

Executive Diploma in Municipal Management

Participant Orientation



AMCTO
THE MUNICIPAL EXPERTS

Diploma Curriculum

19 Workshops	1 final research report for evaluation
<ul style="list-style-type: none">- once a month-9:00 am – 4:00 pm-Attendance is a prerequisite for graduation	<ul style="list-style-type: none">- Due 90 days after completing the last workshop of Term 2- Comprehensive guidelines provided in your student handbook- 70% or higher needed for graduation



Diploma Workshop Schedule

The workshops have been divided into 2 terms.

Term 1 - 10 workshops (first workshop is 2 days)

Term 2 - 9 workshops

*Refer to your Student handbook for
workshop descriptions*



Research Report Requirements

- ✓ The Research Report should be no less than 5000 and no more than 7000 words in length, excluding appendices, table of contents and bibliography.
- ✓ The Report must incorporate no less than 8 secondary sources.
- ✓ The student must conduct the research and complete the Report under guidance of a Mentor.

Refer to your Student handbook for details





Common Questions

How long do I have to complete the Diploma?

The 19 workshops prescribed in this program will take place over a period of 12 months

Your research report submission will be due 90 days after the last workshop of term 2.





Common Questions

What are the requirements for graduation?

In order to graduate, participants must attend no less than 16 out of the 19 workshops prescribed by this program.

After having fulfilled the attendance requirement, students must write a research report.

Attendance at the workshops and a 70% or higher grade on the report are required for graduation.





Common Questions

What happens if I miss a workshop?

You can miss up to 3 workshops without penalty.

You can attend missed sessions at any other location where the Diploma is being offered.

Contact AMCTO for information on other sessions that you can attend (see contact information at the end of this presentation)





Common Questions

What is included in the Term fees and what other costs can I expect?

The fees cover the cost of all workshop materials.

You may on occasion be asked by a workshop facilitator to read a non-curricular book. For your research report, you will be required to refer to at least 8 secondary sources. These are not included in your fees.






***What is the process for researching
and submitting the research
paper?***

*Please refer to the Research Report Guidelines
in your student handbook.*





What resources do I have to help me in researching and submitting the research paper?

Your Student handbook (refer to section on Research Report Guidelines) provides:

- ✓ *Tips on writing effective reports*
- ✓ *Submission timelines*
- ✓ *Sample Research Topics*





How will my research paper be graded?

Reports will be sent to 2 anonymous markers –
average of both marks will be your final mark

Report Evaluation Criteria provided in Student
Handbook



Who gives the Diploma?

The Diploma is awarded by AMCTO.



I have more questions – who can I contact?

For Program Content	Craig Welington Director of Corporate Services cwellington@amcto.com 905-602-4294 x 224
For Research Reports, Logistics and Administration	Manjit Badh Coordinator, Programs & Services mbadh@amcto.com 905-602-4294 x 228

