Executive Masters of Science in Crisis and Emergency Management (ECEM) Program Handbook

Welcome
Welcome to the Executive Masters of Science in Crisis and Emergency Management (ECEM) at UNLV. The ECEM program is a professional degree designed to maximize the expertise of experienced professionals from numerous disciplines, levels, and regions, thereby providing the opportunity to both advance academic knowledge and the practical knowledge necessary to become leaders in the emergency management field.

One core characteristic of your program at UNLV will be the emphasis on applied research and learning opportunities. Students in the MPA program engage in learning focused on building practical skills to help improve their communities through better leadership and management. Our goal for you as a student is to ensure you are ready to better serve your community and enhance your career.

Christopher Stream, PhD
Director, SEPA

Mission Statement(s)
To provide a well-rounded graduate learning experience to current and future crisis and emergency management leaders for effectively addressing natural, intentional and technical disasters and to give students the theoretical and practical knowledge necessary to become leaders in their profession

Purpose
The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: valarie.burke@unlv.edu or kendall.hartley@unlv.edu.

Department Graduate Faculty
A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold either associate or full graduate faculty status to be involved in graduate education at UNLV. Please see the graduate college website for an updated listing of full and associate graduate faculty.

Program Information
ECEM

http://sepa.unlv.edu/programs/ecem.html

Contact Information

Department Chair
Dr. Christopher Stream
Greenspun College of Urban Affairs, #3107
Chris.Stream@unlv.edu
Program Requirements
Program requirements regarding admission, coursework and culminating experience are found in the graduate catalog.

Admission Requirements
1. A baccalaureate degree from a regionally accredited college or university.
2. A minimum grade point average of 2.75 overall for all undergraduate work.
3. A completed Graduate College application.
4. Submission of official transcripts from all college and universities attended.
5. A resume which should indicate professional experience.
6. A personal statement of commitment.
7. Three letters of recommendation.
8. A nonrefundable admission application fee, payable by credit card, check or money order. Checks or money orders need to be made payable to the Board of Regents.
9. Satisfactory GRE scores in the verbal and quantitative sections may be required to supplement the undergraduate grade point average.

All of the above should be submitted online through the Graduate College admissions application.

http://sepa.unlv.edu/admissions/ecem.html or 702.895.3345

Coursework Requirements
Total credits Required: 36
Required Courses – 36
ECEM 711 – Crisis and Emergency Management
ECEM 712 – Science of Catastrophes
ECEM 713 – Evolution of Terror
ECEM 714 – Intergovernmental Affairs
ECEM 721 – Organizational Leadership
ECEM 722 – Community Preparedness
ECEM 723 – Human Considerations
ECEM 724 – Exercise Design and Response Planning
ECEM 731 – Risk Assessment, Mitigation and Communication
ECEM 732 – Prevention and Planning
ECEM 733 – Response and Recovery
Culminating Experience – 3 Credits:
Degree Requirements
1. Completion of a minimum of 36 credit hours with a minimum GPA of 3.00.
2. The degree requires the completion of the twelve courses listed above in four modules of 3 courses over two years taken both on-line and on campus (5 long weekends). All students who enter the program are expected to complete the program as a cohort. Each cohort will come to campus for the on campus sessions and the remainder of their educational experience involves interaction with instructors and classmates via web-based application, email and telephone.

Plan Graduation Requirements
Students must submit all required forms to the Graduate College and then apply for graduation up to two semesters prior to completing their degree requirements.

Program Timeline
This program is 2 years long and begins in July and ends in June two years later.

Professional Code of Ethics/Discipline Guidelines
http://www.unlv.edu/studentconduct/misconduct/policy

Annual Review Procedures
Each spring term, graduate students are required to complete the Graduate Student Annual Review survey. This survey will be sent by the Graduate College to the student’s Rebelmail account. The review covers the prior calendar year and assesses student progress while setting goals for the year ahead. Students are also asked to evaluate their learning experience at the end of each semester by completing an evaluation form and submitting it to the ECEM Office. These forms are used to evaluate the course, make change in it and the faculty teaching the course.

Discipline Resources
International Association of Emergency Managers (http://www.iaem.com)
ASIS International (https://www.asisonline.org)
National Emergency Managers Association (http://www.nemaweb.org)
National Homeland Security Association (http://www.nationaluasi.com)
Federal Emergency Management Agency (http://www.fema.gov)
Emergency Management Institute (http://www.training.fema.gov/emi)
Journal of Emergency Management (http://www.emergencymanagementjournal.com)
Homeland Security Affairs Journal (http://www.hsaj.org)

University Resources
Academic Success Center
The goal of the Academic Success Center is to help students do well academically and complete their studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

Alumni Association
With an alumni base 90,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

**Commencement Office**

Located in the UNLV Registrar’s Office, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College.

**Office of Diversity Initiatives**

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV’s diversity mission: to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment. This Office also handles UNLV Title IX questions, inquiries, and reporting.

**Disability Resource Center (DRC)**

The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

**Office of International Student and Scholars**

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

**Jean Nidetch Women's Center**

The Jean Nidetch Women’s Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

**UNLV Libraries**

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

**Graduate & Professional Student Association (GPSA)**

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.
Office of Student Conduct
The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the UNLV Student Code of Conduct by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

Office of Veteran Services
The UNLV Office of Veteran Services is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

The Financial Aid & Scholarships Office
The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

Writing Center
This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

University Policies and Procedures
Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the following websites:

- Academic Integrity
- Activation for Military Service
- Change of Address
- FERPA/Privacy Rights
- Health Insurance - Mandatory
- Jeanne Clery Campus Safety and Security Report
- Proof of Immunization
- Policies and Procedures on the Protection of Research Subjects
- Rebelmail Policy
- Student Conduct Code
- Student Computer Use Policy
- Title IX

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the Graduate Catalog:

- Academic Calendar
- Academic Policies
- Admission and Registration Information
- Degree Progression Policies & Procedures
In addition, the Graduate College website contains additional information regarding policies and procedures.

Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.

**Handbook Information**

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