

**School of Public Administration  
Dr. Phillips Academic Commons, 4<sup>th</sup> Floor  
UCF Downtown**

**Master of Emergency and Crisis Management  
Online Orientation, Fall 2019**

# PRESENTER

**COORDINATOR, UNDERGRADUATE ACADEMIC ADVISING**

Public Administration, Nonprofit Management and  
Emergency Management

**Steven Carrillo, MPA (UCF)**

Dr. Phillips Academic Commons Building, 4<sup>th</sup> Floor

UCF Downtown

[Steven.Carrillo@ucf.edu](mailto:Steven.Carrillo@ucf.edu)

(407) 823- 3918



# SCHOOL DIRECTOR

**Naim Kapucu, Ph.D.**

Dr. Phillips Academic Commons Building

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UCF Downtown

[Naim.Kapucu@ucf.edu](mailto:Naim.Kapucu@ucf.edu)



# MECM GRADUATE PROGRAM DIRECTOR

**Claire Knox, Ph.D.**

Director, Emergency Management Programs  
Dr. Phillips Academic Commons Building, 4<sup>th</sup> Floor  
UCF Downtown  
Phone: 407-823-0153  
Email: [Claire.knox@ucf.edu](mailto:Claire.knox@ucf.edu)



# MECM GRADUATE PROGRAM ACTING DIRECTOR (FALL 2019)

Yue "Gurt" Ge, Ph.D.

Phone: 407-823-2604 (Main Suite)

Email: [Yue.ge@ucf.edu](mailto:Yue.ge@ucf.edu)



# EMERGENCY MANAGEMENT PROGRAMS ADVISORY BOARD MEMBER

**Steven Lerner**

**Chair, Emergency Management Advisory Board**

Emergency Management Coordinator at Seminole  
County OEM

Email: [Slerner@Seminolecountyfl.gov](mailto:Slerner@Seminolecountyfl.gov)

# VISION

Develop leaders through UCF's emergency management and homeland security programs who effectively manage all hazards in the community through prevention, protection, mitigation, response, and recovery.

# MISSION

The EMHS undergraduate and graduate programs educate students by bridging the gap between theory and practice, building cross-sectoral partnerships, and developing practical knowledge addressing all hazards of any scale.

# VALUES

To provide excellent education to individuals who are enrolled in offered courses to become leaders and innovators in the field of emergency management and homeland security who will embrace the core values of:

- Integrity
- Scholarship
- Community
- Creativity
- Excellence

This program may be completed entirely online, although not all elective options or program prerequisites may be offered online. Newly admitted students choosing to complete this program exclusively via UCF Online classes may enroll with a reduction in campus based fees. Visit [ucf.edu/online](http://ucf.edu/online) for more information.



# Director's Closing Remarks

NEXT

# INTRODUCING PROGRAM SUPPORT TEAM

# COMMUNICATIONS COORDINATOR

**Yasmyn Chambers, M.A.**

[Yasmyn.Chambers@ucf.edu](mailto:Yasmyn.Chambers@ucf.edu)

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(407) 823 3484

I want to know when you win awards or receive special recognition or are awarded grants so we can brag about you Knights!



# EXPERIENTIAL LEARNING COORDINATOR

**Mirtha Bailey, M.S.**

Mirtha.bailey@ucf.edu

Dr. Phillips Academic Commons

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(407) 823 5801



MANAGER, ACADEMIC SUPPORT SERVICES  
GRADUATE ADVISING

Master of Nonprofit Management, Master of Emergency  
and Crisis Management, Urban and Regional Planning,  
Master of Research Administration

**Nasrin Lakhani, MNM (UCF)**

[Nasrin@ucf.edu](mailto:Nasrin@ucf.edu)

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# STUDENT RESPONSIBILITIES – KEEP INFORMED

“It is the student's responsibility to keep informed of all rules, regulations, and procedures required for graduate studies. Graduate program regulations will not be waived or exceptions granted because students plead ignorance of the regulations or claim failure of the adviser to keep them informed”.

Please read the University Graduate Policies as well as the Program Policies – they can be different

# COMMUNICATION

“UCF uses e-mail as the primary means of notifying students of important university business and information. Communications sent to an address on record will be deemed adequate notice.”

- Faculty and staff are mandated to communicate by the Knights mail system, so set up your account and monitor it.
- When you email faculty or your advisor you must include your program and your PID (student ID) and program in the email.

# INTRODUCTION TO MYUCF STUDENT CENTER

The screenshot displays the MyUCF Student Center interface. At the top, the browser address bar shows the URL: [https://my.ucf.edu/psp/IHPROD/EMPLOYEE/CSPROD/c/SA\\_LEARNER\\_SERVICES.SSS\\_STUDENT\\_CENTER.GBL?pt\\_fname=FX\\_STUDENT\\_SLF](https://my.ucf.edu/psp/IHPROD/EMPLOYEE/CSPROD/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?pt_fname=FX_STUDENT_SLF). The University of Central Florida logo is in the top left, and a "Home" link is in the top right.

The main navigation area includes "Home Page" and "Dashboards". A left sidebar lists various services such as "Academic Resources", "Staff Applications", "Student Self Service", "Personal Information", "Holds & To Dos", "Student Records", "Graduate Students", "International Students", "Undergraduate Admissions", "Student Accounts", "Financial Aid", "Housing", "Dining Services", "User Settings", "Student Center", "Employee Self Service", "Manager Self Service", "Faculty/Advisor Self Service", "My Content", "Reporting Tools", "UCF IT Custom", "Change my NID Password", "Knights Email", "Webcourses@UCF", "UCF Home Page", "UCF COM Home Page", and "UCF Company Directory".

The central "Student Center" area is divided into sections: "Academic Information", "Finances", "My Account", "Financial Aid", and "Personal Information". A search bar is located under "Academic Information" with the text "other academic...". A yellow arrow points to this search bar. The "UCF Textbook Purchase Program" link is circled in yellow. A dropdown menu is open, listing various services like "Change Major: Request", "Class Schedule", "Course History", "Degree Audit/myKnightAudit", "Enrollment Bulletin Board", "Enrollment: Add", "Enrollment: Drop/Withdraw", "Enrollment: Swap", "Enrollment: Verification", "Grade Forgiveness: Application", "Grade Forgiveness: Status", "Grades", "Graduate Plan of Study", "Incomplete Grade", "Intent to Graduate: Apply", "Intent to Graduate: Status", "Intent to Graduate: Surveys", "Late Add Form", "Readmission Application", "Transcript: Order Status", "Transcript: Request Official", "Transfer Summary Report", "Veteran Certification", "What-if Report", and "other academic...".

On the right side, there is a "Search for Classes" button, an "Enrollment Shopping Cart" link, and sections for "Holds" (No Holds), "To Do List" (No To Do's), "Enrollment Dates" (with a red underline), and "Advisor" (Program Advisor: None Assigned). A "Details" link is also present.

# REGISTRATION

- You can register on and after your registration appointment date, assigned every March, on your MyUCF
- Plan ahead of time and register early; 3 term registration
- If you receive an error during registration, take a screenshot so we can troubleshoot
- Pay attention to class scheduling
- Overrides are not given into full and closed courses

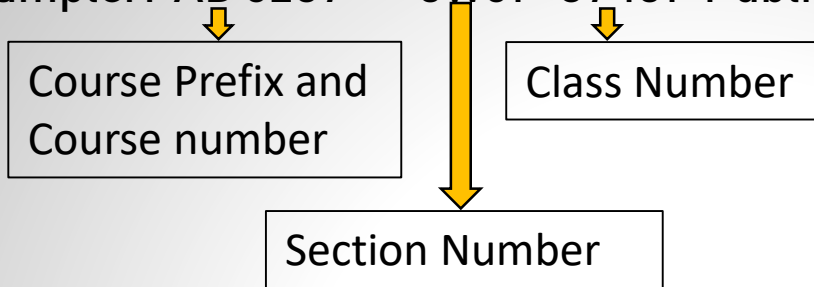
The screenshot displays a registration interface with the following sections:

- Search for Classes**: A search button at the top.
- Holds**: A section with a dropdown arrow and the text "No Holds." This section is circled in yellow.
- To Do List**: A section with a dropdown arrow and the text "No To Do's." This section is circled in yellow.
- Enrollment Dates**: A section with a dropdown arrow and a red underline. A "Details" link with a right-pointing arrow is located to the right of this section. This section is circled in yellow.
- Advisor**: A section with a dropdown arrow and the text "Program Advisor" and "None Assigned" below it.



# COURSE AND SECTION NUMBER INFORMATION

Example: PAD 6207 - 0W61 87401 Public Financial Management



Online sections have 'W' in section #

0W60 – MPA and MNM

0W61 - MPA and MNM

0W62 - MPA and MNM

Face to Face, on campus:

0077, 0078

0M77 – Mix mode is every other week

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0W57 – Only for MRA, none others

0W58 – For MNM Out of State Cohort only

▼ PAD 5336 Introduction to Urban Planning						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
8787	0M77-LEC Regular	Tu 6:00PM - 8:50PM	DPAC 0168	Luis Santiago	08/26/2019 - 12/11/2019	
▼ PAD 5337 - Urban Design						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
8761	0077-LEC Regular	Th 6:00PM - 8:50PM	DPAC 0215	Roberta Fennessy	08/26/2019 - 12/11/2019	
▼ PAD 5356 - Managing Community and Economic Development						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
92089	0W61-LEC Regular	TBA	TBA	Christopher Hawkins	08/26/2019 - 12/11/2019	
▼ PAD 5850 - Grant and Contract Management						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
87679	0W58-LEC Regular	TBA	TBA	Angela White- Jones	08/26/2019 - 12/11/2019	

# SEARCHING FOR CLASSES

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject

Course Number

Course Keyword

Course Career

Location

Special Course Group

Show Open Classes Only  
 Uncheck the box

▼ Additional Search Criteria

Meeting Start Time

Meeting End Time

Days of Week

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name

Instructor First Name

Class Nbr

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Department

▼ PAD 5336 - Introduction to Urban Planning

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
87871	0M77-LEC Regular	Tu 6:00PM - 8:50PM	DPAC 0168	Luis Santiago	08/26/2019 - 12/11/2019	<span style="color: green;">●</span>

▼ PAD 5337 - Urban Design

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
87612	0077-LEC Regular	Th 6:00PM - 8:50PM	DPAC 0215	Roberta Fennessy	08/26/2019 - 12/11/2019	<span style="color: green;">●</span>

▼ PAD 5356 - Managing Community and Economic Development

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
92089	0W61-LEC Regular	TBA	TBA	Christopher Hawkins	08/26/2019 - 12/11/2019	<span style="color: green;">●</span>

▼ PAD 5850 - Grant and Contract Management

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
87679	0W58-LEC Regular	TBA	TBA	Angela White- Jones	08/26/2019 - 12/11/2019	<span style="color: blue;">■</span>
87506	0W61-LEC Regular	TBA	TBA	Angela White- Jones	08/26/2019 - 12/11/2019	<span style="color: orange;">▲</span>

Topic: GRANT/CONTRACTMGT (SL)

▼ PAD 5907 - Directed Independent Studies

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
88174	0077-IND Regular	TBA	TBA	Staff	08/26/2019 - 12/11/2019	<span style="color: blue;">■</span>

# HOLDS AND REGISTRATION ISSUES

After Admission	Later
<ul style="list-style-type: none"><li>• Not accepted admission</li><li>• Not addressed health and immunization requirements Health Services</li><li>• Prerequisites</li><li>• Incorrect section number</li></ul>	<ul style="list-style-type: none"><li>• Payment Issues</li><li>• Registering prior to assigned appointment date</li><li>• Plan of Study not on file</li></ul>

# PLAN OF STUDY



**School of Public Administration**

## MASTER OF EMERGENCY AND CRISES MANAGEMENT - Plan of Study

NAME (first, last)		TERM ADMITTED	
PID (student ID)		CATALOG YEAR	
PROG DIRECTOR	Dr. Claire Knox	TOTAL CR. HOURS	36

### REQUIRED COURSES—30 CREDIT HOURS (All courses are 3 credit hours)

PREFIX	CATALOG #	COURSE TITLE	SEM/YR	GRADE	
PAD	6399	Foundations of EM and HS			
PAD	6825	Cross Sectoral Governance			
PAD	6700	Research Methods for Public Administration			
PAD	6397	Managing Emergencies and Crisis			
PAD	6705	Public Sector Communications			
PAD	6227	Public Budgeting			
PAD	6398	Hazard Analysis and Disaster Planning			
PAD	6439	Leadership in Public Service			
PAD	6946	Internship			
PAD	6086	Adv Con & App in Em & Crisis (Capstone)			

### ELECTIVES (FROM APPROVED LIST) 6 HOURS

PAD		Approved Elective			
PAD OR NON		Approved Elective			

### Approved Elective List

PAD 5356 Managing Comm. & Econ Dev	PAD 6353 Environmental Planning & Policy
PAD 5850 Grant and Contract Management	PAD 6716 Infon Sys for Public Managers and Plan
PAD 6307 Public Policy Analysis & Management	CCJ 6027 Criminal Justice Responses to Terrorism
PAD 6327 Public Prog Evaluation and Tech	COM 6815 Risk Communication
PAD 6335 Strategic Planning & Management	CPO 6729 Global Security in the Age of Migration
INR 6136 Seminar in American Security Policy	IDC 5602 Cybersecurity: A Multidisciplinary Appr
PLA 5587 Current Issues in Cyberlaw	POS 6686 National Security Law
	PUR 6403 Crisis Public Relations

It is my responsibility to keep informed of all program related rules, regulations, procedures and requirements. To graduate an 'intent to graduate' must be filed in the semester prior to graduating.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- To be submitted by the end of first semester
- Create in conjunction with your adviser
- May result in registration hold

# TRANSFER COURSES POLICY

Transfer Courses limited to 9 credit hours. Process requires:

- Request in the first semester
- Sealed transcripts if from another institution
- Program Director's approval

Courses from a Graduate Certificate to the Master's program in the same discipline are automatically transferred when the student is accepted into the Master's program

## GPA REQUIREMENT

- To graduate, you must have a 3.0 GPA in both your Graduate and Program GPA areas.
- You must earn a “B-” or better in all core courses. **Any grade less than a “B-” means that you must repeat the course for a higher grade.**
- If you’re not doing well in a course, speak to your instructor and seek academic advise early.

## MAINTAINING GRADES AND GPA

- 'I' Grade may be an option
- What is an 'I' Grade and how does it benefit you?
- Sometimes withdrawing may be your last option to protect your GPA (no refund). Don't just stop going to class
- No grade forgiveness at grad level

# STUDENT STATUS

FULL TIME	PART TIME
Fall, Spring – 9 Credit Hours	Fall, Spring – 6 Credit Hours
Summer - 6 Credit Hours	Summer - 3 Credit Hours
Continuous attendance - You must take one class in the admit semester or your admission is revoked	
7 year completion rule for Degrees and Certificates	



# ATTENDANCE POLICY

Leave of Absence, Maximum two semesters, then dismissed

## Medical Leave of Absence

- Serious reason
- Proof required, doctor's letter
- If approved, all classes dropped, refund possible.

# IMPORTANT FALL 2019 DATES

<b>General Registration Deadline</b>	<b>Sunday, August 25, 2019</b>
<b>UCF employees and dependents</b>	Friday, August 23, 2019
<b>Late Registration (\$100 fee after)</b>	Monday, August 26, 2019
<b>Drop/Swap &amp; Drop for Full Refund</b>	Thursday, August 29, 2019
<b>Add Deadline</b>	Friday, August 30, 2019
<b>Tuition Payment Deadline (\$100 fee after)</b>	Friday, September 6, 2019
<b>Withdrawal Deadline (no tuition refund)</b>	Friday, November 1, 11.59 p.m.
<b>Classes end</b>	Wednesday, December 4, 2019
<b>UCF Commencement</b>	Friday, December 13, 2019 Saturday, December 14, 2019

**Note:**

School of Public Administration Hosts a Hooding and Commencement Ceremony for all its Graduates in Spring Semester only. Students who Graduate in Summer and Fall are welcome to attend.

# GRADUATION

Students must file your “Intent To Graduate” found on your MyUCF, drop down menu, in the beginning of your last semester.

You must be enrolled in at least one class in the semester you plan to graduate.

# UCF DOWNTOWN

Internships  
Experiential Learning  
Student Associations  
Student Development

# INTERNSHIPS

PAD 6946 General elective. Students may take this for up to 3 credit hours

## Academic Requirement

- Maintain a minimum 3.0 GPA and have successfully completed 6 credit hours of graduate level PA coursework

## Registration and Placement

- The student has the responsibility to secure an internship. The Experiential Learning Coordinator can help you to identify areas of interest and locate an appropriate position but it will ultimately be the student's responsibility to complete the paperwork and secure a placement.
- Plan to begin your search the semester before your internship would begin.
- You must register through [Handshake](#) in order view available internship opportunities.
- Email Dr. Daniel Seigler ([Daniel.Seigler@ucf.edu](mailto:Daniel.Seigler@ucf.edu)), to enroll in the Internship **Orientation Course**, which is a pre-requisite for the PAD 6946 Internship course. Once you complete the requirements, you will be assigned a permission number by the experiential learning coordinator. This number will allow you to self-enroll into the PAD 6946 Internship Course. Student must ensure that the class is confirmed on their schedule.

## Service Learning Program Overview

Service learning is a teaching method that is part of UCF's initiative to provide a means for every student to enhance his or her academic program with experiential learning. Service learning within the School of Public Administration provides an opportunity for students to work with community partners by collecting and compiling data and producing quality products that will be beneficial to nonprofit organizations. Students have been involved in the following projects:

- Volunteer program evaluation
- Strategic planning
- Grant proposals
- Nonprofit administration case study
- Nonprofit program evaluation

Service learning projects address community needs and require students to reflect on their activities to gain an appreciation for the relationship between civics and academics. The service learning projects are usually completed as a group assignment. Faculty will guide the process. Not all graduate courses will offer this teaching method.

# STUDENT ORGANIZATIONS

## Emergency Management Student Association



# PROFESSIONAL EXPECTATIONS

PRIDE

PRESENTATION

SELF MANAGEMENT



**IDENTITY**

**DEMONSTRATION**

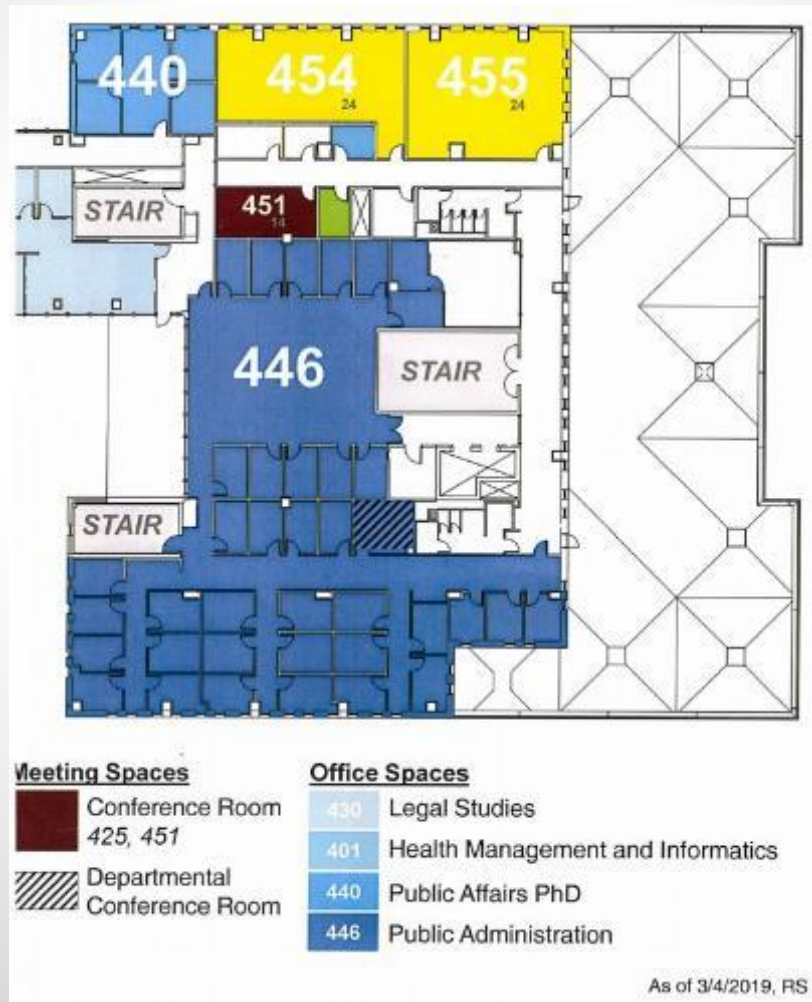
**MENTALITY**



## MAJOR STUDENT EVENTS

EVENT	TIMELINE
Public Administration Research Conference (PARC)	Spring
Public Service Career Showcase	Fall
Legislative Scholars Application Due	Fall
Nonprofit Partnership Conference	Fall
School's Pre-Graduation Celebration	Spring
Grad Fair	Fall/Spring

# SCHOOL OF PUBLIC ADMINISTRATION UCF DOWNTOWN



# QUESTIONS

