

Executive Diploma in Municipal Management

Research Report Guidelines



AMCTO
THE MUNICIPAL EXPERTS

Today's Agenda

- ✓ Review Research Report Requirements
- ✓ Discuss Evaluation Criteria
- ✓ Provide tips on the research process
- ✓ Answer any questions



Research Report Requirements

- ✓ The Research Report must 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



What are the criteria for grading the reports

Grading criteria can be divided to 5 main categories

CONTENT ✓ 65/100 Marks	ORGANIZATION ✓ 20/100 marks
STYLE ✓ 5/100 marks	GRAMMAR ✓ 5/100 Marks

Plus 5 marks for the basic requirements of wordage and referenced sources.



Criteria for grading the reports contd.

1. Content (65 marks)

- Clear, independent and original thinking
- Subject has been explored in depth
- Relevant to municipal government, administration or management
- Not a mere collection of information



Criteria for grading the reports contd.

2. Organization (20 marks)

- ✓ Organized
- ✓ Illustrates that the writer has the ability to:
 - Frame a clear question
 - Develop an appropriate research design
 - Stay consistent to the question and research design during data collection and analysis
 - Use proper citations



Criteria for grading the reports contd.

3. Style (5 marks)

- ✓ Clear indication of audience
- ✓ Appropriate use of sections, sub-headings and paragraphs
- ✓ Each point dealt with comprehensively

4. Grammar and Mechanics (5 marks)

- ✓ No errors in grammar, spelling and style
- ✓ Concise language

5. Basic Requirements (5 marks)


- ✓ No less than 5000 and no more than 7000 words

Marks Deducted



- ✓ At least 8 secondary sources referenced

Marks Deducted



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

Your Student handbook provides:

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

Actual samples of reports from past graduates are also available on the AMCTO website.



Your biggest resource are your fellow participants – use them to bounce ideas and to network!

Sample Topics and Papers

About us	Membership	Government Relations	Education & Events	Re
Education Courses				
Diplomas				
Executive Diploma in Municipal Management				
EDMM - Policies				
EDMM Curriculum				
EDMM - Forms				
EDMM Research Report Guidelines				
EDMM 2011-2012 Workshop Schedule				
Diploma in Municipal Administration (DMA)				
Academic Mentors				
Honour Roll				
Workshops				
CMO Accreditation				
Annual Conference				

Sample Papers provided from previous graduates

- ✓ Use these papers to see examples of what has been done before
- ✓ Analyze the papers to understand the structure, format, writing style to gauge your level of comfort with specific styles of thesis writing



Research Process – How to conduct

First decide your thesis question – this will focus the research

Your thesis topic will determine the type of research needed.

Select your research topic proactively

Identify and Document Your Research Topic

Conduct Background Research

Give Yourself Plenty of Time

Plan Your Search Strategy

Document Your Search Thoroughly

Evaluate Your Results

Cite Your Research

If you're Confused, Ask for Help!



Who can be a Mentor?

Who can be a mentor:

- ✓ Municipal Managers, Directors, Clerks, Treasurers, CAO's
- ✓ Deputy of the above positions
- ✓ Retired professionals who once held these positions
- ✓ Academic Staff from post secondary institutions

Who cannot be a mentor:

- ✗ Family members
- ✗ Any staff that you manage or supervise
- ✗ Additionally, current MMD students cannot be mentors for other MMD students

Consider having more than 1 'unofficial' mentors to help you with different aspects of your report.



How do I Select a Mentor?

What will the Mentor do?

- Guide you in developing research topic and thesis question
- Guide you in creating and adhering to a Progress Schedule for their research
- Guide you through the research process
- Suggest any additional secondary source research materials to help
- Critique your working drafts



The Comprehensive **Mentor selection & responsibility policy** included in your student handbook provides criteria for selecting a mentor.



**I have more questions – who can
I contact?**

CONTACT:

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