Rotary International District 5010

Leadership Academy

http://www.district5010leadershipacademy.org

PDG Carolyn Jones, Academy Dean

STUDENT AGREEMENT – 2010-2011

The District Leadership Academy program is a nine-month series of courses and meetings designed to increase the knowledge of past club presidents, presidents-elect, presidents-nominee and other "qualified" Rotarians to participate in leadership at the District level. Taking part in this program requires a strong commitment, particularly with regard to the time required on the part of the individuals nominated and selected to participate. In past years, during the concluding seminar, participants have stated that it would have been helpful to be fully aware of all the Leadership Academy requirements prior to agreeing to participate, therefore, to assist the potential nominee in deciding whether to participate or not, this Agreement of Understanding has been developed.

The Leadership Academy requirements for Students are as follows:

1. Have a personal computer and be "computer literate". **NOTE:** No "special" equipment is required, but as with all things in the area of technology, the newer, the faster the better! May use either a PC or a Mac.
2. Have Microsoft Internet Explorer installed on computer and use for all Academy work. This is necessary to insure student will be able to successfully access the secured area of the Academy web site and download all course materials. Previous students have encountered difficulty when using other web browsers.
3. **Have a personal Gmail address** to be used for Academy purposes. Other email addresses will not be accepted. (no exception) Once your Gmail account is set up, you will be able to configure it to automatically forward all communications to your default email address.
4. Must check email on a daily basis to stay current with Academy communications from instructors & webmaster.
5. For Windows users, you should be using Windows 2000, XP, Vista or Windows 7 (highly recommended).
6. Microsoft Word is **not** required, but is **strongly** recommended for all course assignments!
7. Have a "good working knowledge" of the Internet and be able to access and use it without any difficulty.
8. Know how to open / download Adobe PDF and/or Microsoft Word files.
   NOTE: *All course materials are available **only** on the Leadership Academy Website and it is the responsibility of each student to obtain the material from the website in a timely manner. Course materials are not available in other formats for students to work "off-line" as extensive use of the Internet is required for all courses.*
9. Know how to open and read email file attachments from the Dean, instructors and the webmaster.
10. Know how to attach all course assignment files to an outgoing email message. You will need to do this for each course in the Academy. Assignments submitted by "embedding" them in the email message itself will be returned by all of the instructors for proper submission by the student.
11. Have the latest version of the Adobe Acrobat Reader (Version 9+) installed on his/her computer and understand how to download, open, read, print, and use Adobe PDF files. NOTE: (Version 9+ is available for free download on the http://www.adobe.com web site.).
12. Each Academy course will be posted on the Leadership Academy Website between the 1st and 5th day of the month in which the course is being taught (depending on the Webmaster's schedule). The Academy Webmaster will notify students via email to their Gmail address of the course availability. Each course will require downloading and printing of various course materials. Students can expect to print 200+ pages of material during the year.
13. No course will be posted earlier than the month in which it is taught even if requested by a student. Courses are not finalized by the instructors until approximately 1 week prior to being offered and the instructors are only available during the month in which their course is taught.
14. A survey of students over the years indicates that **most students require 4-5 days on each course, each month**. This includes the time spent reading, doing the course assignments, and preparing for the final exam. It could take less time or significantly more time if club involvement is required, but all courses must be completed within the 30-day period. The amount of time spent on each course will depend on the individual student's knowledge of the specific course as well as his/her knowledge and use of the Internet. Students who wait until the weekend before the deadline are the students that do not complete the Academy. The course assignments require that the student work on them throughout the entire month in order to get them completed in time.
15. All final exams are taken online with Hosted Test and require a minimum score of 70% to pass. The 2009-2010 overall class average for all six course exams was 92%. Students may retake the exam until they pass it.
16. Attendance at various meetings / events is required of all students in order to graduate. If you cannot attend all of these required meetings/events due to a conflict, you may wish to review this Agreement carefully and express your concern with the Rotarian who is nominating you and/or discuss it with the Academy Dean, or **you may choose to participate in the Leadership Academy program at some time in the future when you can positively commit to attending all of these required meetings.**

16. All Leadership Academy Courses are to be completed within the 30-day period for each course and submitted by the deadline for each course (this includes the taking of the exam). It is important that students stay current with each course as posted, however, students **may not** proceed to the next course until the previous course has been completed and the final exam has been passed and the next course is posted. Work for Courses #1 through #3 **must be completed no later than Dec. 20, 2010** or the student may be dropped from the program. Work for Courses #4 through #6 **must be completed by April 10, 2011** or the student may not be allowed to graduate.
17. **VERY IMPORTANT:** Students will need to perform all of their Academy course work on a computer with high speed access to the Internet and which is NOT located behind a government, banking, brokerage house or other business office firewall. These firewalls prevent students from accessing the secured area of the Academy web site where all of the course work is posted. Ten years of DLA graduates can confirm that there is **no way around this so please don't ask for help in making this happen**. In addition, several of the courses require the taking of online tutorials that can only be accessed with a high speed connection. Students without access to high speed Internet or who are behind the above-mentioned firewalls will need to find alternative Internet access such as home or the public library or **should not** enroll in the Academy **until** they do have **unobstructed high speed Internet access.**

STUDENT AGREEMENT

I confirm that I have read the above District Leadership Academy requirements and fully understand what will be expected of me if I am selected to participate in the 2010-2011 Academy. ***Therefore . . .***

- ☐ *I agree to attend all of the required meetings.*
- ☐ *I agree to complete all courses by their individual DEADLINE as stated in #17.*
- ☐ *I understand that failure to complete Academy courses by the deadlines, as stated above (without good reason), may cause me to be dropped from the Academy program during the current year.*
- ☐ *I understand that Academy courses will only be available in the month stated and will **not** be available early.*
- ☐ *I agree that my written essay (should I choose this option) may be made available for public view on the Leadership Academy web site and that all of my assignments will be posted on the Academy Google Group.*
- ☐ *I understand that high speed Internet access is **required** to complete all Academy work online.*
- ☐ *I understand that by signing this agreement I am signing an "agreement" with the District Leadership Academy to complete all of the requirements for the Academy **during the 2010-2011 Academy year**.*
- ☐ *I have read the provided Instructions for Leadership Academy Students and fully understand them.*
- ☐ *I have reviewed the Sample Course provided and understand the basic requirements for all Academy courses.*

Understanding and agreeing to all of the above requirements, I hereby request that my name be placed in nomination for the 2010-2011 Academy year.

Your Name (Print): _____ Your Signature_____

Your **Gmail**: _____ Rotary Club of: _____

(A Gmail address is mandatory for all Leadership Academy work).

Home Phone: _____ Business Phone: _____ Fax Number: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Date: _____

Please read carefully, check all of the boxes, sign and return this form along with the nomination form to the Rotarian placing your name in nomination for the 2010-2011 Academy year. If you have any questions regarding the Leadership Academy, please contact the Academy Dean, PDG Carolyn Jones at 1-907-346-2838 or via email at cjones@alaska.net