



UNIVERSITY OF CENTRAL FLORIDA

Human Resources and Change Management MS Graduate Program Handbook

Last updated February 17, 2017

Table of Contents

Introduction	1
Curriculum	1
Timeline for Completion.....	1
Graduate Research	1
Financial Support.....	2
Graduate Student Associations	2
Graduate Student Association	2
Professional Development.....	2
Executive Development Center	2
Faculty Center for Teaching and Learning	2
GTA Training (mandatory for employment as a GTA).....	3
Preparing Tomorrow's Faculty Program	3
Pathways to Success Workshops	3
Graduate Research Forum	3
Graduate Excellence Awards	3
Other	3
Job Search.....	4
Career Services and Experiential Learning	4
Forms.....	4
Useful Links	4
Grad Faculty	5
Contact Info	6

Human Resources and Change Management MS

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

Congratulations on your acceptance into the University of Central Florida's Professional Masters in Management (PMSM) Program. At this time, I would like to congratulate and welcome you on behalf of the faculty and staff of the College of Business Administration. We are pleased and excited about both the quality and diversity of the men and women who are joining this class. We know you will be proud to be a part of such an accomplished and dynamic group. The richness of experience and backgrounds that you and your classmates bring to the College will be a benefit to everyone involved with the PMSM Program. We are here to support you as you progress through the program.

Dr. Robert Porter, Executive Director

Curriculum

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

Timeline for Completion

The PMSM is a 20-month, limited class size, cohort program that meets two evenings a week from 6:00 p.m.-9:50 p.m.

Graduate Research

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and (3) disseminate the intellectual property to the general public. Students are responsible for being informed of rules, regulations and policies pertaining to research. Below are some general policies and resources.

Research Policies and Ethics Information: UCF's Office of Research & Commercialization ensures the UCF community complies with local, state and federal regulations that relate to research. For policies including required

Institutional Review Board (IRB) approval when conducting research involving human subjects (e.g. surveys), animal research, conflict of interest and general responsible conduct of research, please see their website: research.ucf.edu/ > Compliance.

UCF's Patent and Invention Policy: In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details: catalog.ucf.edu/index.php?catoid=4 > Policies > General Graduate Policies.

Financial Support

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). 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.

For additional information about funding for graduate school, please visit the [Funding for Graduate School](#) section of the College of Graduate Studies Students [website](#).

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

Graduate Student Associations

Business-related student organizations (or associations) provide a voice for business students in the College of Business Administration. For a listing of student organizations for business students visit the [Student Experience webpage](#) on the College of Business Administration website.

Graduate Student Association

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/.

Professional Development

Executive Development Center

The Executive Development Center offers programs that range from broad-based professional development to topic-specific workshops. Distinguished UCF faculty and leading practitioners teach these certificate and non-degree programs that train participants in the areas of branding, finance, leadership, and strategy. For additional information, please visit business.ucf.edu/executive-education/.

Faculty Center for Teaching and Learning

The Faculty Center for Teaching and Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. To that end, 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 Events > GTA Programs section of the [Faculty Center for Teaching and Learning website](#) or call 407/823-3544.

Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers the following 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/.

Graduate Research Forum

The Graduate Research Forum will feature poster displays representing UCF's diverse colleges and disciplines. The 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 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, visit the [Graduate Research Forum webpage](#) or contact 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. Please visit the College of Graduate Studies, [Graduate Awards webpage](#) for a listing of awards and application requirements.

Other

Students should take opportunities to present a poster or a topic of research at a conference. To obtain financial support to present at a conference (other than through your program) or to engage in comparable creative activity at a professional meeting, visit the Graduate Travel Support section at graduate.ucf.edu/presentation-fellowship/.

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

For grant-proposal writing resources: uwc.cah.ucf.edu/.

Job Search

Career Services and Experiential Learning

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/.

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

- [Human Resources and Change Management MS](#)
- [College of Business](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [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](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [University Writing Center](#)

Grad Faculty

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

Bennett, Rebecca *

College: College of Business Administration
Disciplinary affiliations: Business Administration
Contact Info: rbennett@latech.edu

Crossley, Craig *

College: College of Business Administration
Disciplinary affiliations: Management
Contact Info: ccrossley@bus.ucf.edu

Ford, Cameron *

College: College of Business Administration
Disciplinary affiliations: Business Administration
Contact Info: cford@bus.ucf.edu

Ford, Robert *

College: College of Business Administration
Disciplinary affiliations: Business Administration
Contact Info: rford@bus.ucf.edu

Goodman, Stephen *

College: College of Business Administration
Disciplinary affiliations: Business Administration
Research interests: Production/operations management, materials management, operations research
Contact Info: sgoodman@bus.ucf.edu

Joseph, Dana *

College: College of Business Administration
Disciplinary affiliations: Management
Contact Info: Dana.Joseph@ucf.edu

McKenny, Aaron

College: College of Business Administration
Disciplinary affiliations: Management
Contact Info: Aaron.McKenny@ucf.edu

Piccolo, Ronald *

College: College of Business Administration
Disciplinary affiliations: Management
Contact Info: rpiccolo@rollins.edu

Posey, Clay *

College: College of Business Administration
Disciplinary affiliations: Management
Contact Info: Clay.Posey@ucf.edu

Schminke, Marshall *

College: College of Business Administration
Disciplinary affiliations: Business Administration
Contact Info: mschminke@bus.ucf.edu

Taylor, Shannon *

College: College of Business Administration
Disciplinary affiliations: Management
Contact Info: sgtaylor@bus.ucf.edu

Whiting, Steven

College: College of Business Administration
Disciplinary affiliations: Management
Contact Info: Steven.Whiting@ucf.edu

Contact Info

- **Robin Hofler**
Associate Director
DTC 201B
Phone: 407-823-2472