

LEADERSHIP ACADEMY OF DISTRICT 6440

FAQ 2019-2020 Academy Year

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1. **Who is eligible to Participate?**

- Past Club Presidents
- Presidents-Elect
- Presidents Nominee
- All interested Rotarians

2. **What is required for admission?** Admission to the DLA program is by application only. The following are eligible to recommend an individual once they have completed the required paperwork.

- Past District Governors
- District Governor
- District Governor-Elect
- District Governor Nominee
- Assistant Governors
- Academy Instructors
- Academy Dean

If you are interested in being considered for participation in the DLA program, discuss the program with one of the above individuals, complete the application and have them recommend you. As part of the Admission process, you will complete and submit a Candidate Agreement, an Application Form, and a "Student Skills Survey" to insure that you have the equipment, software, and computer skills to complete the program successfully.

3. **How much does it cost?** Tuition is \$100 per student for the 2019-2020 DLA year. Please contact the Academy Dean, PDG Sarah Oliver, via email at gov,sarah@rotary6440.org with any question.

4. **How much time do the courses take?** This is the most frequently asked question and is difficult to answer because each Academy participant has individual knowledge and skill levels with regard to Rotary programs, computers, the Internet and software that will determine how much time they will need to complete each course. However, what we can tell you is that the program requires a commitment on the part of each student in order to complete it successfully. Think of each course as a typical month long 3-credit college course. On average, each course will require a minimum of 1-2 hours each week to review the resources, respond to discussion topics, prepare and submit the assignment(s) and take the final exam. To do this, students **must** schedule their time throughout the month to insure success. To assist you, a timeline is provided for each course to keep you on track. If you follow this timeline we guarantee that you will complete each course with no difficulty and in a timely manner. On the other hand, if you wait until the last weekend of the month to get started, you won't meet the mid-course deadlines and you could easily fall behind. If students fall behind it is very difficult to catch up and they may need to drop the program and complete it at a later date (within the next two years).

5. **How many meetings are required?** District requires that participants attend **at least three meetings** from the following list, including the required graduation:

• One Rotary Summit/Fall Training	• District Training Assembly
• Grants Management Seminar	• District Conference
• PETS for PEs and AGs	• Academy Final Seminar/Graduation (Required)

6. **How does the program work?** The DLA “Classroom” throughout the entire year is the cloud based **Canvas Virtual Classroom** Learning Management System. Each student is given personal access to **Canvas** once they submit their application to the Academy Dean. All course materials will be posted to **Canvas** on a course by course basis as each course is launched. Throughout the year, students are enrolled in each course when it is launched on the 1st of the month. No student is given access to courses until the day they are launched as the courses will not be available to access until that date..

Course Procedure:

- DLA courses are made available ONLY during the month in which they are taught. If you finish your course for the month early, you will need to wait until the following month for the next course to be posted. Instructors have allotted personal time to manage their course during the month it is being offered. Please do not request that you be allowed to move forward to the next course before the month in which it is taught as this will not be possible because the course will not be available. Once you are officially enrolled in a course, a notification will be sent to your email address.
- Each course has a deadline and these deadlines should be followed to insure that you do not fall behind. In addition, instructors are primarily ONLY available during the month in which their specific course is taught. There are two deadlines for each course as follows:
 - 25th of the Month: All course work including discussions and written assignments are due.
 - Last day of the month: Course final exam must have been completed.The exception is Courses #6 & #7(*The Rotary Foundation*) that is taught in two parts over about six weeks:
 - April 18: Deadline for completing discussions, submitting written assignments to the Instructor, and completing the final exam. Interim deadlines will be posted with the course.

7. **What equipment and software do I need?** The basic Academy requirements are as follows:

Equipment

- Either a PC or a MAC (Desktop or Laptop) with the latest operating system.
- An iPad or other Tablet with an external keyboard.
- An operating system that is no more than two years old (*the newer the better!*)
- **BOTH** Google Chrome and Edge (*for Academy purposes, use of the RI web site and specifically use of the cloud-based **Canvas Virtual Classroom***).
- **Internet:** You also must have **high speed Internet Access**. The DLA program cannot be performed on a dial-up connection. Therefore, if you do not have high speed access and cannot gain access to it on a regular (*daily*) basis, you should delay your DLA participation until this requirement is met.

Software

- Microsoft Office Suite:** All Academy curriculum and the documents related thereto were developed using the Microsoft Office Suite of Software (2013 or later), specifically Word, Excel, and PowerPoint. If you do not have access to this software, you can download the FREE OpenOffice Suite from the Internet <http://download.openoffice.fm/free/> which is available in both PC and MAC versions. This software is fully compatible with Microsoft Office and will enable you to use and complete the “fillable Word documents” that are used for every Academy course.
- Adobe Acrobat Reader:** The majority of the documents for download will be in Acrobat PDF format. Make sure that you have the latest version of the FREE Acrobat Reader Software installed on your CPU in order to access, open, read, and print all of these documents.

8. **Can I work from my office?** As previously stated, the DLA “Classroom” throughout the entire year is the cloud based **Canvas Virtual Classroom**. To access **Canvas** a user ID and password are required. If you work in a government office (including local), non-profit organization, or any type of financial

institution, and some law offices, more than likely you will not be able to access [Canvas](#) from your office due to the heavy firewalls and security measures installed. **DO NOT TRY TO GET THIS CHANGED FOR YOU.** Your IT person will not be able to help you as in order to make the change it would require changing the system for everyone in the office. You'll just have to locate somewhere else to access the [Canvas](#) system

9. **What kinds of assignments will there be?** Each of the courses has a written assignment based on the material presented during the course that must be completed and turned into the instructor by the 25th day of each month. **Many of these will require that you work with your club or club leaders / committee members in order to complete them.** For the 2019-2020 Academy year, all students who are admitted to the program will have “extra support”. Once you have been admitted to the program, your club President will be contacted by the Academy Dean. He/She will be notified that you will be participating in the DLA program and that club support and assistance will be necessary during various months when you will be working on developing “action plans” for Membership, Public Image, New Generations, The Rotary Foundation and finally a full Club Action Plan. In this way, the club committee members who are involved in those programs during the months those courses are taught will be notified in advance that they will need to work with you to complete your assignment for each course. Allow plenty of time during the month in which to get these completed, as each assignment is due on the 25th day of the month in which the course is taught (*except course #6-7 which is a six-week course. See #6 above.*) All assignments are written with very specific criteria and formatting that you must follow. If you do not submit an assignment that meets the criteria as described in the course instructions, you will be asked to revise and resubmit it.

When you complete the Academy, you will have a complete set of “tools” to help your club become as successful as it can be and you will have the ability to guide them through the implementation of those “plans” which are particularly relevant to your Rotary club. In addition, you will have the Rotary knowledge and background needed to be a highly successful leader in your Rotary service at the club or district level.

10. **Are there exams?** Once you have completed your discussion topics and your instructor has received and approved your written assignment(s), he/she will provide you with a copy of the course “Pre-Test”. This Pre-Test will be identical to the Final Exam that you will take online. You will **not** return the PreTest to the Instructor. You will complete the PreTest and then use the answers on the Pre-Test to take your Final Exam online on using [Canvas](#). A score of 70% is required to pass the final exam for each and every course and the system will give you the results immediately upon submitting your answers. If you score 70% or above, you will not be able to retake the exam.
11. **Can I get help if I need it?** Do NOT become discouraged if you're having trouble getting back in the groove of “going back to school”. If you feel you are falling behind or you're having particular difficulty with something, pick up the phone and give the Dean or the [Canvas](#) Administrator (*ie:* “Head Cheerleader” a call (541-388-7342). The Academy Dean, your instructors and the Administrator will work with you to help you get over the hump. As the [Canvas](#) Administrator, this will be my 20th year as an Academy instructor, administrator and webmaster and during that time I've had a lot of experience pulling students back from the brink.

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