UNIVERSITY OF CENTRAL FLORIDA

Graduate Program Handbook - 2023/24
Emergency and Crisis Management Master Program

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the Emergency and Crisis Management Master Program

College of Community Innovation and Education • School of Public Administration • 06/07/2023

MECM Program Director Welcome

Congratulations on your admission to the Master of Emergency and Crisis Management (MECM), and welcome to UCF's School of Public Administration. I'm Professor Claire Knox and I am the program director for the MECM.

This handbook has been developed to provide the information that you will need regarding the specific policies and procedures in the Master of Emergency and Crisis Management. It is expected that you familiarize yourself with the contents of this handbook and adhere to the policies described herein. This handbook does not substitute for other documents provided by the College of Community Innovation and Education (CCIE) and/or the University of Central Florida (UCF). Some important reminders are listed below:

The official mode of communication used by faculty and staff to contact students is e-mail. Students are required to create a Knights email account. Students are responsible and will be held accountable for all information disseminated by email. This will be the only email address to which the program or university will send official information.

It is mandatory, per UCF policy, that you take at least one class in your admission semester, otherwise your admission is revoked. Schedule a meeting with the academic program advisor to discuss your Program of Study.

The School of Public Administration is located on the fourth floor of the Doctor Philips Academic Commons Building (DPAC), Suite 446 located at UCF Downtown Campus.

We are delighted to have you as part of the Master of Master of Emergency and Crisis Management and look forward to working with you over the coming years.

Sincerely,

Claire Knox, , Ph.D.
Director, Master of Emergency and Crisis Management Program
Professor
School of Public Administration
University of Central Florida

Advisory Board Welcome

Congratulations! On behalf of UCF, the School of Public Administration and the emergency management and homeland security advisory board, we are delighted to welcome you into the field of emergency management and homeland security.

As you become immersed in your emergency management and homeland security education, know that the theoretical and practical knowledge you gain will be invaluable to your future academic and professional growth.

We recommend taking every opportunity to integrate real-world experiences into your education, such as:
- Completing service-learning projects through in-class coursework
- Serving in the Emergency Management Student Association
- Seeking internships with local emergency management offices in the public, private and nonprofit sectors
- Engaging in hands-on training through exercises and drills with local emergency management agencies
- Building relationships with emergency management practitioners through participation in professional organizations, such as the Florida Emergency Preparedness Association and the International Association of Emergency Managers
- Attending local conferences, such as the Governor's Hurricane Conference and the FEPA annual meeting
- Participating in in-person basic or intermediate emergency management academies and emergency management courses

The EMHS advisory board would like to welcome you to join the UCF – Emergency Management Knights LinkedIn group, where you will:
- Find current students and alumni of the EMHS program
- Have access to frequently asked questions from those entering the field
- Find opportunities to network, engage and converse with those currently in public, private and nonprofit sector emergency management and homeland security roles

The advisory board looks forward to helping you foster your passion and interest in emergency management and homeland security — and congratulates you for taking this step!

With warmest regards,
EMHS advisory board members

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Navigating Policy and Resources at the University of Central Florida

This handbook is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and norms of graduate education at the University of Central Florida.

How to Use This Handbook

This handbook has been developed to provide the information that you will need regarding the specific policies and procedures in the Master of Emergency and Crisis Management (MECM) program. It is expected that you familiarize yourself with the contents of this handbook and adhere to the policies described herein. This handbook does not substitute for other documents provided by the College of Community Innovation and Education (CCIE) and/or the University of Central Florida (UCF).

Who to Contact for Questions

Many of your questions about how to meet expectations and thrive as a graduate student will be answered by the various sources of policies, procedures, requirements, resources, and norms listed in this document.

Students are welcome and encouraged to meet with their Program Director and Academic Adviser when they have questions or concerns regarding their program of study, courses, or other issues that may affect their educational goals.

Academic Adviser
Edlira Dursun, the Academic Advisor, will be your first stop for questions related to your progress in completing your degree, assisting with course selection, and planning your academic path, Plan of Study.
Feel free to contact her at edlira.dursun@ucf.edu and/or (407) 823 1139. Office located in DPAC, Rm. 446B.

Program Director
MECM Program Director – Dr. Claire Knox is designated to lead the program educational vision and structure. Feel free to contact her at claire.knox@ucf.edu and/or (407) 823 0153. Office located in DPAC, Rm. 448K.

School Director
School Director – Dr. Doug Goodman   DPAC Rm. 448T Doug.goodman@ucf.edu

Onboarding

Accept your program

Before registering for courses, all new admitted students need to accept the program. Go to the MyUCF portal, the online student's recourse for all personal records, academic history and financial aid information. It is accessible from any device with a connection to the internet. To find your NID, click on "What is my NID?" on the right side of the sign in page. Follow the prompts to get your NID if you do not know it already.

Instructions

1. In the upper right-hand corner, in the myUCF Menu box, click "Student Self Service." If the address menu appears. verify your email and valid addresses and click "OK."
2. To accept/decline your admission, from the Student Center main page, scroll down to the Graduate Students section.
3. Click "Accept/Decline Admission."
4. Select the program you would like to accept or decline admission to by clicking on the accept/decline link to the right on each application.
1. Select either the "I Accept Admission" or "I Decline Admission "button to indicate your choice. You will then be asked to confirm your selection. Select the "Previous" button if you do not wish to select at this time.

Accepting Admissions

After you have accepted your admissions offer, it takes approximately one to two business days for the database to complete its processes and a registration appointment time to be generated. Appointment times are only generated after class schedules are posted. The appointment time is the date and time you are eligible to enroll in classes through your myUCF portal.

Please be sure to inquire with your department directly to verify if there is a deadline, they have set for you to accept or decline your admissions offer. In addition, follow up with them once your admissions offer is accepted to confirm if there is a mandatory orientation through your department that you must attend.

Using MyUCF Portal and Student Center

The myUCF portal is an online student's No. 1 resource for all personal records, academic history and financial aid information. It is accessible from anywhere, from any device with a connection to the Internet following the steps below. Navigate to my.ucf.edu. Click the Sign On button at the top left of the page.

Login with your NID and NID password.

UCF ID and NID

UCFID is your primary identification within the UCF system used to access online registration, class schedule searches, adding or dropping classes, viewing your grades and fee schedules.

NID is your Network Identification Number used to access MYUCF Portal.
To obtain your UCF ID, go to myUCF, log in using your NID and password, click Student Self Service > Personal Information >UCF ID Info. This page will display your UCF ID, your NID and your UCF ID Card number, once you have been issued one.
For more information on UCFID & NID, please go to https://infosec.ucf.edu/identity-management/identity-details/

Immunizations

All students, even distance-learning students, are responsible for complying with UCF's Immunization Policy. Students who have not completed UCF Health Services' requirements will have a hold that will prevent registration. You may access the immunization information and forms at Forms • Student Health Services • UCF

Non-resident students living outside of the state of Florida may contact the UCF Health Center to request a waiver of this requirement. If approved, the waiver
must be renewed each semester. Contact them at 407-823-3707 or visit: https://studenthealth.ucf.edu/

E-Mail
The official mode of communication used by faculty and staff to contact students is e-mail. Students are required to create a Knights email account. The MECM program distributes official information to this email. Students are responsible and will be held accountable for all information disseminated by email. This will be the only email address to which the program or university will send official information.
To set up your account go to https://knightsemail.ucf.edu/

First semester enrollment

It is mandatory, per UCF policy, that you take at least one class in your admission semester, otherwise your admission is revoked.

Introduction/Overview Section

Complete Name of Degree

Master of Emergency and Crisis Management

College

College of Community Innovation and Education

Department

School of Public Administration

Program Type

Master

Program Website

https://ccie.ucf.edu/public-administration/emergency-management/mecm/

Year of Program Inception

The Master of Emergency and Crisis Management was established in 2018.

Program Overview Narrative

The Master of Emergency and Crisis Management is designed to equip individuals with advanced skills and knowledge, so they can practice as highly trained practitioners in the emergency management field. This is achieved through the development of core competencies including resiliency, hazard mitigation and analysis, disaster response and recovery, emergency preparedness and planning, fiscal management, communication, intergovernmental administration, geographic information systems, legal and ethical decision-making, cultural competency and diversity, and general emergency management.

These competencies are essential as the frequency of man-made and natural disasters has dramatically increased since the 1990s. Emergency and disaster declarations in the U.S. reflect this trend: Florida is ranked the fifth highest state for major disaster declarations, with 67 produced between 1953 and 2015 (Congressional Research Service, 2016). For communities to be prepared for, respond to, recover from, and mitigate these disasters, an educated workforce of emergency management specialists is required. Students in UCF's MECM will learn and demonstrate competencies required to lead and manage in this dynamic and complex profession.

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.

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.

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

Please note: This program is completed entirely online, although not all elective options 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.

Program Accreditation/Certification

The Master of Emergency and Crisis Management is not accredited yet as the program was established only in 2018.
The MECM program is Ranked No.2 in the nation by U.S. News & World Report

Student Learning Outcomes/Competencies

The Master of Emergency Management and Crisis (MECM) is designed to prepare individuals to practice as highly trained practitioners in the emergency management field through the development of core competencies including: resiliency, hazard mitigation and analysis, disaster response and recovery, emergency preparedness and planning, fiscal management, communication, intergovernmental administration, geographic information systems, legal and ethical decision making, cultural competency and diversity, and general emergency management.

Students in UCF's Master's in Emergency and Crisis Management program will learn and demonstrate the competencies required to lead and manage in this dynamic and complex profession.

Academic Integrity

We value honesty, integrity, and responsibility in the MECM program. Cheating, plagiarism, and other types of academic dishonesty will be referred to the University for appropriate sanctions. Professors have the right to fail a student that they believe has been involved in any aspect of academic misconduct. A full discussion of students' rights and responsibilities on this issue can be found in the Golden Rule at http://goldenrule.sdes.ucf.edu.

Students are expected to read the Golden Rule prior to starting the program to ensure that they understand and will not be involved in any aspect of academic dishonesty. Students should also refer to the UCF Graduate Catalog, as they will be responsible for following all policies from Graduate Studies as well as those of the University.

Cheating includes, but is not limited to, plagiarizing materials, using information from notes, books, or the internet during on-line exams, or working with other students in classroom or on-line exams to secure information or answers. When in doubt, ask before you assume that you can work with other student(s) on exams or projects, or use information from other sources. APA citation is required for all information taken from an

outside source (including the internet, books, journals, articles, and published and non-published materials).

Program Professional Conduct/Ethics Statement

The MECM program celebrate the diversity of our students, faculty, and staff. It is expected that all students, faculty, and staff conduct themselves in a professional manner while in the program.

Students are expected to adhere to the rules and regulations as stipulated by the University of Central Florida and the MECM Program handbook. Professionalism encompasses behaviors and qualities that are expected of graduate students in both the academic setting and in the practical world. Professionalism in the MECM program begins at the time of program application; therefore, professional conduct is assessed from that point forward.

Attendance, timeliness, and attire are all reflections of professionalism. In the assessment of professionalism, instructors and program administrators will consider each student's conduct; the quality of interactions; tone of oral and written communication; language; meaningful engagement in all aspects of the program; and substantive contribution to class discussions. Students who are in violation of these behaviors will be counseled and reminded of MECM/CCIE/UCF expectations. In such events, the faculty or program administrators may conclude that the student is not able or willing to demonstrate an acceptable standard of professionalism. Repeated disregard or violation of these behaviors will lead to dismissal from the program. Some of the criteria by which a student's professional demeanor is measured are below:

A. <u>Knowing and following the rules</u>: Adherence to the rules and regulations as stipulated by UCF and the MECM program.
B. <u>Timeliness</u>: Students are expected to regularly arrive in class on time and to comply with each instructor's tardiness policy as stated in the course syllabus. Students are also expected to meet all deadlines in class and in the program.
C. <u>Attendance</u>: It is required for students to attend each lecture and comply with the instructor's attendance policy as stated in the course syllabus.
D. <u>Civility</u>: Students are expected to behave in a respectful and courteous manner to instructors, fellow students, guest speakers, college, and university administrators, MECM staff, and other UCF Staff. Examples of respectful behavior include but are not limited to modulated tone of voice; professional language that avoids inappropriate, vulgar, or foul expressions; maintaining

control of emotions and avoiding threatening or bullying behaviors; respect for others' personal space; respect for MECM and affiliated faculty and staff as well as UCF property; refraining from distracting and disruptive behaviors while on campus, in hallways, and in classrooms; and a generally civil demeanor

E. Respectfulness: Being respectful and courteous to others is central to creating a learning environment where individuals can comfortably express ideas.

F. Guest Speakers / Presentations: The MECM Program often invites guest speakers from the local community. Students in the program must demonstrate professional conduct, respect, and appreciation for these professionals' donation of their time to enrich students' educational experiences. Students are expected to arrive to class on time and be attentive as a sign of appreciation for their time. Professional attire and conduct are required when guest speakers are present.

G. Class participation: Students are encouraged to ask questions at appropriate times to expand their knowledge of the material. Pertinent student-to-student interaction is considered a valuable part of the learning process and appropriate articulation of critical-thinking during class time will be viewed as making an effort to developing deeper understanding of the materials.

H. Electronic devices: Use of cell phones, pagers, and other electronic devices is determined by the instructor.

I. Appropriate behavior: Appropriate non-distracting behavior while on campus, in hallways and in classrooms is expected of all students.

J. Honesty: Honesty and veracity are expected of all students in terms of both how they conduct themselves and approach their work.

K. Demonstrating interest: Exhibiting interest in understanding and growing the knowledge base in the discipline is critical to the doctoral process.

L. Accepting constructive criticism offered by instructors and others in an appropriate manner.

Safety and Security

While UCF is as safe as any college campus, students should always be concerned for their personal safety and security. University police can be reached by dialing 911 in an emergency and 3-5555 (on-campus phones) / 407-823-5555 for all other matters. Students may call the university escort service to be escorted to their vehicle.

Students should always keep personal effects with them and should not leave any personal items in a hallway or conference room. If unfamiliar or suspicious persons are seen in the building, students should not confront them, but instead should contact faculty, staff, or campus police immediately.

Professional Development

The University of Central Florida and the College of Community Innovation and Education are dedicated to the development of skills that relate to the career goals of students. A graduate student's professional development goes beyond completing course work, passing exams, conducting research for a thesis or dissertation, and meeting degree requirements. Professional development also involves developing the academic and non- academic skills needed to become successful in the field of choice. Students should speak with regularly with their faculty members for guidance in their professional development.

Preparing Tomorrow's Faculty Program

Sponsored by Faculty Center for Teaching and Learning: The Karen L. Smith Faculty Center for Teaching and Learning invites current and aspiring Graduate Teaching Assistants to enroll in our Preparing Tomorrow's Faculty (PTF) Program. Students will complete a series of online modules, assemble a first draft of their teaching portfolio, and engage in a learning community facilitated by Faculty Center staff. Texts will be provided, and the program is free to participants. See http://www.fctl.ucf.edu/Events/GTAPrograms/PreparingTomorrowsFaculty/

Conference Attendance
Participating in professional meetings is an important part of the doctoral student education. Students may present papers or posters and should consult the faculty on opportunities.

Graduate Research Forum

Sponsored by the College of Graduate Studies: The Research Forum features poster displays and oral presentations representing UCF's diverse colleges and disciplines. The Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster and best oral presentation in each category will be given and all participants will receive recognition. The College of Graduate Studies and the Graduate Student Association invite all UCF students, community, and employers to attend the Graduate Research Forum. See www.graduate.ucf.edu/ResearchForum

Student Associations

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational, and professional experience. To learn more or get involved, please visit www.gsa.ucf.edu.
Please refer to the Pathways to Success program for additional information on professional development opportunities.

Curriculum Section

Admission Requirements

For information on general UCF graduate admissions requirements that apply to all prospective students, please visit the Admissions section of the Graduate Catalog. Applicants must apply online. All requested materials must be submitted by the established deadline.

In addition to UCF's Admission Standards, the program requires applicants to meet the following requirements:

- One official transcript (in a sealed envelope) from each college/university attended for both bachelors and master's degrees showing a GPA of 3.5 or better in both degrees.
- The GRE is NOT required for admission to this program.
- Three letters of recommendation specifically for the MECM program. Letters of recommendation should be from professors, researchers, or professional administrators who can attest to the applicant's ability to succeed in graduate coursework and his or her work ethic.
- Résumé: The most current, professional resume should be provided.
- Statement of goals that address the following: Reason for pursuing graduate study in Emergency and Crisis Management, including future goals and plans and topics or areas of special interest in Emergency and Crisis Management.

In addition to meeting general UCF graduate application requirements, applicants to this program must provide:

International students:

The program is not eligible for international students due to the visa restrictions and in-person classes requirement.

If you are an international student, interested to attend the program from your home county, please see below the requirements:

- In addition to official transcripts and certification of degrees, a course-by-course credential evaluation with GPA calculation is required of all students who have attended a college/university outside the United States. UCF accepts transcript evaluations from the following two agencies only: Josef Silny and Associates, Inc, or World Education Services (WES).

- International students, except those who are from countries where English is the only official language, those who have earned a degree from a regionally accredited US college or university, or those who have earned a degree from a country where English is the only official language of instruction, are required to submit a score on the Test of English as a Foreign Language (TOEFL). Although we prefer the TOEFL, we will also accept International English Testing System (IELTS) scores. Students who are non-native speakers of English (and do not have a degree from a U.S. institution) must pass the English-Speaking test administered by the UCF English Institute before they will be permitted to teach as a Graduate Teaching Associate or Graduate Teaching Assistant.

Admission to this program is competitive. Applicants are encouraged to apply early to this program. All requested material must be submitted by the established deadline date. Materials received after the established deadline may not be considered.

Students are expected to be computer literate upon entry to the program. This program is completely online, so computer skills and computer internet access are necessary to take the courses.

Degree Requirements

The Master of Emergency and Crisis Management program requires a minimum of 36 credit hours beyond the bachelor's degree. The program is offered completely online, and students have the option of taking part time or full-time coursework.

Emergency and Crisis Management Core Courses- 30Total Credits
Complete the following:
- PAD6399 - Foundations of Emergency Management and Homeland Security
- PAD6825 - Cross-Sectoral Governance
- PAD6700 - Research Methods in Public Administration
- PAD6397 - Managing Emergencies and Crises
- PAD6705 - Public Sector Communications
- PAD6227 - Public Budgeting
- PAD6398 - Hazard Analysis and Disaster Planning

- PAD6439 - Leadership in Public Service
- PAD6946 - Internship
- PAD6086 - Advanced Concepts and Applications in Emergency and Crisis Management

Additional Elective Courses- 6 Total Credits
Complete at least 2 of the following:

- PAD5356 - Managing Community and Economic Development
- PAD5850 - Grant and Contract Management
- PAD5887 - Energy Policy
- PAD6200 - International Emergency and Crisis Management
- PAD6307 - Public Policy Analysis and Management
- PAD6327 - Public Program Evaluation Techniques
- PAD6335 - Strategic Planning and Management
- PAD6353 - Environmental Planning and Policy
- PAD6716 - Information Systems for Public Managers and Planners
- CCJ6027 - Criminal Justice Responses to Terrorism
- CPO6729 - Global Security in the Age of Migration
- IDC5602 - Cybersecurity: A Multidisciplinary Approach
- INR6136 - Seminar in American Security Policy
- PLA5587 - Current Issues in Cyberlaw
- POS6686 - National Security Law
- PUR6403 - Crisis Public Relations

Additional Program Requirements

Students must achieve a grade of "B-" (80%) or higher in every course listed under core requirements and in the Capstone course PAD 6149. Students must maintain a program of study and graduate status GPA of 3.0 or higher and can only graduate with a graduate status GPA of 3.0 or higher. If you're not earning a grade of "B-" or better in a course by the official withdrawal date (see Academic Calendar at https://calendar.ucf.edu) we recommend that you officially withdraw from the class. There is no grade forgiveness at the graduate level.

Program of study

Students who have not completed their Plan of Study by the end of the first semester will have a hold that will prevent registration for classes. You should work with your

academic advisor to complete the Program of Study using your best estimate of when you will complete the courses.

Most of the program core (required) courses are offered in the fall and spring semesters. **Please do not rely on summer classes to complete your program.**

Three term registration

In March of each year, all graduate students are allowed to register for the summer, the fall, and the following spring semesters. Click into your "Enrollment Appointment" box to view the semesters that you can enroll in and the days and times you can begin enrollment. Once enrollment is open, register for the summer term first, then the Fall term, and then the Spring term. This will help you meet any requirements needed for the later term.

TUITION WAIVERS

To meet the space-available registration for the tuition waiver, UCF and State Employees must begin the registration at the designated date and time. Registration prior to the prescribed date and time for a term invalidates the tuition waiver. The registration date and time is typically the last Friday before the term begins that following Monday. The date can be found on the Academic Calendar each term. You need to submit the tuition waiver form to saswaivers@ucf.edu. Additional information is available at**:** http://studentaccounts.ucf.edu/waivers/.

Final Semester

You should file your Intent to Graduate form online through your my.ucf.edu. You can access the Intent to Graduate form by going into your myUCF portal/ selecting the Student Self Service link/ then selecting the "other academic…" drop down box/ and clicking on Intent to Graduate: Apply. If the Intent to Graduate is filed after the deadline, you can't participate in the commencement ceremony.

Find below the template of the Plan of Study that must be completed with your academic adviser. The Plan of Study will serve as a roadmap for your graduation timeline and also help you complete the three term-registration.

Below you will also find a timeline that will assist you in your path to graduation.

School of Public Administration
UCF

MASTER OF EMERGENCY AND CRISES MANAGEMENT - Plan of Study

NAME (first, last)		TERM ADMITTED	
PID (student ID)		CATALOG YEAR	
PROG DIRECTOR	Dr. Qian Hu	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 5587 Current 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: _____

MASTER OF EMERGENCY AND CRISIS MANAGEMENT DEGREE MAP

UCF | School of Public Administration

	1ST SEMESTER	2ND SEMESTER	3RD SEMESTER	4TH OR FINAL SEMESTER
GET THE COURSES YOU NEED	PAD 6399, PAD 6825, PAD 6700. NOTE: DEVELOP CURRICULUM PLAN WITH ADVISOR	PAD 6397, PAD 6705, PAD 6207. NOTE: CHECK CURRICULUM PROGRESS WITH ADVISOR	PAD 6938, PAD 6439, Approved Elective Course. NOTE: CHECK CURRICULUM PROGRESS WITH ADVISOR	PAD 6946, PAD 6XXX, Approved Elective Course. NOTE: SUBMIT GRADUATION-RELATED PAPERWORK
GET RELEVANT EXPERIENCE	Consider volunteering to start getting relevant experience (e.g., American Red Cross or Salvation Army). Look for on or off campus employment opportunities to build skills transferrable to EM.	Attend as many program advertised guest speaker sessions and EM related-local meetings as possible. Approach applied class projects as if they were professional tasks.	Identify internship opportunities and meet with Internship Coordinator regarding placement. Seek out opportunities to participate in additional applied projects with program faculty.	Investigate requirements for full-time jobs or other opportunities related to careers of interest. Assess experience you are lacking and strategize ways to fill gaps with program faculty and people in your network.
GET RELEVANT TRAINING	Start keeping track of the training and volunteer experiences you complete as outside class assignments. Take FEMA Independent Study courses above and beyond what is required in class.	Identify training sources and courses relevant to the sector in which you want to work upon graduation and make a plan to complete some. Take FEMA Independent Study courses above and beyond what is required in class.	Pursue and complete training relative to the area of EM in which you want to practice. Continue to track training and volunteer experiences completed. Update your resume accordingly.	Pursue and complete training relative to the area of EM in which you want to practice. Ensure all completed training is reflected on your resume.
BUILD YOUR NETWORK	Join the Emergency Management Student Association (EMSA) on campus! Meet with your EM advisor to discuss how to build a network in light of your interest in EM.	Join EM groups on Linked In, Facebook, and other social media and follow discussions. Join a state emergency management association, attend their annual conference, and follow-up with connections made.	Connect with EM program alumni to enhance your professional network. Attend the a professional conference/annual meeting and follow-up with connections made.	Inform the people in your network that you are nearing graduation and are on the job market. Set up meetings with people in your network to discuss where job opportunities lie.
GET READY FOR LIFE AFTER GRADUATION	Start doing job searches to become familiar with position descriptions and related requirements.	Draft an initial resume. Explore different job possibilities by doing informal interviews and/or job shadowing.	Do job searches in light of evolving interests. Flesh out your training and experience profile. Update resume and request faculty feedback.	Apply for jobs or future education. Seek assistance from the Career Center and EM faculty with job searches, resumes, letters, interviews, grad school apps, etc.

COMPLETE REQUIRED 3-CREDIT INTERNSHIP

Where could I go after graduation?

EM Government Jobs
- In EM-specific offices/departments
- In a range of other agencies (e.g., Department of Agriculture, Department of Health and Human Services)

EM Business Continuity Jobs
- K-12 schools, school districts, colleges and universities
- Hospitals, healthcare systems, and any entity receiving Medicaid
- Theme parks
- Banks, Utilities

Humanitarian Relief Jobs
- Domestic nonprofits (e.g., American Red Cross)
- Internationally-oriented organizations (e.g., United Nations, CARE, Save the Children)

EM jobs with consulting firms

A military career

A career as a first responder

Note: all careers require training and experience in addition to a degree.

Graduate Student Internship Program Overview

INTERNSHIPS

While enrolled in the MECM, students that does not have a professional experience in the emergency management field, should complete an internship in community agencies or EM public organizations. The internship plays a key role in teaching practice behaviors to students while measuring and reflecting the student's ability to demonstrate capacity in field. Internships helps student gain skills to apply learned theory to practice in the field.

Student Service-Learning contract provide a broad framework for developing an individualized learning plan that is responsive to the needs of the student and the resources of the selected agency. It is designed to give direction and learning structure to the internship experience.

While serving as an intern, students are expected to abide by the policies in line with professional conduct. Appropriate behavior refers to the following:
- Civility
- Respectfulness
- Timeliness
- Attendance
- Appropriate Attire

LEARNING OBJECTIVES

The course is designed to introduce, teach, or reinforce one or more of the adapted National Association of Schools of Public Administration (NASPAA) universal required competencies:
- The ability to lead and manage in public and nonprofit governance
- The ability to participate in and contribute to the policy process
- The ability to analyze, synthesize, think critically, solve problems, and make decisions
- The ability to articulate and apply the service perspective
- The ability to communicate and interact productively with a diverse and changing workforce and citizenry

ACADEMIC REQUIREMENTS

- Internships are a graduate level general elective. Students may take this for up to three credit hours at 300 hours of internship
- Maintain a minimum 3.0 GPA
- Have successfully completed six (6) credit hours of graduate level public administration coursework

REGISTRATION PROCESS
- Students who have arranged internships by their own efforts must seek approval prior to beginning the internship.
- Contact the MECM academic adviser, Mrs. Edlira Dursun at edlira.dursun@ucf.edu with your name and PID, for enrollment into the Internship course.
- Students should begin their search for an internship the semester prior. Students who do not receive approval run the risk of not receiving academic credit for their internship.
- Activate your account on Handshake (http://csel.ucf.edu/) to view the current listing of available internships.
- The student and host site must complete the required documents, Learning Agreement and Confirmation of Placement.
- Once forms are received, the student will be enrolled in the PAD 6946 Internship Course. Students must ensure that the class is confirmed on their schedule.

Program and Institutional Policies

Absences

Students who anticipate that they may not be able to enroll continuously due to external circumstances should apply for Special Leave of Absence. Specifically, students who are taking courses should apply for a Special Leave of Absence when they cannot enroll in more than two consecutive semesters. Students who are in thesis/dissertation hours should apply for a Special Leave of Absence when they cannot enroll in every semester (including summer).

To qualify for a Special Leave of Absence, the student must demonstrate good cause (e.g., illness, family issues, financial difficulties, personal circumstances, recent maternity/paternity, employment issues). The specific reason for the Leave of Absence request must be indicated by the student on the Leave of Absence Form. Due to current U.S. government regulations, international students must be enrolled every fall and spring semester. For students in this category, a Special Leave of Absence is only available for documented medical reasons.

Academic Standards/Conduct/Integrity

Students should review the Golden Rule Student Handbook for information on conduct regulations and related procedures and resources. Published annually by the Office of Student Conduct, the Golden Rule Student Handbook describes university standards for students regarding their conduct in the university community and their rights and responsibilities. And in particular, for graduate students, Appeals of Graduate Program Actions or Decisions (Regulation UCF-5.017) outlines academic performance and grievance procedures.

Accommodations

UCF admits a diverse graduate student population. Some of those students may need an (or a variety) of accommodations to help them be successful in the program. Please refer to the Student Accessibility Services for more information on how to approach accommodations for UCF students: https://sas.sdes.ucf.edu/accommodations/

Appeals/Grievances

There will be instances where students will not agree with an assessment related to their development or progress in a program. In these instances, it is essential that

students understand the proper course of action to come to a resolution. Please refer to the [Academic Grievance](#) section under General Graduate Policies in the graduate catalog.

Student Responsibility for University Communication
UCF uses email as the official means of notifying students of important university business and academic information concerning registration, deadlines, financial assistance, scholarships, student accounts (including tuition and fees), academic progress and problems, and many other critical items for satisfactory completion of a UCF degree program. The university sends all business-related and academic messages to a student's Knights Email address to ensure that there is one repository for that information. Every student must register for and maintain a Knights Email account at https://extranet.cst.ucf.edu/kmailselfsvc and check it regularly to avoid missing important and critical information from the university. Any difficulty with establishing an account or with accessing an established account must be resolved through the [UCF Computer Services Service Desk](#) so that a student receives all important messages. Additionally, each student must have an up-to-date emergency e-mail address and cell phone number by which to be reached in case of a crisis on campus. This emergency contact information will be used only for emergency purposes. Also, both permanent and local mailing addresses must be on the record, so that any physical documents that must be mailed can be delivered.
It is critical that students maintain and regularly check their Knights Email account for official announcements and notifications. Communications sent to the Knights Email address on record will be deemed adequate notice for all university communication, include issues related to academics, finances, registration, parking, and all other matters. The University does not accept responsibility if official communication fails to reach a student who has not registered for, or maintained and checked on a regular basis, their Knights Email account. Please ensure that this information is current and that any changes in contact information are made online through the myUCF portal at https://my.ucf.edu/.

Continuous Enrollment
All graduate students are required to enroll in at least one class over the span of the Academic year. Failure to enroll in 3 consecutive terms results in dismissal from the program. After candidacy exam is passed for doctoral students, they are required to enroll in dissertation hours every semester until graduation. The institutional policy from the graduate catalog around continuous enrollment could be provided in this section. [Continuous Enrollment](#) and [Continuous Enrollment and Active Students](#).

Disability Statement

ACCESS matters.
Purpose: We envision UCF to be a fully accessible campus and inclusive environment for people with disabilities. We do this by:
- **A**cknowledging disability as an aspect of human diversity;
- **C**ultivating awareness of the environment's disabling barriers;
- **C**ollaborating on and proactively facilitating accessible environments and experiences;
- **E**ducating faculty and staff to create and maintain access in their spheres of influence;
- **S**hifting to an inclusive-minded attitude;
- **S**upplementing with reasonable accommodations as a last resort measure to ensure access.

Diversity Statement

The University of Central Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at https://letsbeclear.ucf.edu and http://cares.sdes.ucf.edu/.

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact Student Accessibility Services.

For more information on diversity and inclusion, Title IX, accessibility, or UCF's complaint processes contact:

- Title IX – OIE http://oie.ucf.edu/ & askanadvocate@ucf.edu
- Disability Accommodation – Student Accessibility Services – http://sas.sdes.ucf.edu/ & sas@ucf.edu
- Diversity and Inclusion Training and Events – www.diversity.ucf.edu
- Student Bias Grievances – Just Knights response team – http://jkrt.sdes.ucf.edu/
- UCF Compliance and Ethics Office – http://compliance.ucf.edu/ & complianceandethics@ucf.edu
- Ombuds Office – http://www.ombuds.ucf.edu

Golden Rule

The Golden Rule is the university's policy regarding non-academic discipline of students and limited academic grievance procedures for graduate (grade appeals in individual courses, not including thesis and dissertation courses) and undergraduate students. Information concerning the Golden Rule can be found at www.goldenrule.sdes.ucf.edu/. Section 11, Student Academic Behavior, addresses appeal of graduate program actions or decisions.

Harassment

The University of Central Florida values diversity in the campus community. Accordingly, discrimination on the basis of race, sex, national origin, religion, age, disability, marital status, parental status, veterans status, sexual orientation, or genetic information is prohibited.
Sexual harassment, a form of sex discrimination, is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature including any of these three situations.
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or enrollment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or enrollment, or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment is strictly prohibited. Occurrences will be dealt with in accordance with the guidelines above and university rules. Employees, students, or applicants for employment or admission may obtain further information on this policy, including grievance procedures, from the OIE Coordinator. The Director of the Office of Institutional Equity Programs is the campus Equity Coordinator responsible for concerns in all areas of discrimination. The office is located on the main campus, in Barbara Ying

CMMS Building 81, Suite 101. The phone number is (407) 823-1336. Policies and guidelines are available online at http://www.eeo.ucf.edu.

International Students

The program is not eligible for international students that plan to attend the program in the US, due to the visa restrictions that requires at least 6 credits of in-person enrollment each fall and spring semester.

If you are an international student planning to attend the program from your home county, please see below specific policies and/or requirements related to international students:

- In addition to official transcripts and certification of degrees, a course-by-course credential evaluation with GPA calculation is required of all students who have attended a college/university outside the United States. UCF accepts transcript evaluations from the following two agencies only: Josef Silny and Associates, Inc, or World Education Services (WES).
- International students, except those who are from countries where English is the only official language, those who have earned a degree from a regionally accredited US college or university, or those who have earned a degree from a country where English is the only official language of instruction, are required to submit a score on the Test of English as a Foreign Language (TOEFL). Although we prefer the TOEFL, we will also accept International English Testing System (IELTS) scores.
- Students who are non-native speakers of English (and do not have a degree from a U.S. institution) must pass the English-Speaking test administered by the UCF English Institute before they will be permitted to teach as a Graduate Teaching Associate or Graduate Teaching Assistant.
- International students should maintain F-1 and J-1 Status by maintaining full-time enrollment is one of the most important requirements for F-1 and J-1 students. Click here for the enrollment requirements. New students and current students who have been issued a new initial I-20 or DS-2019 must check-in with UCF Global by the start date of their I-20 or DS-2019.
- International students should report changes to UCF Global within 10 days. Changes include changes in address, phone number, and major/academic program must be reported to UCF Global within 10 days. Click here for details on how to report changes to UCF Global.
- International students should request an extension before the I-20 or DS-2019 expires. If students need more time to complete their program, they must request

an extension before their I-20 or DS-2019 expires. Failing to request an extension before the I-20 or DS-2019 expires results in the loss of F-1 or J-1 status. Click here for information on how to request an extension.

- They should maintain good academic standing and make normal progress in their academic program.
- International students do not work-off campus without prior authorization from UCF Global. International students are not eligible to work off-campus without first obtaining authorization in advance. Working without authorization is a serious violation of F-1 and J-1 status. Click here for more information about employment authorization options.
- All international students need to file tax forms to the Internal Revenue Service every year. Click here for more details.
- The federal government does not have any specific programs for international students. The Office of Student Financial Assistance does not award scholarships for non-U.S. citizens. However, the office lists various scholarship opportunities for non-US citizens on the Scholarship page. To search for additional scholarships, please visit the International Scholarship website.
- For general information regarding international students, please visit UCF Global.

Academic Integrity

Students are expected to read the Golden Rule prior to starting the program to ensure that they understand and will not be involved in any aspect of academic dishonesty. Students should also refer to the UCF Graduate Catalog, as they will be responsible for following all policies from Graduate Studies as well as those of the University.

Cheating includes, but is not limited to, plagiarizing materials, using information from notes, books, or the internet during on-line exams, or working with other students in classroom or on-line exams to secure information or answers. When in doubt, ask before you assume that you can work with other student(s) on exams or projects, or use information from other sources. APA citation is required for all information taken from an outside source (including the internet, books, journals, articles, and published and non-published materials).

Explore the College of Graduate Studies website on this topic: https://graduate.ucf.edu/plagiarism/ and enroll in the webcourse "Pressures to Plagiarize" offered through the Pathways to Success Program.

Satisfactory Academic Progress

Upon enrollment in their graduate program, each student will be assigned an academic program advisor. This advisor will ensure that the student's plan of study is appropriate. Students are encouraged to meet with the academic advisor at least once during each semester.

Satisfactory academic performance in a program includes maintaining at least a 3.0 graduate status GPA (defined below) in all graduate work taken since admission into the program. Please refer to the Graduate Catalog for further information regarding the graduate status GPA: Academic Progress and Performance (ucf.edu)

Satisfactory performance also involves maintaining professional integrity and behaviors expected in a clinical program. Failure to maintain these standards may result in dismissal of the student from the program. The student may appeal dismissal decisions as outlined in the UCF Golden Rule • UCF

Probation/Dismissal Discipline

To earn a graduate degree or graduate certificate at the University of Central Florida, students must have a minimum 3.0 Graduate Status GPA. Any student not achieving this mark will be placed on Academic Probationary Status.

When Graduate Status GPA falls below a 3.0, the following occurs:
1. Impacted students will receive notice from the College of Graduate Studies.
2. The probationary status will be imprinted on the student's advising transcript and will remain for each successive semester while on probation. This information remains as a permanent record on the transcript.
3. Students will have a maximum of 18 graduate credit hours of graded A-F course work from their Graduate Plan of Study to increase their Graduate Status GPA to 3.0 or higher.
4. Students who have fewer than 18 credit hours of course work left in their Graduate Plan of Study will only have the number of remaining credit hours toward degree completion to attain the 3.0 Graduate Status GPA.
5. Students who cannot mathematically attain a 3.0 Graduate Status GPA, either through the 18 credit hours of course work or through the remaining credit hours to degree completion, will be formally dismissed without the probationary period. Exceptions can be made for students who start their final semester of coursework with a 3.0 (or higher) Graduate Status GPA, but fall below a 3.0 when grades post at the end of the final semester of coursework. In this case, the student will be put on probation and may enroll in up to 6 credit hours of electives

from their graduate program's approved list of electives. If the student cannot remedy the GPA in the 6 hours, the student will be dismissed.

Please check the Graduate Catalog for any other conditions of probation, discontinuation, and dismissal as outlined by the College of Graduate Studies and UCF at: Academic Progress and Performance section from the Graduate Catalog.

Students placed on probation are required to meet with their graduate program director to create a **Probation Plan**. This plan will state the maximum number of hours that the student can remain on probation (if there are fewer than 18 hours left of graded courses in the student's Graduate Plan of Study) and may include specific direction on courses to be taken and the timing of those courses. In addition, the plan may include other conditions as necessary for the continued enrollment of the student in the program such as retaking courses, taking remedial course work in specified areas, or completing special projects to better prepare the student for success in the program. Failure to meet any of the conditions of the Probation Plan may result in dismissal without any further appeal.

Time Limits to Degree Completion

A student has seven years from the date of admission to complete the program. No courses used in a program of study can be older than seven years at the time of graduation.

Students who anticipate being out for more than 2 consecutive semesters should apply for a Special Leave of Absence no later than the end of the add/drop period of their second semester of non-enrollment. Students who do not maintain continuous enrollment without a Special Leave of Absence (see Continuous Attendance and Special Leave of Absence in the General Graduate Policies) must file for readmission to the university. The time spent in an approved Special Leave of Absence will essentially "stop the clock" for a student for a maximum of three semesters and be added to a student's total time limitation for degree completion. A student can request a SLOA for a maximum of six semesters. UCF students can also refer to Time Limitation and Continuous Enrollment Policy in the Graduate Catalog.

Transfer Credit

1. The total number of transfer credits cannot exceed 50% of the UCF degree requirements, and at least 15 credit hours of graded (A-F) courses must be taken at UCF once admitted. The only exceptions to this rule are listed in #6 below.

2. Only graduate-level courses with a grade of 'B' or higher can be transferred. No Satisfactory/ Unsatisfactory or Pass/Fail courses can transfer. Internal transfer courses (i.e., courses taken at UCF) will appear as a graded course on the transcript.

3. Transfer of international credits may be permitted with the required Josef Silny and Associates, Inc. or World Education Services (WES) transcript evaluations (see Admissions Equivalency Information).

4. Courses older than 7 years cannot be transferred unless they have been reviewed and approved by a formal committee comprised of graduate faculty in the program. Program-level approvals must be accompanied by statements demonstrating the currency of the course content in the context of the student's experience. The course must then be approved by the dean or dean's designee of the relevant college. Approval documentation must be attached with the transfer request to the College of Graduate Studies. All other transfer policies apply. Approved courses are valid if the student maintains continuous enrollment in the graduate program. If the student is readmitted after discontinuation or dismissal, the student must initiate a new transfer request for courses older than 7 years.

5. Transfer requests to satisfy Core course requirements or Restricted Electives within the associated UCF degree must include relevant syllabi, and graduate program directors must certify that the courses taken represent current knowledge and are equivalent in content to the courses offered at UCF.

6. There are 4 exceptions to this policy as written:

   1. Unless part of an approved dual degree program, a maximum of 9 hours may be used to fulfill the requirements of 2 master's degrees. In no case can hours be used to fulfill the requirements of more than 2 degrees.

   2. Unless part of an approved accelerated program, a maximum of 9 hours may be used by a student taking graduate courses while in undergraduate status at UCF.

   3. When doctoral programs require a master's degree for admission, credits from the required, earned master's degree may not be used as transfer credits.

   4. To minimize disruption to the student's research and progress to degree, graduate students recruited to transfer to UCF when their faculty supervisor is being hired by UCF from another institution may transfer up to 66.7% of the total degree requirements if all other transfer requirements are met. In this case, the student's transfer must be requested by the faculty supervisor being hired by UCF (rather than initiated by the student). This exception still requires the student to complete the following at UCF: a minimum of 9 hours of graded coursework, the requirements for Doctoral Candidacy, and a minimum of 15 hours of dissertation.

Additional Program Details

Financial Aid Funding

There is a list of sources of funding that are available to students. The [College of Graduate Studies Funding Website](https://graduate.ucf.edu/funding/) https://graduate.ucf.edu/funding/ provides this information in a larger and more broad sense.

For additional information about funding for graduate school, please visit the Student Finances section of the College of Graduate Studies student website at http://www.students.graduate.ucf.edu/.

If you are interested in applying for loans or externally funded need-based awards, visit the Office of Student Financial Assistance website at: http://finaid.ucf.edu and complete the Free Application for Federal Student Aid (FAFSA), which is available January 1 each year.

Other Special Fellowships

Students seeking alternative funding for scholarships are advised to look at the UCF Alumni Association. This group awards more than $40,000 in scholarships each year to undergraduate and graduate students. See www.ucfalumni.com for information on how to apply.

Graduate Assistantship Details

Students with qualifying assistantships or university-wide fellowships will receive financial packages that include an assistantship or fellowship stipend, tuition remission, and health insurance. Qualifying fellowships are accompanied by tuition waivers.

Qualifying assistantships include single appointments of at least .50 FTE (20 hrs. /week) or two appointments of at least .25 FTE (10 hrs. /week) per semester. Tuition remission is in the form of either tuition waivers or tuition payments that cover in-state (resident) tuition. Non-resident students with financial packages are not charged out-of-state tuition or the non-resident financial aid fee.

Graduate Student Assistantships pay students to teach or otherwise facilitate instruction (these are graduate teaching assistants, or "GTAs"), or to work on funded research

projects (these are referred to as graduate research assistants, or "GRAs"). Students who are receiving tuition waivers must be attending fulltime (9 credit hours fall and spring except for students in candidacy who must take a minimum of 3 credit hours). Students receiving a tuition waiver are paid a stipend and must work 20 hours per week. GTAs and GRAs may be contracted throughout the fall and spring semesters, or departments may contract for one semester at a time. Students should refer to the Graduate Catalog for the university's requirements for assistantships, as well as graduate teaching, tuition remission, health insurance, and parental leave for graduate assistants.

In order to be appointed as a GTA (graduate teaching associate, assistant, or grader), students must have completed the UCF GTA Training requirement by the semester deadline. There are no exceptions to the GTA Training requirement. See Graduate Teaching for more information on GTA training requirements College of Graduate Studies (ucf.edu).

Graduation Requirements

The Master of Emergency and Crisis Management program requires a minimum of 36 credit hours beyond the bachelor's degree.

You should file your Intent to Graduate form online through your my.ucf.edu. You can access the Intent to Graduate form by going into your myUCF portal/ selecting the Student Self Service link/ then selecting the "other academic…" drop down box/ and clicking on Intent to Graduate: Apply. If the Intent to Graduate is filed after the deadline, you can't participate in the commencement ceremony.

Job Search and Career Pathways

At the School of Public Administration, we are dedicated to your success. We can prepare you for the job market through mock interviews, resume refinement and editing cover letters. For more information, contact experiential learning coordinator Marcus Williams at:Marcus.Williams@ucf.edu

UCF Job Shadow Program
The UCF Job Shadow Program pairs Knights with employer and alumni partners to facilitate a one-to-five-day job shadow experience. Learn about a particular career or

industry, gain workplace experience, and build your professional network. Activate your Handshake account to gain access to internships, jobs, and professional development opportunities. Visit UCF Career Services for more information.

Pathways to Success program

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students and postdoctoral scholars including workshops in Academic Integrity, Graduate Grantsmanship, Personal Development, Professional Development, and Research. Please explore the link to the UCF's Pathways to Success Program.

Student Associations

There are many ways to be involved and integrated. The Student Involvement site provides information on the different student organizations, clubs, and activities at the university. The school of public administration has five registered student organizations related to each program area. Contact the organization to find out how you can be involved. Connecting with classmates and practitioners is the best way to build your network.

Emergency Management Student Association
Students interested in emergency and crisis management should consider connecting with EMSA. In the past, the group has hosted guest speakers from the field, and has participated in emergency exercises.
Email: ucfemsa@gmail.com

International City/County Management Association
This is the student chapter of the national organization, ICMA. Our student chapter strives to create excellence in local governance by developing students into public sector professionals.
Email: icmaucf@gmail.com

Nonprofit Knights
The Nonprofit Knights is an umbrella organization for the Nonprofit Management Student Association and the Association of Fundraising Professionals. Students interested in careers in the nonprofit sector or fundraising and development are welcome to join the group.
Email: ucfnonprofitknights@gmail.com

Urban Knights

The Urban Knights are passionate about urban planning, and they strive to connect students with professionals in the field. They host technical skills workshops throughout the year along with a networking reception prior to each Urban and Regional Planning Distinguished Lecture Series event.
Email: urbanknights3@gmail.com

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational, and professional experience. To learn more or get involved, please visit www.gsa.ucf.edu. Also, refer to the Office of Student Involvement • UCF for more information on ways to be involved and integrated.

Graduate Student Center

The Graduate Student Center provides a space for graduate students to gather for professional development, workshops, rehearsal of presentations, defenses of their thesis or dissertation research, guest lectures and colloquia series, study, and collaborate. It is located on the second floor in suite 213 of Trevor Colbourn Hall Building, just minutes from the Student Union, Bookstore, Library, and Millican Hall services. The Graduate Student Center contains four main areas: multipurpose study and collaboration area, presentation room, conference room, and study and data analysis rooms. Explore the link for more information: Graduate Student Center

Graduate Research Forum/Symposium

The College of Graduate Studies hosts an annual Research Forum to provide a conference setting for our own students to showcase their work either with poster presentations or a face-to-face presentation. Explore the link for more information on GRF: Graduate Research Forum

3MT

The College of Graduate Studies also hosts a 3MT competition for graduate students in both the Fall and Spring Semesters. A brief description of what this is and how to be involved can be provided in this link: 3MT

Forms

There are many different forms associated with being in your program and a graduate student at UCF. Please use this link that provides the links to forms relevant to your program and completing all requirements of your degrees: https://graduate.ucf.edu/forms-and-references/

Useful Links/Resources

There are a variety of events, resources, and field of study information UCF student should be aware of. The following are a few examples:

- Bookstore
- Campus Map
- Graduate Catalog
- Library
- Parking Services
- Shuttles
- Recreation Center
- Housing
- Counseling Center
- Writing Center
- Academic Calendar
- Student Academic Resource Center
- UCF Veterans Academic Resource Center
- Student Account Services