



# Rotary International District 5000 Leadership Academy



<http://www.district5000leadershipacademy.org>

PDG Jim Varner, Academy Dean

## STUDENT CONTRACT – 2009-2010 (Agreement of Understanding)

*The District 5000 Leadership Academy program is a nine-month series of courses and meetings designed to increase the knowledge of past club presidents, presidents-elect, presidents-nominee and other “qualified” Rotarian to participate in leadership at the District level. Taking part in this program requires a **strong commitment**, particularly with regard to the time required on the part of the individuals nominated and selected to participate. In past years, during the concluding seminar, participants have stated that it would have been helpful to be fully aware of all the Leadership Academy requirements prior to agreeing to participate, therefore, to assist the potential nominee in deciding whether to participate or not, this Contract & Agreement of Understanding was developed.*

### The Leadership Academy requirements for Students are as follows:

1. Have a personal computer and be “computer literate”. **NOTE:** No “special” equipment is required, but as with all things in the area of technology, the newer, the faster the better! May use either a PC or a Mac
2. **Have a personal Gmail address** to be used for Academy purposes. Other email addresses will not be accepted.
3. Must check email on a daily basis to stay current with Academy communications from instructors & webmaster.
4. For Windows users, you should be using Windows 2000, XP, or Vista.
5. Microsoft Word is **not** required, but is **strongly** recommended for all course assignments!
6. Have a “working knowledge” of the Internet and be able to access and use it without any difficulty.
7. Know how to open / download Adobe PDF and/or Microsoft Word files.  
**NOTE:** All course material is available **only** on the Leadership Academy Website and it is the responsibility of each student to obtain the material from the website in a timely manner. Most course materials are not available in any other format for students to work “off-line” as extensive use of the Internet is required for all courses.
8. Know how to open and read email file attachments from the Dean, instructors and the webmaster.
9. Know how to attach files to outgoing email. You will need to do this for each course in the Academy.
10. Have the latest version of the Adobe Acrobat Reader (Version 9.0) installed on his/her computer and must understand how to download, open, read, print, and use Adobe PDF files. **NOTE:** (Version 9.0 is available for free download on the <http://www.adobe.com> web site.).
11. Each Academy course will be posted on the Leadership Academy Website between the 1<sup>st</sup> and 5<sup>th</sup> day of the month in which the course is being taught. The Academy Webmaster will notify students via email to their Gmail address of the course availability. Each course will require downloading and printing of various course materials. Students can expect to print approximately 200-250 pages of material during the year. **No course will be posted early even if requested by a student as they are not finalized by until approximately 1 week prior to being posted and the instructors are only available during the month in which their course is taught.**
12. A survey of students over the years indicates that **most students require 4-5 days on each course, each month.** This includes the time spent reading, doing the course assignments, and preparing for the final exam. It could take less time or significantly longer if club involvement is required, but all courses must be completed within the 30-day period. The amount of time spent on each course will depend on the individual student’s knowledge of the specific course as well as his/her knowledge and use of the Internet.
13. All final exams are taken online with Hosted Test and require a minimum score of 70% to pass. The 2008-2009 overall class average for all six course exams was 91.4%. Students may retake the exam until they pass it.
14. Attendance at the following meetings / events is **required** of all students **in order to graduate**. If you cannot attend all of these required meetings/events due to a conflict, you may wish to review this Agreement carefully and express your concern with the Rotarian who is nominating you and/or discuss it with the Academy Dean, or **you may choose to participate in the Leadership Academy program at some time in the future when you can positively commit to attending all of these required meetings:**
  1. **September, 2009:** District 5000 District Conference - Sheraton Waikiki
  2. **January 2010::** Leadership Academy Workshop (time and place to be announced)
  3. **Date TBD:** District Assembly (times and locations to be announced)
  4. **May 2010:** Final Seminar/Graduation (to be announced)

14. All Leadership Academy Courses are to be **completed within the 30-day period for each course and submitted by the deadline for each course (this includes the taking of the exam)**. It is important that students stay current with each course as posted, however, students **may not** proceed to the next course until the previous course has been completed and the final exam has been passed **and the next course is posted**. **Work for Courses #1 through #3 must be completed no later than Dec. 15, 2009 or the student may be dropped from the program. Work for Courses #4 through #6 must be completed by April 10, 2010 or the student may not be allowed to graduate.**
15. **VERY IMPORTANT:** Students will need to perform all of their Academy course work on a computer with high speed access to the Internet and NOT located behind a government, banking, brokerage house or other business office firewall. These firewalls prevent students from accessing the secured area of the Academy web site where all of the course work is posted. Eight years of DLA graduates can confirm that there is **no way around this so please don't ask for help making this happen.** In addition, several of the courses require the taking of online tutorials that can only be accessed with a high speed connection. Students without access to high speed Internet or who are behind the above-mentioned firewalls will need to find alternative Internet access such as home or the public library or **should not** enroll in the Academy **until** they do have **unobstructed high speed Internet access.**

## STUDENT CONTRACT

*I confirm that I have read the above District 5000 Leadership Academy requirements and fully understand what will be expected of me if I am selected to participate in the 2009-2010 Academy. Therefore . . .*

- I hereby agree that I will attend all four of the required events as listed in Item #13 (subject to change).*
- I hereby agree that I will complete all courses by their individual DEADLINE as stated in #14*
- I hereby state that I understand **that failure to complete Academy courses by the deadlines, as stated above (without good reason), may cause me to be dropped from the Academy program.***
- I understand that Academy courses will only be available in the month stated and will **not** be available early.*
- I agree that my written essay will be made available for public view on the Leadership Academy web site.*
- I hereby submit the required \$125 tuition for materials and misc. items. Make check payable to District 5000.*
- I understand that high speed Internet access will be required to complete all Academy work online.*
- I hereby confirm that by signing this agreement I am signing a "contract" with the District 5000 Leadership Academy.*

*Understanding and agreeing to all of the above requirements, I am willing to make the commitment to spend the time necessary to complete the courses on time and attend the required events. Therefore, I hereby request that my name be placed in nomination for the 2009-2010 Academy year.*

PLEASE **TYPE** OR **PRINT** (EXCEPT YOUR SIGNATURE) THE FOLLOWING.

Please Print Your Name	Your Signature		
Your Email Address	Your Rotary Club		
Home Phone	Business Phone	Fax Number	
Your Mailing Address	City	State	Zip
Date _____			

**Note to Prospective Nominee:**

**Please read, check all of the boxes, sign and return this form along with the nomination form to the Rotarian placing your name in nomination for the 2009-2010 Academy year.**  
**If you have any questions regarding the Leadership Academy, please contact the Academy Dean, PDG Jim Varner at 808.536.1400 or via email at [pdgjimvarner@gmail.com](mailto:pdgjimvarner@gmail.com)**