Pick a topic in the area of public and/or non-profit administration and management of interest to you. To complete CPM Track 7, you will have to prepare about a 15-page paper on that research topic. For footnotes bibliography, etc. you will be asked to use one of the documentation styles in the Diane Hacker book (i.e. the APA, Chicago etc.) which you should have received in a previous CPM Track.

Prior to the initial meeting date of Track 7, Dr. Balanoff will break the class up into small groups of 4-5 students and schedule a time to meet with each group for about 30 - 45 minutes. The major purpose of this meeting is to discuss potential topics for CPM students to write their paper and to answer questions about the CPM Track 7 processes and procedures.

For the second scheduled meeting dates, about ½ the class will meet on the first day and about ½ the class will meet on the second day. By that time, students will have done some initial preliminary research on the topic of their choice and will prepare a 10-15 minute oral presentation on their topic.

If you plan to graduate in June, the completed written paper/project should be turned in no later than May 30, which is about 2 weeks prior to the scheduled date of graduation. If you are planning to graduate in December, then the written paper/project should be turned in no later than November 30.

It is suggested that your paper/project follow the following format.

**INTRODUCTION (1-3 pages)**
Give a brief introduction to your project. What is it about? What is its value to the organization?

**REVIEW OF THE LITERATURE (5-8 pages)**
This is one of the main sections and should include literature from articles, governmental documents, the Internet etc. The information should be general and inform the reader about your topic area. This section should be at least 5 pages in length and should contain at least 10 separate references. One suggestion (see Patricia Shields book, *Step by Step*) is to begin the process by doing about 10 abstracts (of at least ½ page each) on your topic.

**RESEARCH (4-5 pages)**
This is the research on the project or paper that you are doing. It can be primary research, which means that you can collect information from interviews, questionnaires, and focus groups or from documents, which specifically apply, to your topic. This section should be at least 5 pages in length. You can describe what you find or you can do some statistical analysis. You can even use SurveyMonkey online survey techniques which were taught by Sue Breland. You can begin the process by designing and administering a survey of about 10 questions. What does the survey tell you? Or you can put a group of people around a table and ask them questions on your topic. This is known as a focus group.

**METHODOLOGY (1-3 pages)**
This is the section which you explain what techniques you used to conduct your research/project. Did you use surveys, interviews, focus groups etc? Define and discuss the techniques that you used.

**CONCLUSION & RECOMMENDATIONS (1-2 pages)**
What did you find? Did your findings agree or disagree with the general literature? What is the significance of your findings? What are your recommendations to the reader?