

**CERTIFIED PUBLIC MANAGER PROGRAM  
FLORIDA CENTER FOR PUBLIC  
MANAGEMENT  
THE FLORIDA STATE UNIVERSITY**

**CPM LEVEL 7 EXAM**

**September, 2006**

# Procedures

**Upon completion, you should submit this exam through our website: [www.fcpm.fsu.edu](http://www.fcpm.fsu.edu).**

A tutorial for submitting homework is on the homepage of our website and provides step by step instructions. Click on the “Submit Assignments” tab, which will bring up a log-on screen. Enter your email address on the first line. Your password is the last four digits of your Social Security Number. This will take you to your Transcript. Click on “Submit Assignment” for the particular assignment or exam you wish to submit. Click “Browse” and then locate the file on your hard drive (usually stored in “My Documents”), and click “Open.” If you are submitting a Group Assignment, you need to enter the names of all group members. Once you have attached the file, click “Submit File.”

Your submission will be automatically entered into the database. It will show on your transcript as “Being Graded.” You will also receive an automated email notifying you of that. If you have any questions or encounter problems submitting your homework, please ask your CPM instructor for help, or contact Shawn Baldwin at [sbaldwin@admin.fsu.edu](mailto:sbaldwin@admin.fsu.edu) or 850-644-8987.

Once your assignment is graded, you should receive an email showing the results. If your submission passes, the email will indicate that the assignment is “Completed.” If your submission does not pass, the email will indicate that you must “Resubmit” the assignment. You will be told what you need to do to make the assignment acceptable. Your work will be graded within 60 days, at the latest, although CPM instructors typically grade assignments sooner than that.

**If you do not have email, you should mail a hard copy to:**

Gayle Blankenship, CPM Program Registrar  
The Florida State University  
Florida Center for Public Management  
2035 East Paul Dirac Drive  
102 Herb Morgan Building  
Tallahassee, FL 32306-2821

Our main number is 850-644-6460, or SUNCOM 284-6460.

Projects submitted to the CPM Program Office will become a part of the permanent records of the CPM Program. Participants should keep a copy of their projects for their own files and future reference. A project is considered confidential and will be discussed only with the participant who submits it. .

This comprehensive examination is not a traditional examination. Instead it is a “double loop learning opportunity.” Unlike a traditional examination that asks you to regurgitate facts, a double loop learning opportunity assumes that you will learn by completing the exam. Through this opportunity you will demonstrate that you have integrated the material into your thinking and your work.

Here is what to do with this learning opportunity:

1. Keep the question with your materials as you take this Level.
  - Review the question as you go through this level.
  - Analyze your work as well as the class material in terms of the question.
  - Mentally rehearse how you would respond to this question. But don’t prepare complete responses too soon. You need to incorporate information from all modules into your thinking and your response.
2. While you are completing this Level, write your response.
  - Since you may take it home, you may choose when to respond to the question and whether to complete it at one session or to break it up into several sessions.
  - There is only ONE question.
  - Please type your response.

Think about your response to this question, then write your answer. This is a take home exam which will be graded on a Pass-Fail basis. Good luck!

Summary

Gather your materials	Use CPM notebooks, notes, books
Review your materials	Study
Read the question	Answer should reflect application of material
Think about your response	Organize your thoughts
Write your response	4 to 6 pages for your response
Use your own experiences	Discussion with peers acceptable

1. Policies are statements of an organization's positions on issues and provide broad guidelines for behavior of organizational members.

Select an important policy issue in your agency about which you feel strongly. Develop a policy argument on the selected issue for presentation to top management.

In doing so, be sure to address all the elements of a good policy argument.