

School of Public Administration

New Student Handbook

Emergency and Crisis

Management

Contents

- Welcome to the Program
- Advisory Board Welcome
- Vision and Mission
- New Student Information
- Program Policies
- Administrative Contacts
- Student Services Contacts
- Program Description
- Plan of Study
- Program Related Information
- Using MyUCF Portal
- Accepting Graduate Admission
- EMHS Curriculum Map
- SPA Academic Programs

Welcome to the Program



Congratulations on your admission to the Master of Emergency and Crisis Management, and welcome to UCF's School of Public Administration. I am Associate Professor Qian Hu and I am the program director for the MECM. This handbook contains highlights of the critical information to help you successfully complete your degree. Below are a few key points.

First, the majority of our communication with you is via email. UCF mandates that we communicate with students using Knights mail, so please set up your Knights email account as soon as possible through MyUCF > Student Center to receive timely and important information.

Second, it is mandatory, per UCF policy, that you take at least one class in the semester that you are admitted, otherwise your admission is revoked. If you have changed your plans and will not be enrolling in the MECM program this term, please let us know.

Finally, please take time to review this handbook. Should you have any program related questions, please feel free to contact me at qian.hu@ucf.edu, or call the public administration office at 407-823-2604. Additionally, please feel free to contact Jesica Lovelace, academic program coordinator at jesica.lovelace@ucf.edu, for advising and program-related questions orissues. The School of Public Administrationis located on the fourth floor of the Doctor Phillips Academic Commons Building (DPAC), Suite 440 located at UCF Downtown.

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

Sincerely,

Qian Hu, Ph.D. Director, Master of Emergency and Crisis Management Associate Professor, School of Public Administration

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,

Alan Harris EMHS advisory board chair Seminole County Emergency Management

Vision and Mission

Program Description

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 corecompetencies 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.

Vision

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

Mission

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

Values

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

- Integrity
- Scholarship
- Community
- Creativity
- Excellence

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

New Student Information

Welcome to the School of Public Administration. Please read this information carefully as it will assist you in successfully navigating through your program and completing your degree.

Accepting Your Program

Please accept your admission to this program through your Student Center, accessible by logging into MyUCF, in order to be able to register for classes. You must accept your admission in order to be able to register for courses.

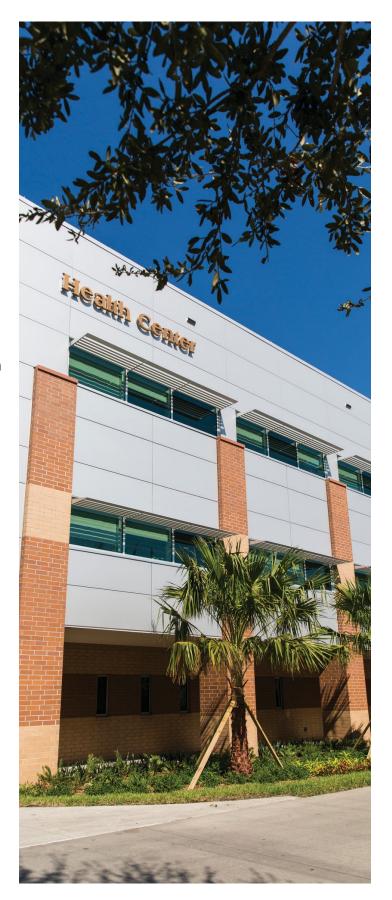
Immunizations

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 shs.sdes.ucf.edu/forms.

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 shs.sdes.ucf.edu.

Knights Mail

Per UCF policy, we are mandated to communicate by Knight's mail only, so setup your account as soon as possible (use the link in your Student Center) and continually monitor that mailbox. UCF policy dictates that any attempt to contact you by the Knights email system is a valid attempt.



New Student Information

First Semester Registration

Per UCF policy you must take a class in the semester you are admitted; if you do not, your admission is revoked and you must reapply to the program in a subsequent semester. Once you have been notified by the College of Graduate Studies that you may register for courses, please do so immediately. Classes fill to capacity quickly.

Program Courses and Scheduling

Most of the program core (required) courses are offered in the fall and spring semesters. During the summer semester very few courses are offered, and students are advised to use this semester for elective classes.

Course Section Selection

In-state students in the MECM should register for classes that have 0W60, 0W61 and 0W62 section numbers. The 'W' in the section number denotes your online class. You will need to have accepted your admission and completed all Health Services requirements before you can register. Please plan to register early and use the three-semester registration available to you every summer.

Overrides

The School of Public Administration does not grant overrides into full and closed courses, so it is imperative that you register at your earliest possible time.

Three-Term Registration

In March of each year, you are allowed to register for the summer, the fall and the following spring semesters.

We encourage you to do this as it "reserves" your classes for the academic year and allows for life-planning. Please note that if you are dropped from your classes due to non-payment in one semester, you will be dropped from classes in all subsequent semesters and will have to re-register.

Program of Study

This form must be completed and returned to the School of Public Administration in your first semester. Without this form, the College of Graduate Studies will place a hold on your records. The hold will prevent you from registering for classes.

Completing Plan of Study

The POS is to be completed using your best-faith estimate of when you will complete the courses. Sign and date the POS and return it to your advisor or the Public Administration office. All graduate level students, including those in the cohorts are required to have this on file by the end of their first semester.

Class Load

Do not overload yourself. For most of you, this is your first experience with graduate work and it may be your first experience with online courses. Graduate work is more rigorous than undergraduate work, requiring more research, reading, and writing and your work is held to a higher standard. You will require more study time. If you are working full time, you should enroll in no more than two courses each semester, Also, online classes are typically more demanding than face-to-face classes as they require more time to complete assignments.

New Student Information

Academic Progress

school will not provide an override.

Your master's program requires you to earn a grade of "B-" or better in each core course and maintain an overall GPA of 3.0 or higher. Students in a graduate certificate program may earn a grade of "B- "or better, as long as the overall GPA remains at 3.0 or higher. If you are struggling with any

class, please first talk with your professor to resolve any issues.

If you are not earning a grade of "B-" or better in a course by the official withdrawal date (see the UCF academic calendar at calendar.ucf.edu), we recommend that you officially withdraw from the class. Any "F" grade may be grounds for dismissal from the program and, if not dismissed, you will be required to repeat the course for an acceptable grade. There is no grade forgiveness at the graduate level.

Degree Time Limits

You have seven years to complete either the degree or the graduate certificate program. This time frame covers any semesters that you do not take courses, including summer semesters.

Online Learning

For many of you, this will be your first time with online courses at UCF. Please review the tutorial at online.ucf.edu. Click on the "Learning Online" link."

Tuition Waivers

Tuition waivers are accepted by the school. However, please be aware that the tuition waiver is used on a space-available basis only, and if your preferred course is full and closed at the time of your registration, the

Graduate Catalog

The UCF Graduate Catalog (catalog.ucf. edu) is UCF's official record of graduate policies. The catalog states, "It is your responsibility [as the student] to keep informed of all rules, regulations, and procedures required for graduate studies. Graduate program regulations will not be waived or exceptions granted because students plead ignorance of the regulationsor claim failure of the adviser to keep theminformed." Take some time before the semester gets busy to review the graduate catalog and ask any questions and refer back to it frequently.

Graduate Writing Skills

The School of Public Administration uses APA format. As a graduate student, you willbe doing a lot of research. Please familiarizeyourself with the services that the UCF Library offers at library.ucf.edu. The school'slibrary liaison is Corrine Bishop. You can reach her at corrine.bishop@ucf.edu.

Filing Your Intent to Graduate

Candidates must submit their application for graduation through myUCF in the Student Center section. To access this section, login to myUCF, select Student Self Service>Student Center, and then select "Intent to Graduate: Apply" in the dropdown menu under Academics. It is recommended you file your intent in the beginning of your last semester. Please consult the UCF academic calendar to find the specific deadlines. Please note that you will not get a confirmation after filing the intent. If there is anything lacking in your degree audit you will be informed. The UCF Graduate Catalog is the university's official record of graduate policies and will be the final authority.

Program Policies

Professional Conduct

Students are expected to adhere to the rules and regulations as stipulated by the University of Central Florida and the 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 this graduate program in 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 program and university 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:

- 1. **Knowing and following the rules**: Adherence to the rules and regulations as stipulated by UCF and the graduate program.
- 2. **Timeliness**: 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.
- Attendance: It is required for students to attend each lecture and comply with the instructor's attendance policy as stated in the course syllabus.
- 4. Civility: Students are expected to behave in a respectful and courteous manner to instructors, fellow students, guest speakers, college and university administrators, program 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 PAF 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.
- 5. **Respectfulness:** Being respectful and courteous to others is central to creating a learning environment where individuals can comfortably express ideas.
- 6. **Guest Speakers / Presentations**: Graduate programs often invite guest speakers from the local community. Students in their 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.
- Electronic devices: Use of cell phones, pagers, and other electronic devices in determined by the instructor.
- 8. **Use of Electronic Media**: As per Florida Law (§ 934.03) it is illegal to audio or video record any interaction with another individual without their explicit consent. This includes lectures, meetings with instructors, meetings with fellow students, or any situation involving program staff or UCF personnel.

Program Policies

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).

Students found in violation of academic integrity as it pertains to cheating may be dismissed from their graduate program at the discretion of the Program Director.

Academic Integrity

We value honesty, integrity, and responsibility in the PAF 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,

Internships

While enrolled in courses, students may be required to complete internships in community agencies or 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

Any student intern found not in compliance with professional conduct while representing the School of Public Administration may be placed on academic probation or potentially dismissed from the program.

Program Policies

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.

A grade point average of 3.0 is required for continued study in your graduate program. If at any time, a student's graduate status GPA falls below 2.0, they are automatically dismissed from the program. Please refer to the Graduate Catalog for further information regarding the graduate status GPA.

Advancement from one semester to the next is contingent upon satisfactory progress each semester. The student must maintain satisfactory progress toward meeting the following expectations:

- Students are expected to earn a Bor higher in all core courses. Students who receive more than six (6) hours of "C" grades (C, C+ or C-) in elective courses may be dismissed from their graduate program.
- Students who receive a C grade (C, C+ or C-) in a core course will be required to retake that course.
 Students who receive a C grade C, C+ or C-) after retaking a course, may be dismissed from the program.
- Students earning a D or an F grade in any of their course work will be dismissed from their graduate program.
- Students earning three or more unsatisfactory grades in one semester (C+ or lower) will be dismissed from their graduate program.

- 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 <u>as outlined in The UCF</u> Golden Rule.

A degree program may dismiss any student at any time when, in its judgment, the individual is deemed incapable of successfully performing at required standards of excellence. If a student is dismissed, reinstatement to graduate student status in the same program can occur only through a formal appeal process.

Administrative Contacts

Director, Nonprofit Graduate Programs

Qian Hu, Ph.D. qian.hu@ucf.edu

Academic Program Coordinator

Jesica Lovelace

<u>Jeisca.Lovelace@ucf.edu</u>

407-823-0170

DPAC, 446I

School of Public Administration Director

Doug Goodman, Ph.D.

<u>Doug.Goodman@ucf.edu</u>

407-823-2604

DPAC 448T

ccie.ucf.edu/SPA

College of Graduate Studies

Millican Hall, Room 230 graduate@ucf.edu 407-823-2766 407-823-6442 (fax) graduate.ucf.edu

Graduate Studies Email Contacts

General admissions inquiry gradadmissions@ucf.edu

Graduate residency inquiry gradresidency@ucf.edu

Academic records gradservices@ucf.edu

Graduate residency reclassification gradreclass@ucf.edu

Graduation graddegr@ucf.edu

Fellowships gradfellowship@ucf.edu

Assistantships gradassistantship@ucf.edu

Tuition and Fees

studentaccounts.ucf.edu/tf-graduate



Student Services Contacts

Student Account Services

Millican Hall, Room 109 stuaccts@ucf.edu 407-823-2433 studentaccounts.ucf.edu

Student Financial Assistance

Millican Hall, Room 120 finaid@ucf.edu 407-823-2827 finaid.ucf.edu/applying

UCF Card Services

John T. Washington Center, Room 104 407-823-2100 ucfcard.ucf.edu

UCF Parking Services

South Garage — Garage B decals@ucf.edu 407-823-5812 parking.ucf.edu

Knights Email Account

extranet.cst.ucf.edu/kmailselfsvc

Computer and Network Questions

servicedesk@ucf.edu 407-823-5117



Program Description

Curriculum

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.

Total Credit Hours Required

36 credit hours beyond a baccalaureate degree

- 1) Required courses 30 credit hours
- 2) Electives six credit hours
 - PAD 6399: Foundations of Emergency Management and Homeland Security (three credit hours)
 - PAD 6398: Hazard Analysis and Disaster Planning (three credit hours)
 - PAD 6700: Research Methods for Public Administration (three credit hours)
 - PAD 6397: Managing Emergencies and Crises (three credit hours)
 - PAD 6705: Public Sector Communications (three credit hours)
 - PAD 6825: Cross Sectoral Governance (three credit hours)
 - PAD 6207: Public Financial Management (three credit hours)
 - PAD 6439: Leadership in Public Service (three credit hours)
 - PAD 6946: Internship
 - PAD 6086: Advanced Concepts and Application in Emergency and Crisis Management (Capstone) (three credit hours)

Elective courses must be selected from the following list of approved courses:

- PAD 5356: Managing Community and Economic Development
- PAD 5850: Grant and Contract Management
- PAD 6307: Public Policy Analysis and Management
- PAD 6327: Public Program Evaluation Techniques
- INR 6136: Seminar in American Security Policy
 - PLA 5587: Current Issues in Cyberlaw
- PAD 6353: Environmental Planning and Policy
- PAD 6716: Information Systems for Public Managers and Planners
- 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 Approach
- POS 6686: National Security Law
- PUR 6403: Crisis Public Relations



MASTER OF EMERGENCY AND CRISIS MANAGEMENT - Plan of Study

POS serves as a roadmap for the program. Please use your best faith estimates for the TERM//YR for the courses not yet taken. Please note that very few classes are offered in summer and they get filled very quickly. You can use summer classes as electives. Please do not depend on summer registration for completion of your program.

NAME		TERM	
PID		CATALOG	
PROG DIRECTOR	Dr. Claire Knex	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			
PAD	£397	Managing Emergencies and Crisis			
PAD	67US	Public Sector Communications			
PAD	6207	Public Financial Management			
PAD	639 2	Hazard Analysis and Disaster Planning			
PAD	6439	Leadership in Public Service			
PAD	6946	Internship			
PAD	5086	Adv Con B. App in Em & Crisis (Capstone)			

ELECTIVES (FROM APPROVED UST) 6 HOURS

PAD	Approved Bertive		
PAD	Approved Bective		

STUDENT SIGNATURE:	
DATE:	

Program Related Information

Center for Public and Nonprofit Management

The Center for Public and Nonprofit Management at the UCF School of Public Administration is a recognized academic center that utilizes collaborative partnerships between faculty members, students, and community members to improve the understanding and practice of public and nonprofit management through research, teaching, and service. It serves the public and nonprofit sectors' research, education, and service needs in the CentralFlorida community and beyond.

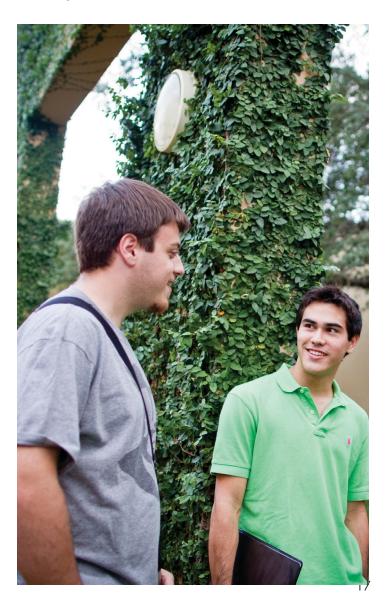
To learn more about the CPNM, visit ccie.ucf.edu/cpnm.

News and Announcements

There are a number of ways that you can stay informed about the emergency management program, the School of Public Administration, and related events and experiential learning opportunities.

- PA Weekly Published every Friday, this weekly digital newsletter is sent directly to your inbox. It contains job and internship opportunities, event fliers, student organization announcements and career-related information. You can contribute to this newsletter, or provide suggestions for content, to marisa. ramiccio@ucf.edu.
- Experiential learning emails Our experiential learning coordinator emails job and internship opportunities to students on a biweekly basis.
- SPA website Check the main page of our website, ccie.ucf.edu/SPA, for announcements and news related to the school and the nonprofit programs.
- SPA social media Follow us on Instagram and Twitter @spaucf and join

- our @spaucf group on Facebook.
- PA Focus The annual publication of SPA, featuring stories from each program, including nonprofit management. Hard copies can be found in the SPA suite and digital copies can be found on our website.
- News stories If you've done an interesting service-I e arning project or internship, received an award or promotion, landed an awesome job, or just have an inspiring or impactful storyto share, email our communications coordinator at marisa.ramiccio@ucf.edu to get your story published on website.



Using MyUCF Portal and Student Center

Network ID (NID)

The NID is a UCF-issued credential that allows access to UCF resources (e.g., UCF wireless networks, UCF Exchange). The NID is used by current students to log into MyUCF portal. If you do not know or can't recall your NID, use the "I forgot my NID" link which is found on the NID password reset page, mynid.ucf.edu.

NID Password

If you do not know or cannot recall your NID password, please use the NID Password Self-Service Reset tool at mynid.ucf.edu. There is no default NID password. You set it for the first time with a password reset. Always use a strong password (eight or more characters, mix of letters, numbers, special characters). Your NID password expires 60 days after the last reset and can't be used to access UCF services until it is reset.



Accepting Graduate Admission

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.

5) Select either the "I Accept Admission"

or "I Decline Admission "button to indicateyour choice. You will then be asked to confirm your selection. Select the "Previous" button if you do not wish to make a selection 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.

NOTE: If newly admitted students do not register and enroll for classes in their first semester, their file will be inactivated and all future registration will be dropped. Once their file is inactivated, they will need to re-apply by a complete a new online admissions application.



≫ N

MASTER OF EMERGENCY AND CRISIS MANAGEMENT

DEGREE MAP	ΑΡ				
	1 ST SEMESTER	2 ND SEMESTER	3 RD SEMESTER	4™ OR FINAL SEMESTER	Where could I go after
GET THE COURSES YOU NEED	PAD 6399, PAD 6825, PAD 6700	PAD 6397, PAD 6705, PAD 6207	PAD 6938, PAD 6439, Approved Elective Course	PAD 6946, PAD 6XXX, Approved Elective Course	graduation? EM Government Jobs In EM:specific
	NOTE : DEVELOP CURRICULUM PLAN WITH ADVISOR	NOTE: CHECK CURRICULUM PROGRESS WITH ADVISOR	NOTE: CHECK CURRICULUM PROGRESS WITH ADVISOR	NOTE: SUBMIT GRADUATION-RELATED PAPERWORK	• In a range of other agencies (e.g., Department of Agriculture,
Tio di		^ ^	\(\)		Department of Health and
SELEVANT EXPERIENCE	Consider volunteering to start getting relevant experience (e.g., American Red Cross or Salvation Army).	Attend as many program a dvertised guest speaker sessions and EM rela bed-local meetings as possible.	Identify internship opportunities and meet with Internship Coordinator regarding placement:	Investigate requirements for full- time jobs or other opportunities related to carears of interest.	Human Services) EM Business Continuity Jobs
	Look for on or off campus employment opportunities to build skills transferrable to EM.	Approach applied class projects as if they were professional tasks.	Seek out opportunities to participate in additional applied projects with program faculty.	and strategize ways to fill gaps with program faculty and people in your network.	• K·12 schools, school districts, colleges and universities • Hospitals, healthcare
GET RELEVANT TRAINING	Start keeping track of the	Identify training sources and courses relevant to the sector in	Pursue and complete training C	Pursue and complete training relative to the area of FM in which	systems, and any entity receiving Medicaid Theme parks
	experiences you complete as outside class assignments.	which you want to work upon graduation and make a plan to	্যু		• Banks, Utilities
	Take FEMA Independent Study courses above and beyond what is required in class.	Take FEMA Independent Study courses above and beyond what is required in class.	Continue to track training and volunteer experiences completed. Update your resume accordingly.	reflected on your resume.	Humanitarian Relief Jobs • Domestic nonprofits (e.g., American Red Cross) • Internationally oriented
4 100		\ \ \	Š.		organizations (e.g., United
BUILD YOUR NETWORK	Join the Emergency Management Student Association (EMSA) on campus!	Join EM groups on Linked In, Facebook, and other social media and follow discussions.	Connect with EM program alumni to enhance your professional network.	Inform the people in your network that you are nearing graduation and are on the job market.	Nations, CARE, Save the Children)
	Meet with your EM advisor to discuss how to build a network in light of your interest in EM.	Join a state emergency management association, attend their annual conference, and follow-up with connections made.	Attend the a professional conference/annual meeting and follow-up with connections made.	Set up meetings with people in your network to discuss where job opportunities lie.	EM jobs with consulting firms A military career
GET READY					A career as a first responder
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.	Note: all careers require training and experience in addition to a degree.

SPA Academic Programs

Graduate Degrees

- Master of Public Administration
- Master of Nonprofit Management
- Master of Science in Urban and Regional Planning
- Master of Research Administration
- Master of Emergency and Crisis Management

Dual Degrees

- Master of Public Administration/ Master of Science in Criminal Justice
- Master of Public Administration/ Master of Nonprofit Management
- Master of Public Administration/Ph.D. in Public Affairs

Graduate Certificates

- Public Administration
- Nonprofit Management
- Urban and Regional Planning
- Research Administration
- Emergency Management and Homeland Security
- Fundraising
- Public Budgeting and Finance
- Public Policy Analysis

Doctoral Degree

 Ph.D. in Public Affairs — Public Administration Track

Undergraduate Degrees

- B.A./B.S. in Public Administration
- B.A./B.S. in Nonprofit Management
- B.A./B.S. in Emergency Management

Minors

- Public Administration
- Nonprofit Management
- Urban and Regional Planning
- Emergency Management and Homeland Security



UCF School of Public Administration 525 West Livingston Street Orlando, FL 32801

407-823-2604 ccie.ucf.edu/SPA