

## Book Summary & Response Assignment for Professional Development Hours CPM Program

One way to earn professional development hours is to read one of the books on APAC's approved book list and write a summary and response of the book. APAC CPM participants can earn *up to* four hours of professional development credit by completing the assignment portion and additional hours based on the book you choose to read. The number of hours are listed on the attached rubric and book list. Participants may check books out of the APAC library by stopping by the APAC offices on the 6<sup>th</sup> floor of Ross Hall on the UALR campus, check the book out of the Central Arkansas Library System, or check the book out of the UALR Library with local identification. Books that are available at CALS are frequently available for interlibrary loan through your local library. Most books may be purchased via Amazon or other booksellers.

### Assignment Details:

1. Read one of the books on the approved APAC book list.
2. Write a 1-2 paragraph summary of the book (200-400 words)
3. Write a 500-750 word response to the book in which you answer **one** of the following prompts:
  - a. Explain three ways you might use the stories/themes/ideas in this book to improve your management skills. (Leading People)
  - b. Explain at least two ways that this book may impact your level of self-awareness as a manager. (Developing Self)
  - c. Explain a mistake you made as a manager and how this book might help you avoid similar mistakes in the future. (Developing Self)
  - d. Explain two ways that you think this book influenced your personal and professional commitment to public service. (Public Service)
  - e. Explain at least two ways you think that this book might prepare you for handling future change at your agency or organization.(Change Leadership)
  - f. Detail how this book helped you become more aware of potential ethical problems in your agency or organization. (Personal and Organizational Integrity)
  - g. Think about your own management style. Is it possible to incorporate anything you learned from this book into your own style? Why or why not? (Managing Work)
  - h. Think about the diversity of your workplace. How did this book allow you to change your thinking about diversity? If it did not change your thinking, why not? (Leading People)
  - i. Detail three ways this book may or may not impact how you make decisions. Explain why you think this book would or would not impact your decision making process. (Systemic Integration)
  - j. Consider a past conflict you dealt with in your workplace. Detail two ways reading this book before that conflict could have changed the outcome. (Managing Work)

**(Continued on next page)**

**Formatting:**

1. Type your response.
2. Use Times New Roman or Ariel font.
3. Use font size no larger than 12-point.
4. Please double space.
5. Please put your name, your agency and the title of the book you read, and the words “Book Summary & Response Assignment” in the upper left-hand corner of the document.
6. Please give clear subtitles each portion of the assignment. One subtitle should be “Summary” and one subtitle should be “Response.”

<b>Book Summary &amp; Response Assignment Rubric</b>			
<b>Summary Portion</b>			
The summary is overly short (less than 1 paragraph) and does not mention major themes/ideas in the book. Does not maintain a neutral tone. May include material that is plagiarized or was not written by the participant. May fail to follow instructions.	The summary is overly short (less than 1-2 paragraphs) and does not cover all the main ideas in the book. Maintains a neutral tone. May fail to follow some instructions, but does follow others.	The summary meets the required length but does not cover all the main ideas in the book. Maintains a neutral tone.	Summary meets the required length or is longer than required and covers all the main ideas in the book. Maintains a neutral tone.
0 hours	0.5 Hours	1 hour	2 hours
<b>Response Portion</b>			
The response does not address one of the prompts on the assignment sheet, or is particularly less than the required number of words. May include material that is plagiarized or was not written by the participant. May fail to follow instructions.	The response clearly addresses one of the prompts on the assignment sheet, but does not use specific examples to support ideas OR significantly fails to meet the minimum length requirement. May fail to follow some instructions, but does follow others.	The response clearly addresses one of the prompts on the assignment sheet and uses specific examples to support ideas but is perfunctory or overly general. Meets minimum length requirement.	The response clearly addresses one of the prompts on the assignment sheet and uses specific examples to support its ideas. It shows clear, thoughtful consideration of the prompt and offers clear, thoughtful language. Meets or exceeds minimum length requirement.
0 hours	0.5 hours	1 hour	2 hours
Does this document fit the assignment formatting requirements? Yes No			
Does this document show clear evidence of editing and spell checking? Yes No			
<b>Book Length Time Requirement:</b>			

**Books Summary & Response assignments will be accepted from August 1 to May 1 each year. Assignments turned in after May 1 may not be applied to graduation requirements, depending on the date of graduation.**

## Writing a Summary Guidelines

1. Do not attempt to rewrite the book. Summaries only include the most important information in a text. Always start with the book's main idea or main argument.
2. Summaries are no longer than 1-2 paragraphs, 200-400 words.
3. Use your own language. It is unprofessional to take language from another source without acknowledgement.
4. Summaries are always impartial and objective in tone. Even if you have very strong feelings about the content of a book, it is important to keep an objective and impartial tone in the summary. You will get to talk about your feelings toward the text in the response portion.
5. Avoid jargon and over-writing. Keep it simple.
6. Summaries should answer the following about the book: Who, what, when, where, why and how. This can be approached in multiple ways, depending on the book. Two methods are listed below.

### **Method #1 for Who, What, When, Where, Why and How:**

1. When the book was written.
2. Who wrote it (is this person an expert on the subject?).
3. Why it was written (purpose).
4. Where the book was written (if relevant) or published (if relevant). OR where the book can be used most successfully.
5. How the book approaches its topic

### **Method #2 for Who, What, When, Where, Why and How:**

1. Who the book is addressing (audience).
2. What the book hopes to accomplish (main idea).
3. When the audience should apply the information in the book to real life situations.
4. Where the audience should apply the information in the book to real life situations.
5. Why the book is important for its audience.
6. How the book appeals to its audience.