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| **logo** | **The Leadership Academyof District 6080**[**http://www.academy6080.org**](http://www.academy6080.org)  | **C:\Users\in2dt\Contacts\Pictures\theme19-20_en\EN\T1920EN_PMS-C.jpg** |

**Student Agreement – 2019-2020**

*The Leadership Academy of District 6080 is a six month series of courses and meetings designed to educate and increase the knowledge of past club presidents, presidents-elect, presidents-nominee and other “qualified” Rotarians to participate in leadership at the club and district levels. Taking part in this program requires that each participant will set aside the time each month to complete each course and have the* ***dedication and commitment*** *to see the program through to completion.*

**BASIC REQUIREMENTS FOR ADMISSION**

Application Deadline August 25, 2019

Submit to Academy Dean, PDG Raymond Plue via email at **plue-r@socket.net**

*Prior to acceptance and admission to the Leadership Academy program, students are required to complete and submit the following:*

1. *Application Form*
2. *Skills Survey*
3. *Student Agreement– signed by the applicant.*

The Leadership Academy Technical Requirements for Students Include the Following

1. REQUIRED: Own a personal computer AND have significant computer skills and expertise
2. REQUIRED: Have BOTH Google Chrome and Microsoft Internet Explorer or the new Microsoft Edge installed on your computer for use in all Academy course work or Safari and Firefox for Apple. *Note: there have been rare issues with Firefox and Safari when using the cloud-based* ***Canvas “‘Virtual Classroom”*** *eLearning System and we recommend Apple users also install Chrome “just in case”.)*
3. REQUIRED: Have a personal email address that will not block communications from the Academy. If there is difficulty with your regular email blocking Academy email, you will need to open a separate Gmail account for Academy use.
4. REQUIRED: Check email daily for communications from the Academy.
5. REQUIRED: Be using Windows 8 or 10 operating system or the latest MAC OS. *(nothing else qualifies****)***
6. REQUIRED: Have access to and be able to successfully use Microsoft Office or the FREE Open Office Software, for all Academy assignments. *(Academy courses use “fillable” Word templates for assignments that can only be completed using Word or the free OpenOffice program which is available for free download online (nothing else works!!) All written assignments must be submitted to the instructors in Word format only using only Word or OpenOffice or they will not be accepted by the instructor and will be returned to the student for proper resubmission.)*
7. REQUIRED: Have "knowledge/expertise” in the use of email, web browsers, the Internet and search engines.
8. REQUIRED: Have expertise in downloading, opening, attaching, saving and printing Adobe PDF files.
9. REQUIRED: Have expertise in downloading, opening, saving, printing and uploading Microsoft Word files.
10. REQUIRED - Be capable of uploading files to the Internet. *(All assignments are to be uploaded directly from each course’s Submission Page in* ***Canvas*** *in the appropriate format required for each course****.***  *Assignments may not be submitted via email directly to the instructor. They may* ***only*** *be submitted using the* ***Canvas*** *online platform.*
11. REQUIRED - Have the latest version of the Adobe Acrobat Reader (Version 11+) installed on your computer. This free software may be downloaded from [http://www.adobe.com/reader](http://www.adobe.com/reader%20) Or if you have full blown Acrobat that also works.
12. REQUIRED: Have access to HIGH SPEED INTERNET (either cable, DSL or wireless) for all Academy work on a regular (daily) basis. If you do not have this, you will need to delay your DLA admission until you do.
13. Be willing to spend the equivalent of 3-4 days per month *(depending on your reading speed, computer speed, and Internet capability)* completing Academy course work, including the final exam. If you follow the “submission dates” for each course and its various assignments, **you will easily be able to fit the course and its tasks into your monthly schedule**. If you do not adhere to the course calendar and submission dates *(as closely as possible)* and wait until the final deadline at the end of the month to submit all of your work, you may fall behind and risk being dropped from the program.
14. Agree to complete all course work and exams during the 1 month period each course is taught.
15. Attend three of the following meetings during the year by scheduling them on your calendar immediately upon acceptance in the Academy program.
	1. **District Conference**
	2. **Academy Final Seminar *(required)***
	3. **District Training Assembly**
	4. **District Foundation Seminar**
	5. **District Membership Seminar**
	6. **PETS (PEs, AGs & Inst.)**

VERY IMPORTANT: Students will need to perform all of their Academy course work on a computer with high speed access to the Internet **(NO EXCEPTIONS!)** and which is **NOT located behind a government, banking, brokerage house or other business office or non-profit organization secured firewall**. These firewalls prevent students from accessing the secured Canvas web site which requires an individual ID and password and is the only location where all Academy curriculum and course work is posted. Twenty years of DLA graduates can confirm that there is **no way around this, so please don’t try to override this or have your IT professional try to configure it for you. It’s just not going to happen**. In addition, some of the courses require using online tutorials on the RI web site that can only be accessed using a high speed connection. Students without high speed access or who are behind the above-mentioned secured firewalls will need to find alternative Internet access such as home, a coffee shop, public library, etc. When using “public access” it is very important that when students have completed their work in Canvas that they completely shut down Canvas by closing the web browser prior to exiting the computer they are using. Students without access to a high speed internet connection will not be admitted to the Academy until they have acquired high speed access.

**Student Agreement***I confirm that I have read the above District 6080 Leadership Academy requirements and fully understand what will be expected of* me if I am selected to participate in the 2019-2020 Academy by checking off each of the following**.**

[ ] I agree to attend three of the required events/meetings as listed above

[ ] I agree to complete all courses by their individual submission dates and DEADLINES as stated above.

[ ] I understand that failure to complete Academy courses by the monthly deadlines, as stated for each course *(without good and sufficient reason)*, I may be dropped from the Academy program during the current Academy year, but will be allowed to complete the program at a later date.

[ ] I understand that Academy courses will only be available in the month stated and will **not** be available early.

[ ] I understand that all Academy course reading materials will be made available in PDF format in Canvas for free download.

[ ]  I understand that there will be **extensive printing** throughout the Academy year if I decide to print course materials.

[ ] I understand that high speed Internet access is **required** to complete all Academy work online and hereby confirm that I have **unobstructed** high speed Internet access to complete the Academy work.

Understanding and agreeing to the above requirements, I hereby submit this agreement along with the required Student Skills Survey and application and request that I be considered for acceptance into the 2019-2020 Leadership Academy of District 6080.

Your Signature: *(enter name followed by “signed”)*: Click Here Date: Click Here

Your Email Address: Click Here Rotary Club of: Click Here

Home Phone: Click Here Cell Phone: Click Here

Mailing Address: Click Here City: Click Here State: Click Here Zip: Click Here

Please read carefully, check all of the above statements, “sign” and email this Agreement along with the Academy Application and the Skills Survey for the 2019-2020 Academy year to Academy Dean, PDG Raymond Plue via email at **plue-r@socket.net** **Due by August 25. 2019**