



FACC Mini Makeup Fall Academy
January 6 - 7, 2025
MMC “Ideas to Action” Learning Assessment

GUIDELINES FOR COMPLETION OF THE ITA FORMS

Completing the Ideas to Action (ITA) forms is a valuable tool that allows you to review and reinforce what you’ve learned in class. It is an opportunity to apply the concepts you learned to real life scenarios and develop essential skills such as problem solving and critical thinking.

You must complete an ITA form for each education session you attend to be eligible to earn CMC or MMC education credit for that session. The FACC Professional Education Committee (PEC) recently updated the ITA to allow for more in-depth responses. Your answers must demonstrate a thorough understanding of the material presented and be written in paragraph form (minimum of 5 complete sentences per response.) We ask that you write these as if you were responding to your city/town/village manager or immediate supervisor’s request.

INSTRUCTIONS: Included in this “Packet” are “fillable” ITA forms for each session offered during this year’s Mini Makeup Fall Academy (MMFA.) Read each question carefully and answer in a clear, concise, but thorough manner. You are expected to answer each question in paragraph form **(i.e., at least five complete sentences.)** If you attend a session that does not apply to your specific job, please answer the question as if it did. Remember to save your work periodically and always keep a backup copy of your ITAs.

Once your ITA packet is completed, email it to Amy Brewer (abrewer@fsu.edu) at the Florida Institute of Government no later than **Monday, January 27, 2025 by 5:00 pm.** ***We will send confirmation of receipt of your ITA within 24 hours.*** The FACC Professional Education Committee (PEC) will review all ITAs to ensure each form is thorough and complete. Those forms that are deemed insufficient or incomplete will be returned to the participant for revision, which will delay receipt of your Certificate of Completion with educational hours earned.

Thank you for your cooperation and assistance in following these guidelines to ensure proper IIMC credit for your educational efforts!



FACC MMFA MMC Ideas to Action Form *(fillable pdf format)*

Session Title:

Speaker(s):

Date/Time:

*To earn IIMC education credit, you are required to respond to the following three prompts in essay form for each session you attend. **Each response must contain a minimum of 5 complete sentences** based on your understanding and unique, professional perspective.*

Last Name

First Name

MI

Municipality

Email Address

1. Summarize (with your town/city manager or supervisor in mind) at least one concept you learned in this session that you could/would take back to your town/city/village. *(Please be specific. Your response must be a minimum of 5 complete sentences.)*

2. Explain (with your town/city manager or supervisor in mind) how this concept could/would potentially benefit your town/city/village. *(Please be specific. Your response must be a minimum of 5 complete sentences.)*

3. Describe (with your town/city manager or supervisor in mind) how you would implement or develop that concept in your municipality? *(If the implementation or development does not fall within your given responsibilities, answer the question "if it were me, this is how I would do it".)* *(Please be specific. Your response must be a minimum of 5 complete sentences.)*

***You must email completed forms for each session (one combined file please) to Amy Brewer at abrewer@fsu.edu no later than Monday, January 27, 2025 by 5:00 pm to be eligible for a Certificate of Completion with IIMC pre-approved educational hours listed.**



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FACC FMMA MMC Ideas to Action Form (fillable pdf format)

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Date/Time:

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First Name

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Email Address

1. Summarize (with your town/city manager or supervisor in mind) at least one concept you learned in this session that you could/would take back to your town/city/village. (Please be specific. *Your response must be a minimum of 5 complete sentences.*)

2. Explain (with your town/city manager or supervisor in mind) how this concept could/would potentially benefit your town/city/village. (Please be specific. *Your response must be a minimum of 5 complete sentences.*)

3. Describe (with your town/city manager or supervisor in mind) how you would implement or develop that concept in your municipality? (***If the implementation or development does not fall within your given responsibilities, answer the question “if it were me, this is how I would do it”.***) (Please be specific. *Your response must be a minimum of 5 complete sentences.*)

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