



UNIVERSITY OF CENTRAL FLORIDA

# Research Administration MRA Graduate Program Handbook

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*Last updated February 27, 2017*

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# Research Administration MRA

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

## Introduction

### Graduate Student Orientation

The School of Public Administration hosts a graduate student orientation at the beginning of the fall and spring semesters. The orientation focuses on subjects that are specific to your program and your career as a graduate student in the College of Health and Public Affairs. Students are strongly encouraged to attend the orientation as it supports successful transition into the master-level program and student success. Students receive an e-mail notice of the date and time of the orientation shortly before the semester begins. The DPA Graduate Student Orientation is open to both new and continuing master's students.

### Course of Study

The Master in Research Administration program is offered completely online in a lock-step and cohort-based model. Students take two courses each semester and complete the degree program in two years (six semesters). In the final course students complete an evaluation project as a culminating activity that engages them in the application of theory, research policy, regulatory frameworks, ethics, and professional standards and practices within their area of focus.

### Graduation Requirements

The Master in Research Administration program requires a minimum of 36 credit hours beyond the bachelor's degree. Students must achieve a grade of "B" (3.0) or better in every course listed under required courses. Students must maintain a graduate status GPA of 3.0 or higher.

## Courses

For the most up-to-date information on course offerings, please see the UCF Graduate Catalog at [ucf.catalog.acalog.com/content.php?catoid=4&navoid=241](http://ucf.catalog.acalog.com/content.php?catoid=4&navoid=241).

## Graduate Plan of Study

The Graduate Plan of Study (GPS) is a listing of courses agreed to by the student and the School of Public Administration specifying the courses the student must satisfactorily complete in order to fulfill the degree requirements for the MRA and be eligible for graduation. The GPS must be defined during a student's first semester of enrollment. Once created, the Plan of Study may not be altered solely due to poor academic performance and the student must maintain satisfactory progress as defined above in all courses in the Plan of Study.

## Advising

The master's program is committed to providing the support that our students need to ensure a successful journey to completion of their degrees. To that end, you may request to meet with your graduate adviser or the Academic Services Coordinator at any time.

It is the student's responsibility to keep abreast of all program requirements needed for graduation. Program regulations will not be waived because a student pleads ignorance or claims the adviser failed to keep them informed. Please review the "General University Policies" as well as the "General Graduate Policies" in the UCF Graduate Catalog ([www.graduatemastercatalog.ucf.edu](http://www.graduatemastercatalog.ucf.edu)).

In addition to the academic advising and student support provided by the School of Public Administration, the College of Health and Public Affairs also provides the COHPA Graduate Services Office (GSO). The GSO's purpose is to provide support specifically to graduate students and graduate programs in the college. The Graduate Office is available to answer student questions and provide assistance with many of the processes involved in the university system. They can provide information about the application, registration, graduation and appeals processes in addition to many other requirements and policies affecting graduate students.

Office location: HPA 1, Suite 222. Phone: 407-823-3179

## Transfer of Coursework from Other Institutions

Students should discuss the transfer of graduate credits from other institutions or from another graduate degree program with an adviser. The final decision on the acceptance of transfer credit rests with the MRA Program Director. To facilitate the evaluation of transfer credit, the student should provide a syllabus and a catalog course description. In addition, students must have official transcripts on file with UCF for the institution attended. Approved transfer credit is rarely substituted for existing core requirements, but may be considered as part of the elective requirements. No more than nine credit hours may be transferred into your plan of study.

Reference: [ucf.catalog.acalog.com/content.php?catoid=4&navoid=201](http://ucf.catalog.acalog.com/content.php?catoid=4&navoid=201).

## Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

# Graduate 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 [facebook.com/groups/UCFgsa/](https://facebook.com/groups/UCFgsa/). For individual department or graduate program organizations, please see program advisor.

# Professional Development

## Teaching and Learning

The Faculty Center for Teaching and Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. They offer several programs for the professional development of Graduate Teaching Assistants at UCF.

- **GTA Training** (mandatory for employment as a GTA)  
This training provides information and resources for students who will be instructors in a two-day workshop. The seminars cover a variety of topics, including course development, learning theories, lecturing, and academic freedom. Those interested in additional training can also attend an optional training session that normally follows the mandatory training.
- **Preparing Tomorrow's Faculty Program**  
This certificate program (12-weeks) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided.

For more information: [fctl.ucf.edu/](http://fctl.ucf.edu/) > Events > GTA Programs or call 407-823-3544.

## Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit [graduate.ucf.edu/pathways-to-success/](http://graduate.ucf.edu/pathways-to-success/).

## Graduate Research Forum

The Graduate Research Forum will feature poster displays representing UCF's diverse colleges and disciplines. It is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster 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. For more information, contact [researchweek@ucf.edu](mailto:researchweek@ucf.edu).

## Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

**Award for Excellence by a Graduate Teaching Assistant** – This award is for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the

assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record)

**Award for Excellence in Graduate Student Teaching** – This award is for students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

For the nomination process and eligibility criteria, see the College of Graduate Studies website [graduate.ucf.edu/awards-and-recognition/](http://graduate.ucf.edu/awards-and-recognition/).

## Other

For information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, see their website: [csgs.org/](http://csgs.org/) > Awards.

For grant-proposal writing resources: [uwc.cah.ucf.edu/students/](http://uwc.cah.ucf.edu/students/).

## Job Search

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at [career.ucf.edu/](http://career.ucf.edu/).

## Forms

- [College of Graduate Studies Forms and References](#)  
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)  
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Traveling Scholar Form](#)  
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

## Useful Links

- [Research Administration](#)
- [College of Community Innovation and Education](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Computer Labs](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)

- [Knights Email](#)
- [Learning Online](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Register for Classes](#)
- [School of Public Administration](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [UCF IT](#)
- [University Writing Center](#)

## Grad Faculty

**Asterisk** = has previous committee experience, which qualifies the person to serve as vice chair

### **Feldheim, Mary Ann \***

College: College of Community Innovation and Education

Disciplinary affiliations: Nonprofit Management

Research interests: Capacity Building, Volunteer Management

Contact Info: [Mary.Feldheim@ucf.edu](mailto:Mary.Feldheim@ucf.edu)

### **Milon, Abby**

College: College of Community Innovation and Education

Disciplinary affiliations: Research Administration

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### **White-Jones, Angela**

College: College of Community Innovation and Education

Disciplinary affiliations: Public Administration

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## Contact Info

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