



## Survey for Prospective Academy Candidates

Name: \_\_\_\_\_ Rotary Club: \_\_\_\_\_

Please complete this survey within 7 days of the application date and send by email or fax to:  
 Gayle Knepper, Academy Dean, [rrotary5010@ak.net](mailto:rrotary5010@ak.net) , 919-714-0485 (fax). If you have questions, please call  
 Gayle at 907-351-8076.

Final deadline for receipt of this survey is **August 20, 2011**

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To assist the Leadership Academy in determining if you have the "software needed and the computer/ internet skills" necessary to successfully participate in and complete the Leadership Academy Program (which is an all electronic program), please provide the following information.

1. Yes No Do you have a personal computer at home that you can access daily?
  - a. If you answered "yes" to Question #1, what type of computer do you have?
    - PC
    - b. Mac
2. How old is your computer or the computer you would be using for this program? \_\_\_\_\_
3. What operating system is currently running on this computer?
  - a. Windows 98 *(will not work for Academy use)*
  - b. Windows 2000
  - c. Windows XP
  - d. Windows Vista
  - e. Windows 7
  - f. MAC OS - What Version \_\_\_\_\_
4. Please rank your personal computer use and "expertise". *(Past Academy Graduates are in agreement that an "intermediate" expertise level is the minimum required to assure success in the Leadership Academy.)*
  - a. Casual User (email only but not on a daily basis. Computers are not in your "comfort zone" and you do not use them in your professional work.)
  - b. Beginner (daily email with occasional Internet use. Not software proficient. Still somewhat uncomfortable with computers and the Internet but you are learning.)
  - c. Intermediate (daily email, daily internet, frequent use of Word & Excel. Still learning but very comfortable with all of these components.)
  - d. Advanced (daily email, internet; proficient in Word, Excel, PowerPoint and other software. Significant part of your daily life and very comfortable using computers.)

- e.  **Super User** (Use a computer daily for all aspects of your professional and personal life and are highly proficient in the use of email, MS Word, MS Excel, PowerPoint, Adobe Acrobat, the Internet and various search engines. Could not get through the day without them. You have significantly above average "technical expertise" and often help others having difficulty.)
5. Which web browser do you use?
- a.  Microsoft Internet Explorer (*required for Academy use. If you are a Mac user, you should have one of the browsers listed below in addition to Safari.*)
- b.  Firefox
- c.  Opera
- d.  Google Chrome
- e.  Mozilla
- f.  Other. (Please indicate) \_\_\_\_\_
6. What type of Internet Access do you have at the location at which you will be doing your Academy work?
- a.  DSL / High Speed Cable / High Speed Wireless
- b.  T-1 Line
- c.  Dial-Up (*Dial up access will not work for Academy use. If this is the only type of access you have, please identify another location to do your Academy work such as the public library. You will not be able to participate until you have high speed access.*)
7. If you plan on doing your Academy work at your place of business, do any of the following apply to you?
- a.  Government Agency (local, state, federal)
- b.  Financial Institution (bank, credit union, investment firm, brokerage house, etc.)
- c.  Non-profit Agency
- d.  Other business with extensive firewalls in place.  
(*If any of the above apply and you do not have access to another high speed location, you may not be able to participate in the program. The Academy web site is a "secured" site requiring user ID and password access that may be restricted by your server. If you work at any of the above, you will likely not be able to access the site to obtain your coursework.*)
8. What is your personal email address? \_\_\_\_\_
9. Do you have a personal Gmail address? (*required for Academy enrollment; sign up free at Google*)
- a.  Yes  No
- b. If you answered "Yes", enter your Gmail address here: \_\_\_\_\_

10. Yes No Do you check your email daily? More than once? Yes No
11. Yes No Do you own Microsoft Word? *(Required for all Academy work. All courses use "Fillable Word Templates" that cannot be completed with other software. You may also use the free "Open Office" software to complete this work.)*
12. Yes No When using the Internet do you know how to enter a web site URL into the browser's address line?
13. Yes No Do you know how to "copy and paste" content from one document to another or from the Internet into a document?
14. Yes No Do you have either Adobe Acrobat (Ver. 9 or 10) or the latest version of the Adobe Reader (10.0.1 or higher) currently installed on your computer?
15. Yes No Do you know how to set up file folders on your computer?
16. Yes No Are you able to download, open, read, and print Adobe PDF files?
17. Yes No Do you know how to download files (PDF, Word, Excel, etc.) from the Internet and save them to your computer (in a folder) so you can find them later?
18. Yes No Do you know how to open Email attachments (Word, Excel, PDF, etc.) and save them to your computer in a specific folder for later use?
19. Yes No Do you know how to complete "Fillable Word Documents" then save them to your computer in a specific folder for later use?
20. Yes No Do you know how to create Word documents using specific formatting (as provided in course instructions), then save the document to your computer for later use?
21. Yes No Do you know how to attach files to outgoing email (Word, PDF, Excel, etc.)?
22. Yes No If admitted to the Academy, you will be required to purchase approximately \$35 worth of printed material from Rotary International. Are you willing to do this? (This is in addition to the \$100 tuition.)
23. Yes No In addition to the printed materials from RI, a significant amount of additional material will be posted to the Academy web site for each course during the year. This will entail downloading and printing from 200-300 additional pages. Are you willing to do this?

24. Description of Your Computer Proficiency

As the Leadership Academy program is an intensive **all electronic program**, it is very important that all candidates have the required skills and tools in order to be able to successfully access the required web sites, locate information on the Internet, and use Word, Excel, PowerPoint and PDF files to complete their course work. Please **explain in detail** your computer and internet proficiency, how long you have been using computers and the Internet and your level of proficiency in the use of the software programs mentioned above. (Be **specific and thorough**.) You may attach a separate document to complete this portion of the survey.