:** Get fully functional in IH's Google environment to communicate, schedule, and collaborate without hand-holding.
- **Key Milestone:** Demonstrate professional use of Gmail, Workspace, and Meet

Hole 3: Industry Insider
- **Objective:** Ground the Fellow in the real insurance ecosystem—how the industry works, who the players are, and how decisions and funding flow.
- **Key Milestone:** Produce an Industry Awareness Article and complete value chain mapping.

Hole 4: Insurance & Technology Opportunities
- **Objective:** Gain understanding of different work environments in the insurance and technology ecosystem.
- **Key Milestone:** Create an Incubators Report and a POV on working for an insurtech.

Hole 5: Work Training & Baseline
- **Objective:** Establish an objective baseline of performance, identify gaps, and create a practical remediation plan.
- **Key Milestone:** Complete a task-based assessment and a one-hour baseline work session.

Hole 6: Work Product
- **Purpose:** Shift into consistent, trackable work output that matches role requirements and the Letter of Understanding (LOU).
- **Key Milestone:** Maintain daily task lists and complete performance assessment.

Hole 7: Work Product
- **Objective:** Complete Work Quota Block.

Hole 8: Work Product
- **Objective:** Complete Work Quota Block.

Hole 9: Completion
- **Objective:** Final review of strengths, accommodations, and role fit supported by work samples.
- **Outcome:** A lower-risk way for employers to hire and a clear path for apprentices who have already started doing the work.