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| **logo** | **The Leadership Academy of District 5170**  [**http://academy5170.org**](http://academy5170.org) |  |

**Student Agreement – Class of 2024**

*The Leadership Academy of District 5170 is a seven-month series of online courses, Zoom and meetings and District 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 all course assignments in a timely manner and have the* ***dedication and commitment*** *to see the program through to completion.*

Deadline August 20, 2023

**BASIC REQUIREMENTS FOR ADMISSION**

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

1. *Application Form for the class of 2023 – signed by the applicant and the Club President*
2. *Skills Survey for the class of 2023. This is to determine the applicant's computer, Internet, and software capabilities*
3. *Student Agreement for the class of 2023. This must be signed by the applicant.*

Submit all three documents to the Leadership Academy Dean, PDG Tim Lundell [**Rotary5170@**](mailto:plue-r@socket.net)**Earthlink.net**

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 Google Chrome installed on your computer for use in all Academy course work or Safari and Firefox for Apple. *Note: Canvas no longer supports Microsoft Explorer so do not use this. There have been rare issues with Firefox and Safari when using the cloud-based Canvas “‘Virtual Classroom”**Learning 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 the Windows 10 or Windows 11 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 instructors 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 and will not be accepted. They may* ***only*** *be submitted using the Canvas online platform for submission.*
11. REQUIRED - Have the latest version of the Adobe Acrobat Reader installed on your computer. This free software can 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. 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 will fall behind and risk being dropped from the program.
14. Agree to complete all course work during the 1 month period each course is taught. The academy allow extensions for any course that is not completed by the deadline date.
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. **Membership Seminar**
    6. **District Grant Meetings (attend 1)**
    7. **Pre-PETS & 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 four 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 website 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 5170 Leadership Academy requirements and fully understand what will be   
expected of me if I am selected to participate in the Academy Class of 2024 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, I may be dropped from the Academy program during the Academy year, but will be allowed to complete the program in the following year.

IMPORTANT: 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 resource materials will be made available in PDF format in Canvas for free download.

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 District 5170 Leadership Academy Class of 2023.

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 Academy Class of 2023 to  
  
Academy Dean, PDG Tim Lundell: [Rotary5170@earthlink.net](mailto:Rotary5170@earthlink.net)

Deadline for submission: August 20, 2023