



Rotary International District 5390  
**Leadership Academy**

<http://www.academy5390.org>



## STUDENT REQUIREMENTS - 2011-2012

The District 5390 Leadership Academy program is an eight-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 District and Club levels. Taking part in this program requires a strong commitment to complete the program, particularly with regard to the time required on the part of the individuals selected to participate in the program.

### BASIC REQUIREMENTS FOR ADMISSION

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

1. Submission of a Nomination Form by an authorized individual
2. Completion of an online survey to determine each applicant's computer, Internet, and software capabilities
3. Successful completion of the "Communications Course" including participation in the Google Group; all required assignments and a minimum score of 70% on the final exam. **Deadline for completion of this course is August 31** in order to be accepted for admission to the full Academy program for the 2011-2012 Academy year.

### The Leadership Academy Technical Requirements for Students Include the Following

1. Own a personal computer AND have significant "computer skills and expertise"
  2. Have Microsoft Internet Explorer installed for use in all Academy course work. **REQUIRED**
  3. **Have a personal Gmail address** to be used for Academy purposes. **REQUIRED**
  4. Check email daily for communications from the Academy.
  5. Be using Windows 2000, XP, Vista or Windows 7 operating system or the latest MAC OS.
  6. Have access to and successfully use Microsoft Word for all Academy assignments. **REQUIRED**
  7. Have "extensive knowledge / expertise" in the use of web browsers, the Internet and search engines.
  8. Have expertise in downloading, opening, saving and printing Adobe PDF files. **REQUIRED**
  9. Have expertise in downloading, opening, saving and printing Microsoft Word Excel and PowerPoint files.
  10. Be thoroughly familiar with and capable of opening, reading, and saving all files attached to email.
  11. Be thoroughly familiar with and capable of attaching files to an outgoing email message. **REQUIRED**
  12. Have the latest version of the Adobe Acrobat Reader (Version 10+) installed on his/her computer. This free software may be downloaded from <http://www.adobe.com/reader> **REQUIRED**
  13. Be willing to download, save and print between 200-300 pages of printed material during the year.
  14. **Have access to HIGH SPEED INTERNET ACCESS for all Academy work on a regular (daily) basis.**
  15. Be willing to spend 3+ days per month (depending on your reading speed, computer speed, and Internet capability) working on all Academy course work (including the reading of all course materials).
  16. **Agree to complete all course work and exams during the 30-day period the course is taught.**  
**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 firewall. These firewalls prevent students from accessing the secured area of the Academy web site where all course work is posted. Ten 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 taking online tutorials that can only be accessed with a high speed connection. Students without high speed access 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 have regular unobstructed high speed Internet access.**
- 
-