|  |  |  |
| --- | --- | --- |
| **logo** | **The Leadership Academy of District 6080**  [**http://www.academy6080.org**](http://www.academy6080.org) |  |

**Course Descriptions and Assignments  
2016-2017**

|  |  |  |
| --- | --- | --- |
| **2016** | **FIRST SEMESTER COURSES** | **DESCRIPTION & ASSIGNMENT** |
| July-August 31 | **“Canvas Pre-Course”**  Instructor, Harriett Schloer RC of Bend High Desert (D5110) *(Canvas Administrator)* | *This course will be available July 15 – August 31 of 2016 as each student is enrolled in the DLA program. It is designed to help them become thoroughly familiar with the Canvas “Virtual Classroom” cloud-based Learning Management System. Students will be given access to this Pre-Course upon being enrolled in the Class of 2017. If the student encounters any problems whatsoever accessing or using* ***Canvas****, this “pre-course” will give them the opportunity to get the help they may need to become “proficient” in the Canvas program prior to the beginning of Course #1: Communications. (NOTE: Once the DLA courses begins on September 1, the Academy Administrator and/or the instructors will not be available to provide any training and/or assistance to students who are unable to access or work in the Canvas “Virtual Classroom” eLearning format.)*  *During the Pre-Course students will be instructed in how to setup their personal “MyRotary” account on the RI web site. Creating their MyRotary account will be essential to their work in the Academy this year. They will use the Rotary web site throughout the year and will only be able to access secured areas if they have created a MyRotary account that identifies them as a Rotarian.* |
| September 30-day course | **Course #1**–**Communications**: Instructor, Harriett Schloer RC of Bend High Desert (D5110) *(Canvas Administrator)* http://www.district5010leadershipacademy.org/images/WhiteHouse-COC-3.jpg | *This course provides an overview of the growth of Rotary’s use of electronic communications including an introduction to Rotary’s Social Media. Students will become familiar with the Rotary International web site and use the site to complete numerous course assignments throughout the Academy year.*  ***Webinar:***  *The course will begin with a 1 hour “GoToMeeting” webinar hosted by the instructor that all students will participate in. The elements of the course will be explained, students will have the opportunity to get their questions answered and they will get to know their instructor. There will be a live tour of the RI Web site, as well as the Canvas virtual classroom, and students will be shown how to access and use the Rotary Showcase, the Rotary Brand Center and Rotary Club Central.*  ***Assignment:*** *The course assignments will consist of the following:*   1. *Complete a prepared survey of the current status of their club’s communications program(s).* 2. *A 20 question Web Challenge where all of the answers will be found on the RI web site.* 3. *Complete and submit a 1-year Club Communications Action Plan, including completing the first goal using the SMART goals format. (Additional goals will be completed with the help of the club at a later time using the SMART system. Only the submission of the first SMART goal is required to be submitted for the course assignment.)* 4. *A final exam, taken online in Canvas, will complete the course.* |
| September 30 Day Course | **Course #2**–**Membership**: Instructor: Eddie Spain RC of Springfield Metro | *The course covers membership recruitment, retention, and extension. All of Rotary’s latest membership resources will be made available, as well as tools to help students analyze their club’s membership over the previous five years.* ***Webinar:*** *The course will begin with a 1-hour “GoToMeeting” webinar hosted by the instructor that all students will participate in. The elements of the course will be explained, students will have the opportunity to get their questions answered at the beginning of the course and they will get to know their instructor.*  ***Assignment:*** *The course assignments are as follows:*   1. *Complete a survey of the current status of their club’s membership program* 2. *Students will invite at least one individual to a Rotary meeting with the goal of* ***proposing*** *them as a member by the end of the Rotary year. If the student has proposed or sponsored a member since July 1 of the current Rotary year, this will qualify as completing this part of the assignment.* 3. *Students will choose 1 of 3 Canvas threaded Discussion topics covering Membership to respond to. The instructor will post comments on their responses in Canvas.* 4. *Complete and submit a 1-year Club Membership Action Plan, including completing the first goal using the SMART goals format. (Additional goals will be completed with the help of the club at a later time using the SMART goals format. Only the submission of the first SMART goal is to be submitted for the course assignment.)* 5. *A final exam, taken online in Canvas, will complete the course.* |
| November 30-day course | **Course #3 – Public Image**  Instructor: Mary Ann Beahon RC of Fullerton | *The course covers RI’s Public Image policies and the importance of developing Rotary’s Public Image. Students will be given examples of the successful use of Public Relations to promote the work of their club and grow membership as well as create greater public awareness of Rotary.* ***Webinar:*** *The course will begin with a 1-hour “GoToMeeting” webinar hosted by the instructor that all students will participate in. The elements of the course will be explained, students will have the opportunity to get their questions answered at the beginning of the course and they will get to know their instructor.*  ***Assignment:*** *The assignments will be as follows:*   1. *Complete a survey of the current status of their club’s Public Image program.* 2. *Students will use the Rotary Brand Center to create an official Rotary logo for their club using the provided template.* 3. *Students will use the Rotary Brand Center to select from a variety of available templates t create a promotional item that can be used by their Rotary club such as business cards, newsletter, brochure, etc.* 4. *Students will choose 1 of 3 Canvas Discussion topics covering Public Image to respond to. The instructor will post comments on their responses in Canvas.* 5. *Complete and submit a 1-year Club Public Image Action Plan, including completing the first goal using the SMART goals format. (Additional goals will be completed with the help of the club at a later time using the SMART goal format. Only the submission of the first SMART goal is to be submitted for the course assignment.)* 6. *A final exam, taken online in Canvas, will complete the course.* |
| December 1 - Jan 1: Academy Closed for the Holidays. *This time can be used by the students to finish any course work for the first semester that has not yet been completed and submitted to the instructor.* | | |
| **2017** | **SECOND SEMESTER** | **DESCRIPTION & ASSIGNMENT** |
| January 31-day course | **Course #4 – Youth Service** Cathy Libey RC of Jefferson City Evening | *This course covers Rotary’s four primary youth programs, how clubs can participate in them, and various requirements for working with youth*. ***Webinar:*** *The course will begin with a 1-hour “GoToMeeting” webinar hosted by the instructor that all students will participate in. The elements of the course will be explained, students will have the opportunity to get their questions answered at the beginning of the course and they will get to know their instructor. The webinar will be recorded for all who are not able to participate during the live discussion.*  ***Assignment:*** *The assignment shall consist of the following:*   1. *Complete a survey of the current status of their club’s involvement in Rotary’s Youth Service programs.* 2. *Using the Rotary Brand Center, students will create a brochure describing their club’s participation in RI’s Youth Service Programs.* 3. *Students will choose 1 of 3 Canvas threaded Discussion topics covering Youth Service to respond to. The instructor will post comments on their responses in Canvas.* 4. *Complete and submit a 1-year Club Youth Service Action Plan, including completing the first goal using the SMART goals format. (Additional goals will be completed with the help of the club at a later time using the SMART system. Only the submission of the first SMART goal is required for submission for the course.)* 5. *A final exam, taken online in Canvas, will complete the course.* |
| February 28-day course | **Course #5 – RI Organization** Don Alberti RC of Jefferson City Breakfast | *This course covers the organizational structure of Rotary at the club, district, and international level. Major changes as implemented by the 2016 Council on Legislation will be focused on and students will become familiar with the use of the 2016 Manual of Procedure.* ***Webinar:*** *The course will begin with a 1-hour “GoToMeeting” webinar hosted by the instructor that all students will participate in. The elements of the course will be explained, students will have the opportunity to get their questions answered at the beginning of the course and they will get to know their instructor.* ***Assignment:*** *The assignment will consist of the following:*   1. *Complete a survey of the current status of their club’s organization and structure.* 2. *Using the Rotary Brand Center, students will create a valid, official club logo using the official Club Logo template.* 3. *Students will respond to 2 Canvas threaded Discussion topics covering RI’s Organization Structure and the RI Strategic Plan. The instructor will post comments on their responses in Canvas.* 4. *Completion of a 1-year Club Action Plan using a streamlined Word “fillable” template. This plan will include the four plans that were previously created for Communications, Membership, Public Relations, and Youth Service. Students will then incorporate the current status of their club and finalize the template with goals for improvement based on the full plan. As part of this they will complete the first Organization Goal using the SMART goal setting system.* 5. *A final exam, taken online in Canvas, will complete the course.* |

|  |  |  |
| --- | --- | --- |
| Mar. 1-Apr. 20 7-week course | **Course #6**  **TRF Part 1** PDG Raymond Plue RC of Columbia South  **TRF – Part 2** Susan Hart RC of Columbia Metro | *The final course in the Academy program covers The Rotary Foundation. Due to the many components of TRF, the course covers seven weeks and is taught in two parts.*   1. *Part 1 covers PolioPlus, the Six Areas of focus, and ways of giving to the Foundation.* 2. *Part 2 covers the new Grant Model and incudes, District Grants and Global Grants with the emphasis on District Grants.* 3. ***Webinar:*** *There will be a 90 minute GoToMeeting webinar at the end Part 1 of the TRF Course that will be hosted by the two instructors that all students will participate in. The elements of the course will be explained, students will have the opportunity to get their questions answered and get specific district information on District Grants, how to apply for them and how to submit them.* ***Assignments:*** *There will be separate assignments for each part of this course.* 4. *The assignment for Part 1 will be four Discussion topics posted in Canvas covering Part 1 of the TRF Course. The instructor will respond to the student postings in Canvas.* 5. *For Part 2, Students will respond to 1 Canvas threaded Discussion topic covering Rotary Grants. The instructor will post comments on their responses in Canvas.* 6. *Students will prepare a District Grant based on a project of their own choosing using the District Grant criteria as developed by the district.* 7. *A final exam, taken in Canvas, will complete the course.* |

=