

LEADERSHIP ACADEMY GENERAL INSTRUCTIONS

TO: Potential District Leadership Academy Participants
FROM: Harriett Schloer, Academy Webmaster / Communications Instructor
SUBJECT: Leadership Academy General Instructions for All Academy Courses

The information in this memorandum will help you decide if you would like to participate in the District Leadership Academy program, and graduate as part of next year's Academy Class. As your Academy webmaster, I'm sure that you'll find the Academy experience to be of tremendous value in your Rotary leadership growth and that it will help prepare you for future work in your club or at the District level.

INSTRUCTIONS

As the Academy Webmaster and the author/instructor for Course #1 (Communications) it is my job to give you all of the instructions you'll need to work on the Academy web site, how to use the Academy Google Group web site and explain how the District Leadership Academy Program (DLA) is organized. In addition, I'll be available throughout the year to help you if you run into any kind of technical difficulty and to provide moral support if you need it.

- **First:** DLA courses are made available on the DLA web site ONLY during the month in which they are scheduled to be 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 scheduled to be 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. ALL instructors work on their course right up to the time that it becomes available. The materials are not even provided to me for posting until five days prior to the launch of each course and then I need to prepare the materials for DLA use. Each course will be posted between the 1st and 5th day of the month depending on holidays and my personal schedule. The home page of the web site will have a notification when each course becomes available. In addition, I will send you an email each month to your Gmail address (required for all Academy students) notifying you when each course becomes available.
- **Second:** Each course has a deadline and these deadlines need to be adhered as closely as possible in order to insure that you will not fall behind. When a student falls behind, it can be difficult to get caught up. There are two deadlines for each course and they are as follows:
 - a. Course assignments are due to the Instructor by the last day of the month in which the course is taught. The exception to this is Course #3 which has a deadline of December 15.
 - b. All final exams must be completed online on Hosted Test no later than the 5th of the month following the month in which the course is taught. In the case of Course #3, the final exam must be completed by December 20. If not completed by that time, you will need to wait until the first week of January to complete the online exam as the instructor and the Webmaster will be on vacation over Christmas and will not be able to give you access to the Hosted Test server to complete your exam online.

- **Third:** The primary reference for Course #3 is the RI Manual of Procedure. This document will be reprinted in 2010 to bring it up to date following the 2010 Council on Legislation. The MOP is part of the materials to be ordered by you directly from RI. Course #3 requires the reading of the entire MOP. It is entirely possible that you will not receive your printed copy of the MOP by the start of Course #3 on November 1. In this case, you'll need to read it online on the Academy web site in PDF format until you receive your printed copy.
- **Fourth:** Use a large D-Ring 3-ring binder, with dividers, for all of the DLA courses. You will be printing a lot of your material throughout the year and the binder will help you keep them all organized and in one place.
- **Fifth:** Everything you need for Course #1 is available for download on the Academy web site and the RI web site. All of the remaining courses will use printed material from RI, the majority of which is available for download from the RI web site and the Academy web site. **I've provided a copy of the list (with web links)** as an attachment to these instructions.
- **Sixth:** The DLA "Classroom" for the entire Academy year will be the DLA web site. The link will be provided to you prior to the start of the Academy year which begins the first week in September. Course material (other than the printed material from Rotary International) will be posted on the web site for download. In addition, for some of the courses you will view online learning "modules" that will give you background and in depth information in the various subjects. All of this material will be posted in the secured access area of the web site that only the Academy students and instructors will be able to access. You will be provided with access information when you are notified that Course #1 is ready during the first week of September..
 - a. **Note With Regard to Access to the Secured Area of the Academy web site:** In the past, we have discovered that users of AOL have had difficulty accessing the secured area of the web site. If you are an AOL user, it is important that you turn off your pop-up blockers and all other items that could prevent you accessing the web site. In addition, if your place of work is located in any of the following: bank, credit union, brokerage firm, government office (federal, state, or local); military office, you **WILL NOT BE ABLE TO ACCESS THE SECURED AREA** from your place of work due to the high level firewalls that are in place inside these entities. You will need to access the Academy secured area either from home or some other location that has **high speed Internet access**. I emphasize "high speed" as you'll need to download many documents and work with online learning modules which you cannot access without high speed access. If you access the site from a public place (library, Internet café, etc.) be sure to download all of the documents to a Portable USB drive that you will use **exclusively** for the Academy so you can then run them on your computer at work or at home in order to print them out. These types of "portable USB drives" can be purchased for as little as \$10.00 for a 4 GB drive which will be more than enough to handle the DLA material for the entire Academy year. This "glitch" in the system is NOT caused by the DLA site but rather by the heavy firewalls incorporated in the afore-mentioned businesses that do not allow employees to access "secured" areas requiring ID's and Passwords. Please DO NOT attempt to get your company's "I.T. guru" to fix this for you. It simply will not happen and you'll waste his/her valuable time and yours as well. There is no way the IT person can disable the entire company I.T. system in order to accommodate your work on the

Leadership Academy web site. Also, I, as the webmaster, cannot be of any assistance with this so please do not request it. Eleven years of the Leadership Academy have proven this to be true in each and every instance without a single exception. You are simply going to have to find some other way to access the DLA site and to take your online exams if this becomes an issue. Academy material is not available in any other format other than on the Academy web site and the RI web site. In addition, you'll also be using Google Rotary Books for research throughout the entire Academy year.

- **Seventh:** The Leadership Academy is definitely not a “walk in the park”. The best way to think about it is as “Rotary Graduate School”. It takes time, a great deal of time, and depending on your comfort zone with regard to the use of the Internet, how fast you type, how fast you read, and the speed of your computer, your web browser and your internet connection (**you should only be using a high speed connection for all Academy work**) it could take you significantly more time than your classmates to complete your courses. Students are expected to complete each course during the month the course is offered. Do not wait until the last weekend of the month to get started and try to complete the course at the last minute. Work on it throughout the month allotted to the course. For most of the courses, you will not be able to wait until the last minute as the assignments for Courses 2 – 6 require that you work with your club and club officers in order to complete the assignment. This cannot be done at the last minute. Plan your time and schedule your work and you'll stay on track.

Most of all 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 some aspect of the program, pick up the phone and give me a call (541-388-0769). The Academy Dean, your instructors and I can work with you to help you get over the hump. I will soon begin my 13th year as an Academy instructor and webmaster and during that time I've had a lot of experience in pulling students back from the brink. Past students have felt that the first semester is the most demanding and time consuming and once you've taken your final exam for Course #3 in December, you will be “over the hump” and able to relax over the Christmas holidays. With the start of the Second Semester you are on the downhill stretch as the work is not as demanding.

- **Eighth:**
 - **Assignments:** Each of the courses has an assignment that must be completed. Course 2-6 assignments require that you work with your club or club leaders in order to complete them. Allow plenty of time during the month in which to get these completed as each assignment is due on the last day of the month in which the course is taught.
 - **Pre-Test:** Once your instructor has received your assignment, they will provide you with feedback on the assignment so you can use the information to benefit both yourself and your Rotary club. Once your assignment has been reviewed and critiqued, your instructor will then 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. When the instructor notifies me that you have completed your assignment(s) and been provided you with the Pre-Test, I will then set you up to take your final exam on the Hosted Test service. Once you are set up for each exam, you will receive an Email from the Hosted Test server providing you with your personal link

to take your Final Exam online.

- **Final Exam:** You will use the answers on the Pre-Test to take your Final Exam online on the Hosted Test Server. You will access the Hosted Test server using the personal link that was mailed to your Gmail address by the Hosted Test server. 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.
- **Hosted Test Server Access:**
 - If you have difficulty accessing the Hosted Test server with the personal link you were issued by the server for ANY of your exams, please notify me immediately.
 - If you do NOT receive your personal link from the Hosted Test server, please notify me immediately. .
 - We will insure that you do not fail by allowing you to retake the exam until you reach the minimum 70% score. If you do not pass on the first try, you will be provided with specific references to help you obtain the correct answer before retaking the test. *(In the past seven years since using Hosted Test, only 1 student out of five districts participating in the DLA did not pass on the first try and that was only for one test.)*
- **Disagreement With Test Answer:** If, upon completing the final exam and receiving your score, you feel that a particular answer is incorrect, please notify me and your instructor. I shall review your challenge and respond. If your challenge stands, your score will be adjusted as will all of the scores of your fellow students. If it does not stand, no change will be made to your score. No changes will be made until ALL of the students in the District Leadership Academy have completed the exam for the course in question.
- **Ninth:** You may not move forward to the next course until you have completed and passed the Final Exam for all previous courses. This is monitored by the Dean, the instructors and the webmaster.
- **Ten:** You will be using the Academy Google Group to collaborate on your DLA work. Your instructors will be posting topics for discussion and you will also have the ability to post topics, ask questions, work on assignments / projects and set up pages to upload files that you may want to share with your classmates for projects you are collaborating on. It is our hope that you will use the Academy Google Group to bridge the gap (miles) that prevent the face to face meetings that are difficult for “geographically challenged” Rotary districts. All of your written assignments will be posted to the Google Group for viewing / sharing with your fellow students and the instructors.

Within 24 hours after Course #1 launches, you will receive an email (at your Gmail address) notifying you that you’ve been added to the Academy Google Group. Follow the instructions in the email to access the group. You will use your Gmail address as your Google Group “account”. When you log onto <http://www.googlegroups.com> you will sign in and when you do you will see the Academy Google Group in your account. Be sure to check the group regularly during each course so you can participate in the discussions. The instructors for each course will be monitoring the group to insure that you are an active participant. All students are expected to participate in all of the group discussions. Again, do not wait until the last minute to participate. Just like not attending

Rotary meetings, your Academy cohort and instructors cannot benefit from your presence if you are not participating.

That's it. These are the basics. Beginning with Course #1 you will receive a "Course Description" from each instructor with complete information on the course. Each of these Course Descriptions will follow the same format so once you have gone through Course #1 you'll know what the format will be for all of the remaining courses.

Throughout this Academy year, if you have any **questions about the actual curriculum**, you should **contact the individual instructor for the course**. However, if you have any **technical difficulty** with the DLA web site or the Hosted Test server or the Google Group, do not contact the instructor, instead, **you will need to contact the webmaster** and I will help you with any and all technical matters. My complete contact information is as follows:

Harriett Schloer (Webmaster)
61835 Walter Court - Bend, Oregon 97702
Home Phone: 541-388-0769 -- Business/Cell Phone: 541-388-7342
Fax: 541-318-9994
Email: in2dtp@empnet.com

I look forward to working with you during the coming Academy year if you decide to become a part of the Academy program which is a truly unique Rotary experience. All of your instructors will be Rotarians who have extensive knowledge and experience in the course they will be teaching. However, they are not educators. All of them will have done their very best to make their course as relevant to your Rotary work as possible and will spend a great deal of their personal time in doing so. Throughout the year, please keep in mind that they are all dedicated, committed Rotary volunteers.

When the year is over and you've taken your final exam I believe you will look back on the year as the "most valuable experience of your Rotary career" just as nearly 400 graduates from five Rotary districts have done before you. You'll know that you really accomplished something and you, your club, and your district will be better for it. You'll wear your Academy pin with pride.

As one 2007 Academy graduate said . . . I hope you will "learn everything you thought you already knew about Rotary but realized you didn't know until you took the District Leadership Academy".

Yours in Rotary Service,



Harriett Schloer
Academy Webmaster
Communications Instructor
