Mid-Career Manager Institute Guidelines for Credentialing Credit and Mentoring

Congratulations on your decision to participate in the MCMI program. We hope you will make the most of this opportunity to focus on your career development needs. This is a time to enhance your skill base, increase your workplace knowledge and expand your professional network. During the MCMI you will work one on one with a credentialed manager and you will come in contact with many professional administrators with backgrounds and experiences very different from your own. We encourage you to take advantage of their knowledge and experiences.

This program is intended to support your professional career. You should work closely with your mentor to define the outcomes you want to achieve through the program. You and your mentor should decide how the program can best support your career development.

**How often will I have contact with my mentor and how can I best prepare?**

1. Direct contact at the start is very helpful. A phone call is the most common method however technologies such as Skype, Face Time, etc… can enhance the connection.
2. ICMA Annual Conference, Regional Summits and other events can also provide the opportunity for face to face connection. It is suggested that you have telephone and e-mail contact with your mentor, at a minimum of once every 3 months but this will be determined by the two of you and you may choose to meet monthly or even more often.
3. Prior to speaking with your mentor you should:
4. Do your homework--Look them up in Who’s Who on icma.org
5. Think about what you want to gain from the mentor relationship and from the MCMI program—be prepared to discuss your goals with your mentor
6. Be ready to explore possible projects for the Management Application Project, (if you are planning to do a MAP in order to receive the 6 month credit toward credentialing. Your mentor is the one who will approve the project to be done and also will approve its completion.)

Whether or not you are planning to do a MAP, you should feel a connection to ICMA and our members by your participation in the MCMI mini-courses and by attending the Regional Summit and ICMA annual conference. The mini-courses will be the core of this curriculum.

After each section of the MCMI (regional summit, each mini-course, annual conference, etc…) you will be asked to complete an evaluation of the course/event using survey monkey. The evaluation will ask you about what you learned and how you plan to use what you learn as you move forward in your career.

**What is the MAP?**

The Management Application Project or MAP is designed to help you apply what you have learned throughout the MCMI experience. It should be a project that will improve or enhance your organization, community, region at large or the profession of local government management. The project should be of use to you yet cannot be part of what is considered your usual work assignments. Completion of the MAP allows you to gain 6 months of credit toward credentialing (note, to become credentialed you must be a member of ICMA however the credit “goes into the bank” so that when you are eligible it will still count toward the experience requirement for credentialing). You will find examples of successfully completed MAPs at the bottom of the [Emerging Leaders Development](http://icma.org/en/university/leadership_development/eldp) webpage (scroll down to the bottom of the page).

If you are doing a MAP project, you should:

1. Decide on a project and get approval from your mentor.
2. Establish a schedule for completion agreed to by you and your mentor. Projects should be completed within 3-6 months of completion of your coursework and may be completed earlier with the approval of your mentor.
3. Ingeneral, 3-6 months after completion of the coursework is a good goal but it could be sooner if that’s the timeline agreed upon by mentor and MCMI participant.

Discuss your project with your mentor who will need to approve the anticipated length of your report and the research method(s) you will use

1. **Your project topic and summary should be approved by your mentor before they are submitted** to ICMA. The mentor is the one who approves the concept, the schedule and the completion of the MAP. ICMA asks to be notified once it is complete. The MAP will be posted on the Knowledge Network so that others can benefit.

For the Knowledge Network posting you should provide a clear statement of what you are doing, what the outcome is and any guidelines you would give to someone else attempting a similar project. We all learn from doing and often learn what would have made the project more useful only after completing it.