School of Public Administration
Dr. Phillips Academic Commons, 4th Floor
UCF Downtown

Master of Emergency and Crisis Management
Online Orientation, Fall 2019

UCF

PRESENTER

COORDINATOR, UNDERGRADUATE ACADEMIC ADVISING

Public Administration, Nonprofit Management and Emergency Management

Steven Carrillo, MPA (UCF)

Dr. Phillips Academic Commons Building, 4th Floor

UCF Downtown

Steven.Carrillo@ucf.edu

(407) 823- 3918

SCHOOL DIRECTOR

Naim Kapucu, Ph.D.
Dr. Phillips Academic Commons Building
4th Floor
UCF Downtown
Naim.Kapucu@ucf.edu

MECM GRADUATE PROGRAM DIRECTOR

Claire Knox, Ph.D.
Director, Emergency Management Programs
Dr. Phillips Academic Commons Building, 4th Floor
UCF Downtown
Phone: 407-823-0153
Email: 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

EMERGENCY MANAGEMENT PROGRAMS ADVISORY BOARD MEMBER

Steven Lerner
Chair, Emergency Management Advisory Board

Emergency Management Coordinator at Seminole County OEM

Email: 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 for more information.

Director's Closing Remarks

NEXT

INTRODUCING PROGRAM SUPPORT TEAM

COMMUNICATIONS COORDINATOR

Yasmyn Chambers, M.A.
Yasmyn.Chambers@ucf.edu
Dr. Phillips Academic Commons
Building, 4th Floor
UCF Downtown
(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
Building, 4th Floor
UCF Downtown
(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

Dr. Phillips Academic Commons Building,

4th Floor

UCF Downtown

(407)823 0912

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

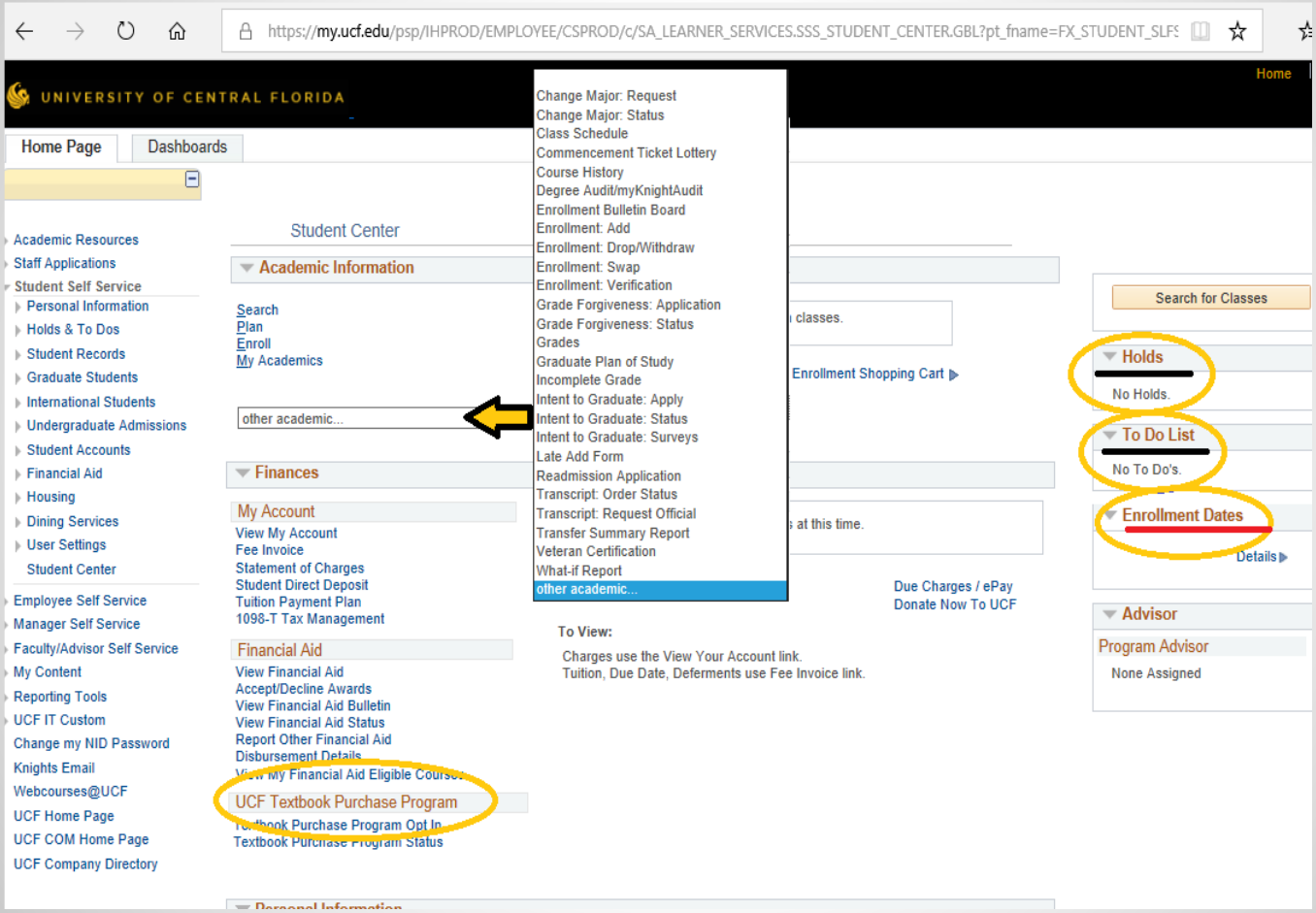
COMMUNICATION

"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.

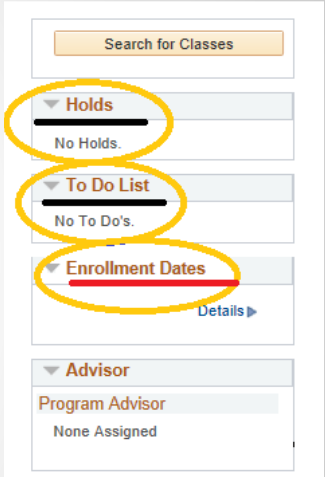
- When you email faculty or your advisor you must include your program and your PID (student ID) and program in the email.

INTRODUCTION TO MYUCF STUDENT CENTER



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



COURSE AND SECTION NUMBER INFORMATION

Example: PAD 6207 - 0W61 87401 Public Financial Management

Course Prefix and Course number

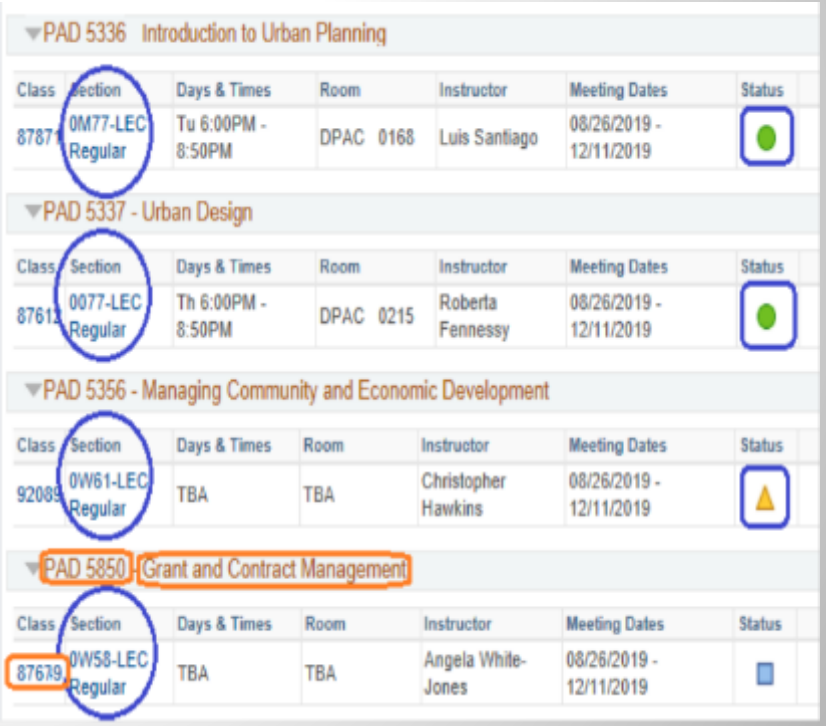
Class Number

Section Number

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

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	

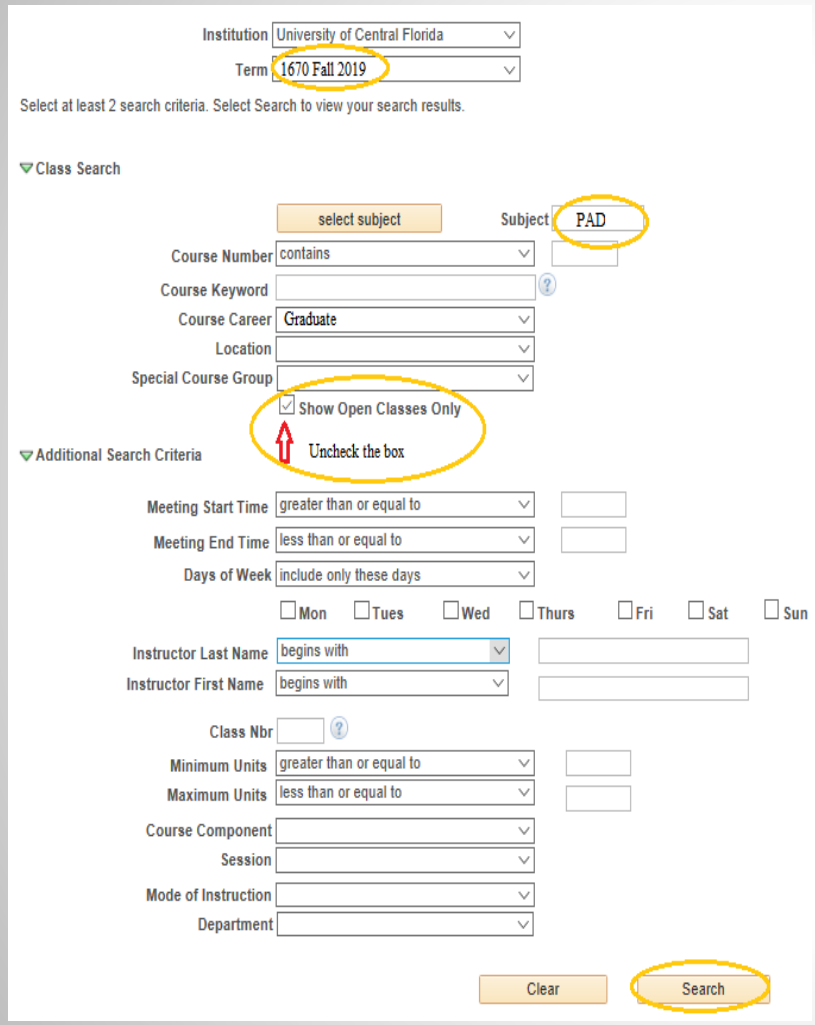
PAD 5356 - Managing Community and Economic Development

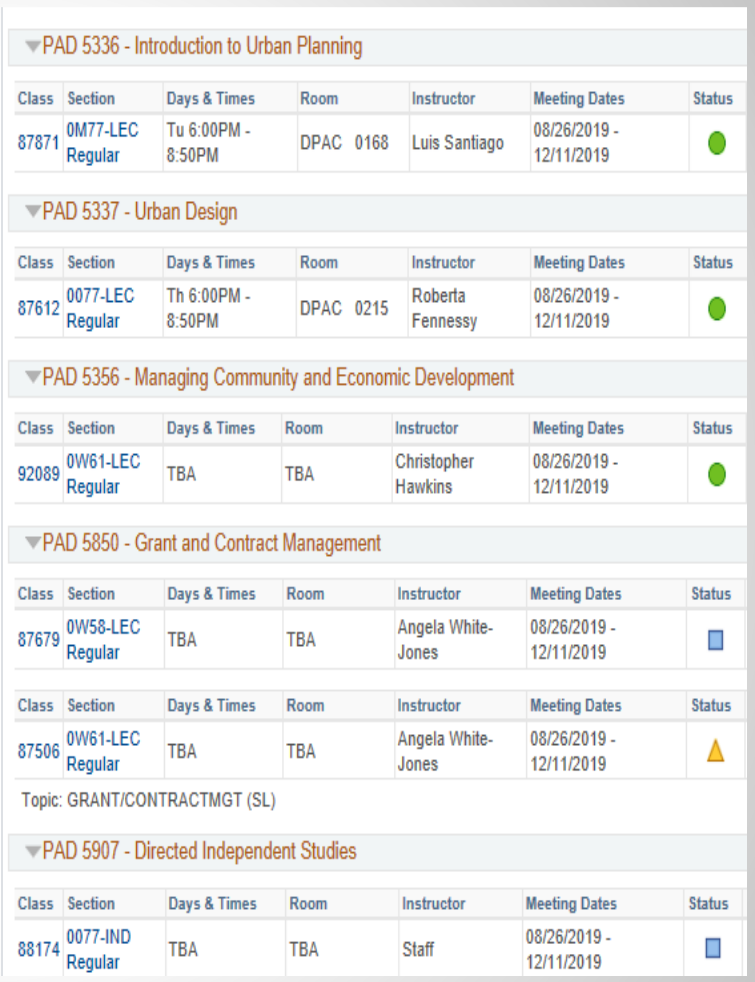
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
92089	0W61-LEC Regular	TBA	TBA	Christopher Hawkins	08/26/2019 - 12/11/2019	

PAD 5850 Grant and Contract Management

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
87639	0W58-LEC Regular	TBA	TBA	Angela White-Jones	08/26/2019 - 12/11/2019	

SEARCHING FOR CLASSES





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	

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	

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	

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
87506	0W61-LEC Regular	TBA	TBA	Angela White-Jones	08/26/2019 - 12/11/2019	

Topic: GRANT/CONTRACTMGT (SL)

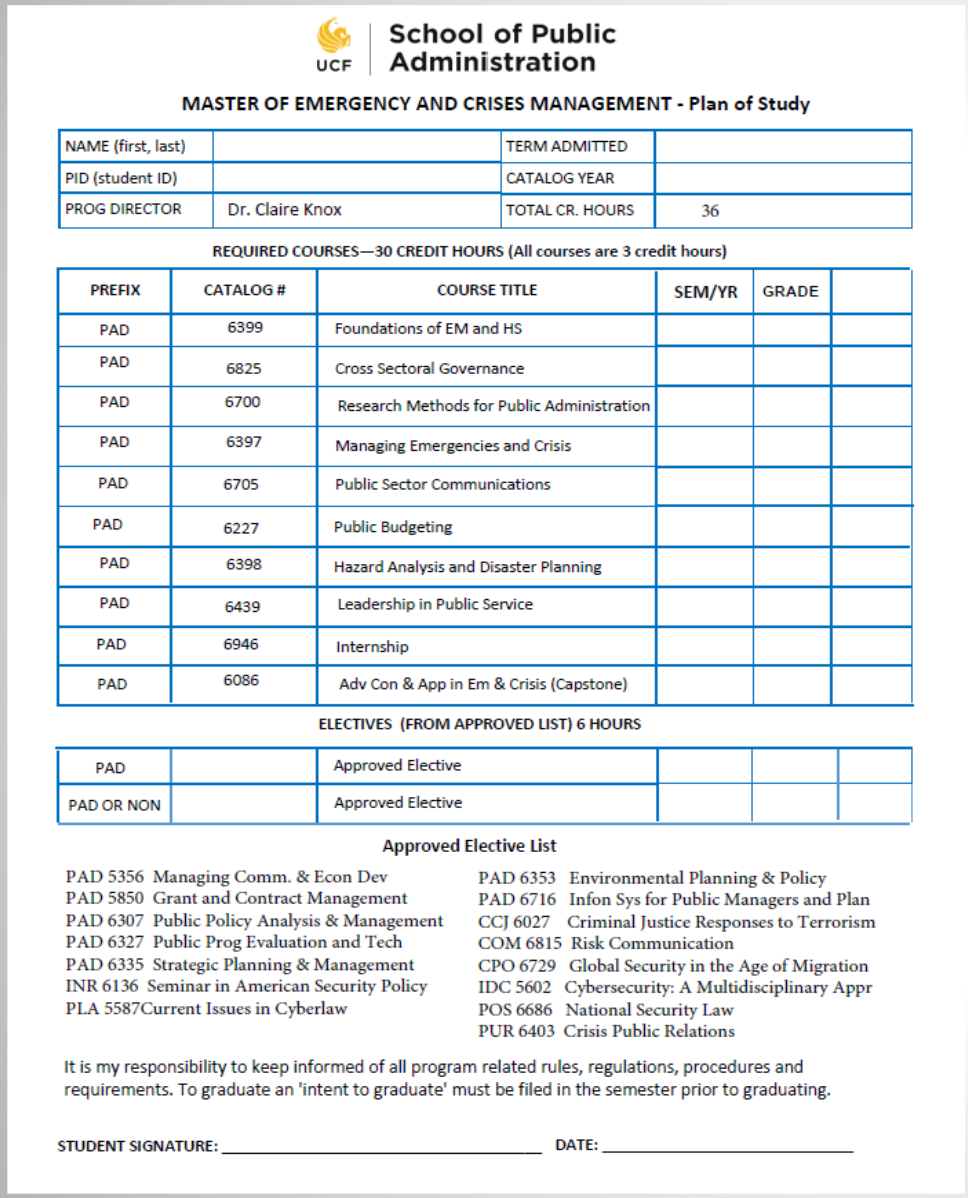
PAD 5907 - Directed Independent Studies

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
88174	0077-IND Regular	TBA	TBA	Staff	08/26/2019 - 12/11/2019	

HOLDS AND REGISTRATION ISSUES

After Admission	Later
• Not accepted admission • Not addressed health and immunization requirements Health Services • Prerequisites • Incorrect section number	• Payment Issues • Registering prior to assigned appointment date • Plan of Study not on file

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

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

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), 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

UCF

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
UCF