Master of Science in Emergency Services Administration

Information Handbook

CALIFORNIA STATE UNIVERSITY, LONG BEACH

School of Criminology, Criminal Justice and Emergency Management
California State University, Long Beach
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CALIFORNIA STATE UNIVERSITY, LONG BEACH

Dear Friend of CSULB,

Thank you for your interest in the Emergency Management program at California State University, Long Beach. This Information Handbook is designed to provide you with details about enrolling in the program and the requirements necessary for receiving your Master of Science degree in Emergency Services Administration. The EMER program is in the School of Criminology, Criminal Justice, and Emergency Management in the College of Health and Human Services.

Our first-rate faculty is comprised of teacher-scholars who enjoy national reputations in their respective areas of expertise. A supporting group of part-time faculty members who are dedicated, highly knowledgeable professionals assist in the delivery of a curriculum that combines the best of theory, policy, research, and practice. And our comprehensive internship program allows all students to integrate their classroom-based knowledge with practical, applied experiential learning that, in turn, helps students make informed decisions about employment and/or further educational opportunities. Graduates enter careers in policing, corrections (including probation and parole), the court system, emergency management, social service agencies, private security, juvenile justice, investigations, and in research and/or policy divisions of numerous governmental agencies.

The College of Health and Human Services (CHHS) offers degrees, certificates, and programs in a wide range of disciplines. Through our richly diverse and highly qualified faculty, we strive to be a leader in connections to the community, collaboration with other universities, research, community service, number of active centers, and number of students seeking professional careers. Our academic programs collaborate with community partners to create a student-centered learning environment that reflects dynamic societal needs. Our many departments, programs, and research centers create an environment where academic excellence can thrive and our students can prepare to serve the community.

California State University, Long Beach is a diverse, student-centered, globally-engaged public university committed to providing highly valued educational opportunities through superior teaching, research, creative activity and service for the people of California and the world. We are committed to being an outstanding teaching-intensive, research-driven university that emphasizes student engagement, scholarly and creative achievement, civic participation, and global perspectives.

We thank you for your interest in our Emergency Management Program. Please contact us if you have any questions or need additional information.

Very truly yours,

Brenda Vogel

Brenda Vogel, Ph.D.
Director and Professor, Emergency Management Program
School of Criminology, Criminal Justice, and Emergency Management
College of Health and Human Services
California State University, Long Beach

Contents

PROGRAM DESCRIPTION

The Master of Science in Emergency Services Administration (EMER) degree program at California State University, Long Beach (CSULB) is an entirely online program that will help you develop the leadership and critical thinking skills needed to build stronger organizations and disaster-resilient communities. The program will educate you in the interdisciplinary research and theory of disaster management as you create a project that directly strengthens and benefits your organization or community.

In recent years, emergency services professions have become extremely competitive, with demands for personnel to further their education to attain promotion and keep up with technical advances. Those in the following fields are well-suited for this program:

- Firefighters
- Law enforcement
- Emergency medical services personnel
- Military personnel
- Emergency managers
- Public health practitioners
- Public administrators
- NGO administrators
- Private business disaster planners
- Other professionals with a strong interest in how disasters influence their field

EMER PROGRAM GOALS

University faculty researchers from disciplines across campus, in cooperation with emergency services personnel from many agencies, have developed the EMER program to meet the needs of emergency services professionals. This team has generated the following goals, which focus on following best practices in emergency management and organizational operations:

- **Provide Subject Matter Expertise.** The program is taught by faculty from a wide range of professional fields and academic disciplines. Students and faculty critically examine multiple theoretical and research perspectives of historical, existing, and expectable disaster risks and community vulnerabilities across all phases of disaster management.
- **Maintain Subject Matter Currency in a Rapidly Changing World.** Students will be confident and competent in the use of all methods of library research and Internet-based electronic technologies and software to gather information from wide-ranging disciplines and resources. These competencies can be used to find solutions to complex problems in real time, or they can be used to operate proactively to generate long-range planning materials.
- **Provide Organizational and Community Leadership.** Students will develop new skills that can be used to manage individuals, resolve conflicts, and build efficient teams, as well as to move diverse communities forward as engaged contributors to solve problems or build strong interdependent support systems.
- **Advance the Emergency Management Discipline through Action-Oriented Research.** Students will develop their abilities to integrate multidisciplinary emergency management theory, research, and practice into their work. They will strengthen their leadership skills and the daily operations within their organizations and across communities. Students will also learn to anticipate and prepare for problems across all phases of disaster management.
- **Create Cultural Diversity and Global Awareness.** Building effective emergency management systems and resilient communities requires leaders to view diversity as an

inherent strength in all operational efforts. Students will learn to identify, critically examine, and apply models of effective disaster management that have been tested by communities throughout the world.

- **Managing Resources.** As resources become more limited, effective emergency services professionals must be able to identify, procure, and create strategies that are necessary to build sustainable and effective operations. Students will learn risk-reduction analyses and implementation skills for developing resources through grant-writing, human and social capital, and public and private community resource development.
- **Communicate Across Stakeholders.** Communication – both written and oral – is critical to managing groups and advancing the discipline of disaster management. The program continuously challenges students to develop critical communication skills.

PROGRAM LEARNING OUTCOMES
At the end of this program, students should be able to:

1. Act consistently to expand personal knowledge, gather information from reliable sources, write with a clear purpose, and allow ideas to be challenged and modified.
2. Synthesize the emergency management principles in addressing the present hazard, risk, and vulnerability conditions, anticipating how their interactions may evolve.
3. Summarize information flows within and between organizations to create strategies for involving diverse stakeholders on the disaster risk issue.
4. Promote the value of including diverse community voices in pre-disaster capability building and effectively communicate multifaceted disaster risk problems.
5. Participate in team-building and mutual-learning processes, incorporating ethical principles and public value into the discourse.
6. Form arguments from evidence, identify an appropriate research design, and use analytics to evaluate a disaster risk emerging from the interactions between the social, built, and physical environments.
7. Apply ethical scientific concepts and processes to problem-solving, decision-making, assessing appropriate technology application, and policy development.
8. Independently research an issue thoroughly: ethically gather information from a wide range of sources, and reliably identify critical patterns, trends, and relationships in the data.

ADMISSION REQUIREMENTS
The University's Office of Enrollment Services and the program's Applicant Review Committee make decisions about admission to the program. The following sections provide information about general admission criteria, required documentation, deadlines, and other requirements. If you will be applying to the program, please follow these directions closely.

General Admission Criteria
The following admission criteria pertain to the program.
- You must complete an official CSULB graduate admissions form online using Cal State Apply and pay the appropriate application fee.
- You must have completed a baccalaureate degree from a regionally accredited institution before the first semester of your graduate studies. You can learn if your institution is regionally accredited by visiting CollegeSource.org and searching by name.
- You must submit a current professional resume.
- You must include a one- to two- page statement that specifically details why you are seeking a Master's degree in Emergency Services Administration through this program.

In your statement, include information about your preparedness to undertake graduate studies and career plans after graduation.

- You must include three recommendations from people able to testify to your academic ability, professional ability, and/or character. Once you have identified a recommender, an email request will automatically be sent to the individual on your behalf. Please advise your recommenders to look for this email in their inboxes, as well as their spam or junk-mail folders, as emails do occasionally get filtered out. Recommenders may upload a letter on your behalf or complete a Likert-scale questionnaire, or both.
- You must have earned at least a 3.0 GPA in the last 60 semester units attempted. An applicant whose GPA is less than 3.0 but greater than 2.5 may be considered for admission under special circumstances. These applicants should present acceptable evidence of professional potential in their admission statement. For help in determining your GPA, see CSULB's Understanding Grades and Grading web page.
- The EMER Program does not currently require tests for admission, such as the GRE or GMAT.
- All graduate and post-baccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English, must demonstrate competency in English. For more information about this requirement, see the University Catalog.
- You must be accepted by both the University and the Program's Applicant Review Committee for admission.

Application Deadlines

The EMER program admits students for fall semesters only. The application deadline for fall is usually June 1st. Admission deadlines are subject to change. You are strongly encouraged to submit materials early. In addition, we suggest that you confirm receipt of your application and receipt of your materials by contacting the program staff the week before the deadline.

Application Process

Applying to the Master's program in Emergency Services Administration at CSULB requires several steps as outlined below.

Step 1: Apply using the online Cal State Apply Graduate Application Form. Cal State Apply is the California State University's online resource to help you quickly and easily apply for graduate admission online. By applying online, you can start, stop, and save your application information throughout the process. You do not have to complete the entire application during one session. For example, you can save your work and revisit your application to add or change information when convenient. Please make sure that you meet application deadlines. Note the following as you complete your online application:

- Select Apply Now from the Cal State Apply home page.
- Sign in if you are a returning user.
- Select Create an Account if you are a first-time Cal State Apply user. This will start your application process.
- Enter your name, contact information, username, and password as requested. Agree to the terms and conditions.
- Complete your profile. Indicate that you are seeking graduate-level education. Select "Master's degree or higher" from the drop-down menu under Education. Respond to all other questions and save changes. Resume your application after you have saved these changes.

- Keep your previous academic information on hand when you apply. You will be asked to submit information about the colleges you have attended (including community college). You will need the name of the college(s), dates attended, units completed, major, honors, and GPA. IMPORTANT: For each institution that you identify on the application form, you will need a corresponding transcript sent to the CSULB Office of Admissions and Records.
- On the application form, identify CSU Long Beach as the University campus you wish to attend. Select online for the location field and delivery format. Select spring or fall for the start term.
- Select "Show Available Programs" and Long Beach Extension "Emergency Services Administration" MS Degree.
- Select "I am done, review my selections." Select "Continue to my application" when your selection has been saved. You will be presented with the CSU Application Dashboard.
- Submit information on the application form as requested. You may wish to collect this information before you apply for admission. You'll be asked to identify (a) colleges attended, (b) personal information, (c) academic history, (d) supporting materials, and (e) program materials.
- The EMER Program at CSULB does NOT require standardized tests. Select "I am not adding any standardized tests" in this section of the application process. The absence of test scores will not affect your application to the EMER program.
- You will need to include a brief statement. The statement tells us why you want to enroll in the program. You may wish to prepare this statement before applying. Then, copy-and-paste or type your statement into the application form when prompted.
- When complete, submit your application and pay the application fee. You can pay by credit card online.

Step 2: Arrange for your official transcripts to be sent directly to the Office of Enrollment Services at CSU Long Beach. Departments and campus offices often receive requests from applicants for an e-mail address that colleges/universities can use to submit electronic transcripts to CSULB. To better serve both departments and applicants, Enrollment Services has created the following e-mail address for this purpose: ES-IDPTrans@csulb.edu. For transcripts sent by U.S. Mail, transcripts should be sent directly to CSULB Enrollment Services. Do not send transcripts to the Department or to any specific individual on campus because they will be returned. You should arrange to have official transcripts sent to CSULB Enrollment Services at about the same time that you submit your application using Cal State Apply. If you have college transcripts at home, keep them in the official sealed envelope. Send (or arrange for your transcripts to be sent) to the following address:

> Office of Admissions and Records, Enrollment Services
> California State University, Long Beach
> 1250 Bellflower Blvd.
> Long Beach, CA 90840-0106

Once your transcripts are received by CSULB, they will be posted digitally to allow for easy access by the program's Applicant Review Committee. You will be informed by email if documents are missing before an admissions decision is made.

Step 3: Wait for your University admissions decision. You will be sent a note by email from CSULB's Enrollment Services indicating whether your application for admission to the University and program was approved. These emails are sent within 3 to 5 business days

after a final decision is made by both CSULB Enrollment Services and the Programs Applicant Review Committee.

Step 4: Once admitted, you will be sent additional information directly from the program about how to register for classes. Before enrolling in any courses during your first semester, please wait for specific instructions and information from the program staff, including the Graduate Advisor. We usually admit applicants well into July; thus, you might not receive enrollment information until early August. You will be asked to enroll in specific course(s) during your first semester. You must be enrolled in at least one course (specifically EMER 500) to remain in the program. You may enroll in more than once course if desired. CSULB does not defer admission to future semesters. In semesters thereafter, you may enroll in classes of your own choosing, although we will continue to recommend a sequence of classes each semester.

Step 5: Register for classes and begin your graduate program. Contact the Graduate Advisor for the Emergency Services Administration Program, Dr. Peter Kreysa, and specifically ask for information about developing an approved Program Plan of your graduate studies and the requirements for Advancement to Candidacy. A Program Plan is provided in the appendix of this booklet.

Peter G. Kreysa, Ph.D.
email: peter.kreysa@csulb.edu

UNIVERSITY AND PROGRAM REGULATIONS
The following sections provide important information about University and program regulations. See the University Catalog for detailed information.

Grade Point Average Requirements
The following grade point average (GPA) requirements must be met by students:

- You must maintain an overall graduate GPA of 3.0 (B) while enrolled at the University. If your GPA falls below 3.0 for two semesters in a row, you will be academically dismissed from the University and you will not be allowed to continue in the program. To regain admission, you will be required to take other graduate-level courses elsewhere and you will be required to apply for re-admission. Re-admission is not guaranteed. In addition, you must pay all associated fees for re-admission. If your GPA consistently remains below 3.0, you will be permanently dismissed from the University and you will not be allowed to continue your studies at the University.
- No course with a grade lower than a "C" may be applied toward your degree requirements.
- An incomplete grade not otherwise resolved will automatically revert to the letter grade indicated on the "Requirements for Assigning an Incomplete Grade" form. Incomplete grades must be resolved before graduation and usually within one year of the close of the semester in which the Incomplete Grade was originally assigned.
- Your Cumulative Graduate Grade-Point Average shall be calculated on all upper-division and graduate-level coursework attempted at CSULB after completion of a baccalaureate degree. This is true even for courses you may take outside of the Department, and which may not be related to Emergency Services Administration. For example, if you enroll in an upper-division undergraduate physical education course and fail that course, that failing grade will be calculated in your University Cumulative Grade-Point Average even though that course may not be related to emergency management. Make sure you

earn a grade of "B" or better in every class you take at CSULB. We do not encourage students to take courses outside of the program's requirements or electives, without obtaining prior approval to do so by the EMER Graduate Advisor.

- Graduate students cannot repeat-and-delete courses either for credit or to improve their grade-point average. But you may repeat courses in which a grade of "D" or "F" is earned. The grade for a repeat attempt of a course does not negate the first attempt. In other words, graduate student grades at CSULB forever remain on student transcripts and are forever used in the calculation of the Grade Point Average. Thus, it is important to earn grades of "B" or better in each course attempted.

Graduate Writing Assessment Requirement (GWAR)

CSULB no longer has a writing requirement for graduate students. The GWAR will no longer be required to advance to candidacy. International graduate students are not required to fulfill the GWAR.

Program Unit Requirements

You must complete a minimum of 32 units, including transfer units. The following tables provide examples of a sequence of courses students complete in the program if they wish to complete the program within two or three years. Students must complete the program within 7 years, else courses begin to expire.

Suggested 2-Year Program					
Semester 1 Fall		Semester 2 Spring		Semester 3 Summer	
Course	Units	Course	Units	Course	Units
EMER 500	3	EMER 530	4	Elective	3
EMER 506	3	EMER 548	3	Elective	3
EMER 540	3				
Total	9	Total	7	Total	6
Semester 4 Fall		Semester 5 Spring			
Course	Units	Course	Units		
EMER 661	3	EMER 694	4		
EMER 671	3				
Total	6	Total	4		

Suggested 3-Year Program					
Semester 1 Fall		Semester 2 Spring		Semester 3 Summer	
Course	Units	Course	Units	Course	Units
EMER 500	3	EMER 530	4	Elective	3
EMER 506	3	EMER 548	3		
Total	9	Total	7	Total	6
Course	Units	Course	Units	Course	Units
Semester 4 Fall		Semester 5 Spring		Semester 6 Summer	
EMER 540	3	EMER 661	4	EMER 698*	2
Elective	3	EMER 671			
Total	6	Total	4	Total	2
Course	Units	Course	Units	Course	Units
Semester 7 Fall					
EMER 694 or	4				
EMER 698	2				

*EMER 698 is the Thesis and is a total of 4 units, but units can be divided among semesters.

Required Course Titles, Units, and Prerequisites

EMER 500, Information Literacy and Practical Writing Applications for Emergency Management (3 units)

EMER 506, Emergency Management and Homeland Security (3 units)

EMER 530, Applied Research Methods and Analytical Techniques (4 units); Prerequisite is EMER 506

EMER 540, Emergency Management Organizations: Constructs for Influencing Complex Systems (3 units)

EMER 548, Risk, Crisis, and Inter-Agency Communications (3 units); Prerequisite is EMER 500

EMER 661, Emergency Management Leadership Across the Megacommunity (3 units); Prerequisites are EMER 500, EMER 506, EMER 540, and EMER 548

EMER 671, Strategic Planning and Integrative Practices in Emergency Services Administration (3 units); Prerequisites are EMER 500, EMER 506, EMER 530, EMER 540, and EMER 548

EMER 694, Project: Strategic Planning and Integrative Practices in Emergency Services Administration (4 units); Prerequisites are EMER 671 and Advancement to Candidacy

EMER 698, Thesis (4 units); Prerequisites are EMER 671 and Advancement to Candidacy

Miscellaneous Regulations and Rules

- It is your responsibility to read, know, and meet all University policies and deadlines. Visit the CSULB website frequently for information about policies and deadlines, which may change periodically.
- You must maintain an overall 3.0 GPA. You may not use courses in your program in which you receive a grade lower than a "C." Resolve all incomplete grades by the deadline specified by your instructor (usually within one year). The University does not "repeat-delete" graduate courses. All grades earned will remain on your transcript forever and will be calculated toward your GPA. If your GPA falls below 3.0 you will be sent an academic warning and dropped from the program for a repeat academic warning.
- Refer to the College of Professional and Continuing Education (CPaCE) Schedule of Classes and enroll in courses that apply to your Program of Studies. For example, enroll in the required courses listed on the program plan and take electives when required courses are not available. Most students enroll in two courses each semester.
- Take only approved 500-level or 600-level courses. At least 70% (23/32 units) of your courses must be at the 500/600-level AND completed as a matriculated (admitted and enrolled) student at CSULB.
- You may request that transfer courses be placed on your CSULB Program Plan. Do not make this request unless the courses meet University requirements as follows: Courses taken before your admission are considered transfer courses even if taken at CSULB through CPaCE. A total of 6 units of relevant coursework may usually be transferred into the program. Transfer courses must be graduate-level courses successfully completed at a regionally accredited institution of higher education and must appear as graduate-level courses on an official transcript sent to CSULB Enrollment Services. The courses must not have been used previously to obtain any other degree, they must not be extension courses (other than CSULB extension), and they must be appropriate courses subject to Department and Graduate Advisor approval. For example, graduate-level

leadership and budgeting courses might be appropriate to the EMER Program, but courses in dance or art would not be appropriate. The final approval of transfer courses will be made by Enrollment Services after you submit a Request to Graduate. If transfer courses do not meet University requirements, they will be removed from your Program Plan even after you Advance to Candidacy and/or attend commencement ceremonies. It is your responsibility to ensure that you meet University requirements for the use of transfer courses.

- You must be enrolled in the first semester after admission, or you will be dropped from the program and required to re-apply for admission and again pay fees. CSULB does not defer admission to a future semester. Re-admission is not guaranteed.
- No waiver of course requirements, credit by examination, or credit earned by correspondence may be used to satisfy degree requirements.
- Effective summer 2022, CSULB no longer has a writing requirement for graduate students (GWAR). The GWAR will no longer be required to advance to candidacy. International graduate students are not required to fulfill the GWAR.
- If you are completing the Project Option, you must successfully complete EMER 694 Project for 4 units.
- If you are completing the Thesis Option, you must take four units of EMER 698 (thesis). You may also be required to complete Institutional Review Board (IRB) requirements by completing several forms at the beginning of your thesis work. After you have completed four units of EMER 698, you may register in GS-700 with Departmental approval to maintain enrollment until graduation. Students must be continually enrolled each semester (except summer sessions) until graduation. Once you have completed EMER 698 and received a grade of RP (Reported Progress), you are committed to writing a thesis. You may not later switch to the Project Option. Most students in the EMER Program complete a Project.
- You must Advance to Candidacy at least one semester or summer session before the semester in which you expect to graduate. Advancement to Candidacy occurs at the time you receive formal approval of your Program Plan. To Advance to Candidacy, you must (a) have completed a minimum of 6 units within the program, (b) have a 3.0 GPA, (c) Advance to Candidacy at least one semester before graduation, and (d) be enrolled in the semester or summer session in which advancement occurs. Contact the Graduate Advisor when you want to Advance to Candidacy. You may not both Advance to Candidacy and graduate in the same semester, so please plan accordingly.
- You must be enrolled in the semester in which you graduate. You may enroll in GS-700 (Graduate Studies 700) with Departmental approval to meet this requirement if you have completed all your coursework. GS-700 involves a one-unit course fee.
- You must complete a Request to Graduate using your Student Center on your MYCSULB account long before the semester in which you wish to graduate. The deadline for submitting this request for spring or summer graduation is usually mid-October. The deadline for submitting this request for fall graduation is usually early March. Visit the CSULB website for updated and specific deadline information and to order a cap and gown if you plan to attend the commencement ceremony.
- To change your graduation term, you can submit a Request to Change Graduation Term - Graduate Students (DocuSign). Visit the Student Center on your MYCSULB account (Single-Sign-On) to change your graduation term.
- You must be continually enrolled each spring and fall semester until graduation. If you are not enrolled each spring and fall semester you will be dropped from the program and you will be required to re-apply for admission and pay all application fees. If you are dropped from the program, your re-admission is not guaranteed. If you cannot remain continually enrolled each semester, you may request Educational Leave for one year by

completing and submitting a request for Educational Leave using your Student Center on your MYCSULB account. Late requests for leave require a fee. Write to the Graduate Advisor if you are having difficulty with this request.

- You must complete all degree requirements within seven (7) years to receive your degree. If you do not meet this requirement, your coursework expires after seven (7) years. This includes transfer courses. Taking Educational Leave does not stop the clock on the seven-year requirement to complete degree requirements.
- To graduate, you must have no outstanding financial obligations to the University. Contact Student Accounting Services in Brotman Hall Room 170-A or call (562) 985-8280 to verify that your financial obligations have been met.

Advancement to Candidacy

Advancement to candidacy signifies approval of a plan of study by the student's graduate program and college. The requirements for advancement to candidacy are:

1. Attainment of classified status as a student in a graduate program at CSULB;
2. Approval by the student's department and college of a program of study (see above);
3. Completion with a minimum GPA of 3.0 of at least six units of courses required on the student's program of study;
4. A cumulative, graduate, grade-point average of at least 3.0 calculated on all upper-division and graduate-level coursework attempted by the student at CSULB after completion of a baccalaureate degree;
5. Satisfactory completion of any assessments of competence that the program may require.

A student must be enrolled in the semester or summer session in which advancement to candidacy takes place, and this must occur no later than one semester or summer session prior to completion of course requirements. A department or college recommends a student for advancement to candidacy when the above requirements have been successfully completed. In most instances, advancement to candidacy should occur no later than the end of the second semester of matriculation and must occur no later than one semester or session prior to the semester or session in which the student expects to graduate. It must occur prior to a student filing a request to graduate with Enrollment Services. Normally, a student is eligible and should file for advancement to candidacy for the semester immediately after fulfilling the requirements for advancement to candidacy listed above. The graduate student receives an email notification from the Office of Enrollment Services once the student has officially advanced to candidacy.

All students must consult with their Graduate Advisor regarding advancement to candidacy as well as to determine any program requirements to graduate from CSULB.

An approved graduate student program remains in effect so long as a candidate is making satisfactory progress and does not withdraw from CSULB. If a student does not maintain adequate Academic Standing (i.e., GPA below 3.00), then advancement to candidacy will be rescinded and the student must readvance once good Academic Standing is re-achieved.

A student entering military service after having been admitted to candidacy for an advanced degree will be considered as not having withdrawn from candidacy, provided that the student is enlisted or called to active duty during a semester in which they are enrolled or not more than one semester thereafter and then enrolls in courses toward their degree within one calendar year of the date of their release from service.

Students who have advanced to candidacy and take an educational leave will be considered as not having withdrawn from candidacy for an advanced degree, provided the terms of the educational leave are fulfilled.

Culminating Activity

Students graduating with an MS degree in Emergency Services Administration from CSULB are required to complete either a project or a thesis. The project and the thesis are used to represent and determine students' final assessment of the competencies they have achieved through the program. We expect both the project and the thesis to represent the quality and rigor of work that students would be proud to present to their professional communities. A thesis is developed to add to the research body of knowledge while a project represents applied research to translate knowledge into practice. The CSULB University Catalog details the differences between a thesis and a project, as defined by the Trustees of the California State University system.

EMER students choosing to complete a thesis must enroll in EMER 698, Thesis, and complete 4 units. The guidelines and requirements for thesis students are available from the EMER Graduate Advisor and follow the same requirements and procedures as discussed in the CSULB University Catalog. The EMER Project/Thesis Guide differentiates the thesis and project, providing guidance for each option. The formal definition of a project is presented below directly from the University Catalog:

> "A project is a significant undertaking appropriate…to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required." A project is to be equivalent in challenge, rigor, and significance to a thesis, and equivalent in its value to a student's learning or contributions to the field. Regardless of whether you choose to complete a project or a thesis, you are required to enroll in EMER 671, Strategic Planning and Integrative Practices in Emergency Services Administration. This 3-unit course is designed to prepare you for either the project or thesis, and it will provide you with guidance in the development of your proposal. You should enroll in EMER 671 in the semester immediately before you undertake your project or thesis.

More information about the thesis and project is provided later in this handbook.

Timelines and Deadlines

You must complete all the requirements for your degree within seven (7) years of the date your first course was completed on your program of studies. This is a University requirement and it includes transfer work. For example, if the first course you are using in your program of studies was completed at the end of fall 2020, you must complete the program by the end of fall 2027. We expect all students to enroll with the intent of graduating within 2 to 4 years of admission. Adjustments to semester course loads can be made for work or family emergencies. Thus, you may take longer than 4 years to complete your degree. However, it is your responsibility to keep track of your timeline and meet all deadlines. You must be enrolled during the semester in which you graduate.

Your approved program of studies remains in effect so long as you are making satisfactory progress. To ensure minimum satisfactory progress toward your degree, you must be continually enrolled each fall and spring semester and complete all degree requirements. If you

break enrollment without completing and submitting a Leave of Absence Form (Educational Leave) you will be required to re-apply for admission to the University and you will be required to pay all associated fees for re-admission. Re-admission is not guaranteed. According to the University Catalog, the maximum Educational Leave you may take is one year, with the opportunity for an extension to two years maximum. Students on Educational Leave do not receive many University services, such as online library access.

Deadlines change each semester. It is your responsibility to know and meet all deadlines. Please do not rely upon your classmates, departmental staff, faculty, or the EMER Graduate Advisor to keep you informed of deadlines. Instead, you should visit the CSULB website periodically for up-to-date information about deadlines and note them in your calendar. Below is a partial list of deadlines you need to know and meet.

Registration and Enrollment
See the Schedule of Classes online for registration and enrollment deadlines. You can register for courses using your Student Center on your MYCSULB account. Some registration and enrollment deadlines that you must be aware of include:

- Last day to use MyCSULB: After this deadline, you must use a late registration form for registering or adjusting your schedule
- Last day to register late (includes a late fee, signatures on forms from the department and faculty)
- Last day to drop a class
- Last day to withdraw from a class
- Last day to pay financial obligation

Commencement
Although students may graduate at the end of the spring, fall, winter, and summer terms, official commencement ceremonies take place only in May. You must apply to graduate long before the semester in which you wish to graduate. For example, if you plan to graduate in May, the deadline for submitting this form is usually October 1 the year before. If you plan to graduate in December, the deadline for submitting this form is usually March 1. You must be enrolled in the semester in which you graduate. You can apply to graduate using your Student Center on your MYCSULB account. If needed, you can also change your expected graduation term using your Student Center on your MYCSULB account. Visit the CSULB website for more information about graduation deadlines and commencement. For example, if you intend to participate in the commencement ceremony, you must order your cap and gown by the published deadline. You must take responsibility for knowing and meeting these deadlines. Submit your request to graduate early to avoid delays, missing deadlines, and late fees.

UNIVERSITY REGULATIONS GOVERNING THE MASTER'S DEGREE (2023-2024 CATALOG)
The following regulations apply to all graduate degree programs. Specific academic and curricular requirements of individual degree programs are given in the departmental listings of the catalog. In addition to whatever additional requirements a particular degree program has, all candidates for a master's degree must complete the requirements listed below:

1. Maintain a cumulative, graduate, grade-point average of 3.0 calculated on all upper-division and graduate-level coursework attempted by the candidate at CSULB after completion of a baccalaureate degree. Exceptions to the 3.0 cumulative, graduate, grade-point average may be made only on the recommendation of both the

departmental faculty offering the degree and the college dean or designee and approval by the Dean of Graduate Studies or designee.

2. Maintain at least a 3.0 average in all the courses listed on the program of study.

3. Obtain a minimum grade of C for a course to count in a program of study. Academic unit(s) granting the degree(s) may require higher minimum grades for specifically indicated courses. A student may retake a course once to achieve a minimum grade. A grade for a course taken the second time may satisfy a minimum grade requirement but shall not replace the grade previously earned in the course on the student's transcript. All courses graduate students complete are calculated in the GPA. Graduate students cannot repeat courses designated non-repeatable if they already earned a passing grade in the course. Graduate students cannot earn more than the maximum units allowed for a course.

4. Make progress towards timely completion of the degree as determined by any milestones that the academic unit granting the degree may have established in writing and communicated to its students. Students failing to make satisfactory progress may be placed on administrative academic warning. Department Chairs or Associate Deans must notify students in writing or via e-mail that they have been placed on administrative academic warning.

5. Complete all required courses on the program of study, which must contain a minimum of 30 units in upper-division and graduate courses. Some degree programs require additional units. Student teaching may not be included in any master's degree program.

6. Complete at least seventy percent (70%) of the required units in the degree program at CSULB in matriculated status or as approved graduate credit earned as a senior. At the option of the department offering a master's degree, a graduate student may use credit taken at CSULB in non-matriculated status or approved transfer credit toward up to thirty percent (30%) of the units of the program of study. Units applied towards a previous undergraduate degree cannot be transferred for credit towards a master's degree. The academic unit granting the degree may waive units and course requirements provided the minimum thirty-unit requirement is met in accordance with Title V.

7. Complete at least seventy percent (70%) of the minimum units required for the program of study in courses at the 500 and 600 levels, including double numbered courses (400/500). At least fifty percent (50%) of the units required for the degree shall be in courses organized primarily for graduate students.

8. Complete a thesis or project subject to all requisite approvals or pass a final, comprehensive examination. Some programs require both a final comprehensive examination and either a thesis or project. Others allow students a choice between a thesis option and a non-thesis, comprehensive examination option. Failure of either the comprehensive examination or thesis/project requirement is failure of both options. In other words, a student failing the comprehensive examination may not proceed to the thesis or project option or vice versa. Once a student has completed a semester of enrollment toward fulfillment of either the comprehensive examination or thesis option, the student may not change from one option to the other without the approval of the graduate advisor, the department chair, and the appropriate dean or designee, and the Dean of Graduate studies or designee.

9. Complete all requirements of the degree program within seven (7) years of the date the student initiated the program (i.e., the date [semester] when the student first completed a course appearing on the student's program of study). The Dean of Graduate Studies or designee may grant an exception to this requirement if warranted by individual circumstances and if the student re-validates the outdated work by re-taking the course, passing a comprehensive examination in the relevant course or subject field work, or

fulfilling such other demonstrations of competence as may be prescribed by the department in its approved policy on revalidation.

10. Maintain continuous enrollment every spring and fall semester by registering in a course or in GS 700 or having received an approved educational leave. Registration in GS 700 is restricted to graduate students who have completed all coursework, have been advanced to candidacy, and have departmental approval. Registration in a course or in GS 700 also is required in winter or summer session if that is when a student plans to graduate. Registration in GS 700 is CR/NC only.

Concurrent Master's Degree

Currently matriculated, post-baccalaureate students may enroll concurrently in a second master's degree program. Rather than sequentially completing one degree first and then the other, the student's time and the university's resources may be conserved by arrangements that permit the student to proceed in a coordinated way toward completion of the two graduate degree programs simultaneously. The two degree programs may reside in separate academic units or the same academic unit. To protect the integrity of the university's degrees, the following conditions must be satisfied to award concurrent master's degrees:

1. The student must complete all prerequisites for the concurrent master's degree prior to seeking approval to declare that concurrent master's degree;
2. A student wishing to pursue a concurrent master's degree must first seek the approval of the graduate academic unit granting the student's first master's degree program to declare the additional master's program;
3. If the student's current graduate academic unit agrees that the additional master's may be appropriate and feasible the academic unit(s) granting the degrees would collaborate to develop a plan to allow completion of both degrees;
4. Each degree in a concurrent program must meet the 30 unique unit minimum. Units beyond the 30 unique unit minimum may be shared between concurrent degrees.

If the academic unit(s) granting the degrees are successful in developing a plan to allow completion of both degrees, the Dean of Graduate Studies or designee(s) must approve the plan before the student can begin work on the additional master's degree while still enrolled in the initial degree program. The decision whether to approve the student's request should be based on:

1. The extent to which the additional master's program would form a coherent intellectual whole with the initial program;
2. The number of units already completed in the initial master's degree program and student's academic performance in that coursework;
3. The feasibility of the plan to complete the degrees in a timely manner (i.e., without violating either the "seven-year rule" or any timely completion policies of individual master's degree programs);
4. Any additional criteria the Dean of Graduate Studies finds relevant to the decision in any particular case.

The student is considered formally admitted only to the initial master's degree program. If the student wishes to discontinue the initial program in favor of the added program they must reapply to the university and the plan to complete both degrees would no longer be valid.

Regardless of the number of units approved for "sharing" between two master's degree programs, students must complete distinct culminating activities for each degree (e.g., a

comprehensive exam for each of the two degrees; two different theses or projects; one comprehensive exam and one thesis or project).

Academic units that believe pursuing concurrent master's degrees would be beneficial to their students may establish formal cooperation agreements with the approval of the Dean of Graduate Studies. Students would still need to fulfill the requirements listed above, but the process for entering the additional master's program would be streamlined.

Second Master's Degree
Students who have graduated with or who are about to graduate with a master's degree from CSULB or any other regionally accredited university may apply for a second master's degree in a different program. CSULB will grant advancement to candidacy for the second degree only after the first degree has been awarded. All candidates for a second master's degree must meet the following requirements:

1. Submit a new application to CSULB and the academic unit granting the degree and meet all admission requirements of CSULB and the academic unit granting the degree;
2. Complete all general requirements for a master's degree at CSULB not already completed as well as all specific requirements for the new degree program. Units applied towards a previously completed degree cannot be transferred for credit towards a second master's degree. The academic unit(s) granting the degrees may waive units and course requirements provided the minimum 30 unique unit requirement is met.
3. Earn, after the awarding of the first master's degree, a minimum of 21 units of graduate residence credit at CSULB, including the minimum of 500 and 600 series units mandated by the academic unit in which the student is earning the second master's degree.

The Program
A student must consult with the Graduate Advisor for the degree program to review program requirements.

Many departments will assign the student a faculty advisor with whom the student must also consult about preparing a program of study; other departments utilize their graduate advisors for this purpose. Either the faculty or graduate advisor will assist the student in preparing a program of study. Many departments will also require a special committee to advise a student, especially when either a thesis or project is involved. The program of study must be approved by the student's department and either the college dean or designee. Once approved, a student's program of study may not be changed without the express consent of all parties involved. A program of study is required for advancement to candidacy. The student program must list the following:

1. Courses required for preparation for graduate study (e.g., prerequisite course);
2. All courses taken prior to advancement to candidacy which are to apply toward the 30.unit minimum;
3. Required courses;
4. Elective courses;
5. Culminating activity requirements.

The official student program, when approved, serves as the basis for the Office of Enrollment Services' graduation audit which is required before the degree can be granted. Students may

utilize the online Degree Planner to plan enrollment, and the online Academic Requirements Report to monitor their progress.

Graduate student programs may be revised as the student advances toward the degree. Such revisions must be recommended by the faculty advisor and approved by the departmental graduate advisor and the College Dean or Director of Graduate studies.

Election of Regulations
Graduate students will be held responsible for the regulations governing master's degrees in effect at the time of admission. A change in master's degree objective or readmission to a graduate degree program following withdrawal requires that a new student program be filed under the current graduate policies as published in the latest edition of the catalog.

Culminating Activity: Theses and Projects
A student may enroll for thesis or project units (courses usually numbered 698 or 699) only when that student has attained candidacy status for the degree or when advancement to candidacy will occur in the semester of initial enrollment in thesis or project units. CSULB will award a minimum of three and a maximum of six semester units for the successful completion of a thesis or project.

All thesis or project units must be specified as RP status, with grade given only in final semester by the department. If a department selects the letter grade option, the student must earn at least a B. Theses and projects submitted in partial fulfillment of the requirements for a graduate degree at this University shall meet the following definitions established by the Trustees of the CSU.

A thesis is a written product of the systematic study of a significant problem. It clearly identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis will be required. A thesis is completed by an individual student.

A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required. A project is completed by an individual student or a group.

Students are responsible for understanding the definition of a graduate thesis as outlined above and must follow the format guidelines prescribed by the University and department in which the thesis is completed.

Thesis Committees
A student's thesis committee shall consist of at least three members qualified in the areas relating to the thesis. At least two shall be full-time faculty members at CSULB, one of whom must be tenured or tenure-track. The chair of the thesis committee must be a tenured or tenure-track faculty member from a department authorized to offer a graduate degree. The thesis committee must be approved by the department chair and the graduate or thesis advisor. Normally the chair of the committee also serves as thesis director, but this is not necessarily so.

The thesis director must be a person qualified in the specific area of the thesis but need not be a tenured or tenure-track faculty member. The committee shall be responsible for the guidance of the student throughout the thesis effort. Any change in the composition of the committee requires justification and must be approved by the appropriate department graduate advisor and College Associate Dean or Director of Graduate Studies. Thesis committee members will advise and direct students in their thesis work and ensure that the thesis meets the standards and definition of a thesis specified above.

Thesis committee members will determine the grade to be awarded for completion of the thesis; and by signing the thesis signature page, thesis committee members certify that they have determined that the thesis meets the required standards of scholarship, format, and style of the discipline. When the thesis committee includes a thesis director who is not the chair of the committee, this person may be identified on the thesis approval page as "Thesis Director."

Thesis Committee Chairs
Thesis committee chairs will determine that the student has the proper preparation in terms of course work and research skills to pursue the proposed thesis. In departments where this function is not carried out by graduate advisors, thesis committee chairs will advise the student in the selection of other members for the thesis committee, ensuring that the other members are appropriate to the proposed thesis effort.

- Thesis committee chairs will be the major contact point with the student and will oversee the other committee members' work with the student.
- Thesis committee chairs will assure that the editorial and format standards appropriate to the mechanical preparation of a thesis are followed.
- Thesis committee chairs will establish guidelines for the student and timetables to be followed to ensure completion of the thesis in a reasonable time.
- Thesis committee chairs will arrange for the oral defense of the thesis when required.
- The thesis committee chair is responsible for canvassing the committee and reporting the grade agreed upon by its members.

Thesis and Dissertation Office
All theses must be acceptable for deposit as determined by the Thesis and Dissertation Office. The Thesis and Dissertation Office (located in the University Library) will verify that each thesis meets the format criteria prescribed by the department or degree program and by the University and that it meets all University procedural requirements for theses. Students should consult the University Thesis and Dissertation Office for information, advice, and assistance on the mechanics of preparing a completed thesis and should go to the Thesis and Dissertation Office website for guidelines on University Thesis and Dissertation formatting. The Thesis and Dissertation Office accepts presubmissions for feedback and conducts periodic workshops on how to prepare a thesis or dissertation at CSULB.

Academic Warning and Disqualification, Graduate Students
For purposes of determining eligibility to remain at the University, both quality of performance and progress toward the student's objective will be considered. Eligibility will be determined by use of grade points and grade-point average.

Students who are enrolled in a graduate degree program in conditionally classified or classified standing will be subject to academic warning if they fail to maintain a cumulative grade-point average of at least 3.0 in all units attempted subsequent to admission to the degree program.

Every graduate student who has been advanced to candidacy must maintain a cumulative grade-point average of 3.0 and a grade-point average of 3.0 in all courses applicable to the degree. Candidacy for an advanced degree may be revoked if a student's cumulative grade-point average falls below 3.0 at any time. Students who become subject to dismissal from an advanced degree program will be notified of the action taken by the College Associate Dean or the Dean of Graduate Studies or designee.

Graduate and post-baccalaureate students are subject to disqualification if while on academic warning they fail to earn grades of sufficient quality to remove themselves from warning status. Disqualification will bar such students from any further enrollment at CSULB.

Other Post Baccalaureate Students
A post-baccalaureate classified student who fails to maintain a cumulative grade-point average of 2.5 on all units attempted at the University will be placed on academic warning. A student on academic warning who, prior to the beginning of the next term, fails to attain a cumulative grade-point average of 2.5 on all units attempted at the University will be disqualified. A student who is disqualified because of scholastic deficiency may petition the appropriate program authority for readmission only after an absence of two semesters or upon successful completion of summer session courses which increase the grade point average.

Petitions for readmission must indicate the reason for requesting readmission and must include a statement of any academic work successfully completed since disqualification or of any other activity which gives evidence in support of the petitioner's belief that readmittance is warranted. An application for admission and required transcripts, as well as the petition, must be submitted to the Office of Enrollment Services before the dates established by the University for filing applications.

Waiver of Course Requirement and Credit by Examination
No waiver of course requirements or credit by examination may be used to satisfy master's degree requirements. However, the following rules govern course waivers or credit by examination in satisfying prerequisites for advancement to candidacy in any master's degree program.

Any candidate for a master's degree who believes that previous training has provided adequate preparation in a certain area may request a waiver from the department concerned.

A candidate may also apply for course credit by examination, but only for prerequisite courses and not to satisfy any of the requirements for the master's degree. Requests for such examinations must be made to the department concerned and approved by the department chair. Credit by examination is restricted to courses published in the current CSULB Catalog. Please see Credit by Examination in the General Regulations section of this catalog.

All course credit by examination will be recorded as CR (Credit) and will not be included in calculation of grade-point averages; such credit may not be used to remove a grade of "D" or "F" in a course already attempted, nor may course credit by examination be granted for any course which is a prerequisite to one for which credit has already been received.

Graduate Studies 700 (GS 700)
Graduate students who have advanced to candidacy and completed all other coursework but who need to complete the culminating activity for their program (thesis, project or

comprehensive exam) must maintain continuous enrollment every spring and fall semester by registering in a course or in GS 700 or having received an approved educational leave.

Registration in a course or in GS 700 also is required in winter or summer session if that is when a student plans to graduate. Although no unit credit is added to the student's program or transcript, GS 700 is considered as one unit of concurrent enrollment credit for fee payment purposes, payable online within the first 2 weeks of the semester, or at the College of Professional and Continuing Education (CPaCE) after the first 2 weeks of the semester. Registration for GS 700 constitutes enrollment in the university, including for scholarship eligibility purposes.

Graduate student enrollment in GS 700 must be approved by department graduate advisors, chairs, or when they are not available the Associate Dean or the Graduate Director for the College. After registering for four semesters of GS 700, students will be subject to a registration hold. Prior to registering for any subsequent semester of GS 700, the department graduate advisor must confer with the student and with the Associate Dean of the College about an appropriate course of action for the graduate student. Colleges/departments may hold students to a stricter timeline than outlined here.

Students who wish to enroll in additional semesters of GS 700 will be required to obtain the approval of their department and the associate dean of their college.

Academic Load
For financial purposes, eight units per semester is the academic load for a full-time graduate student engaged in study toward a master's degree. The maximum load for graduate students working toward a master's degree is 18 units per semester. Students who are employed full-time should not exceed six units per semester.

Graduate students who wish to register for more than one unit of credit per week of attendance during the summer session must secure advance approval from their graduate advisor and College Associate Dean or Director of Graduate Studies.

Graduate Credit Earned as a Senior
Graduate credit usually may not be earned in advance of the baccalaureate degree. Seniors may, however, be granted approval to earn a maximum of 12 units of course work in the 400 and 500 levels designated as acceptable for graduate credit and taken at this University toward their prospective graduate programs (based upon faculty recommendation, academic performance (in general a grade-point average of 3.0 (B) in the major), and promise of academic achievement in post-graduate study). Approval is subject to the following conditions: (a) the course work must be in addition to that required for the undergraduate major; and (b) the undergraduate student must have an approval from the departmental graduate advisor and the department chair prior to enrollment. (PS-92-08). In addition, any graduate units must be specifically reserved for inclusion in a future graduate degree. In those areas in which graduate credit is for a credential only, approval must be obtained from the appropriate department in the College of Education. Requests submitted after completion of course(s) will not be approved. (Source: http://catalog.csulb.edu/content.php?catoid=3&navoid=148&hl=reserved&returnto=search)

Senior Enrollment in Graduate Courses for Undergraduate Credit
Under special conditions, seniors who have a 3.0 grade-point average or better in their major and who have adequate undergraduate preparation in the subject may enroll in up to 12 units in the 500-599 series to fulfill the elective requirements of the bachelor's degree. The course work may not be applied to the units of 500-600 level course work required by the department or college for the master's degree. The student must have approval from the instructor and department chair before registration in the class(es) is permitted. (PS 92-09)

APPENDIX A
PROGRAM OUTLINE

Satisfactory completion of 32 units of approved graduate courses to include:

1. Take all of the following courses (22 units):

    -   EMER 500 - Information Literacy and Practical Writing Applications for Emergency Management (3 units)
    -   EMER 506 - Emergency Management and Homeland Security (3 units)
    -   EMER 530 - Applied Research Methods and Analytical Techniques for Decision Support and Innovation (4 units)
    -   EMER 540 - Emergency Management Organizations: Constructs for Influencing Complex Systems (3 units)
    -   EMER 548 - Risk, Crisis, and Inter-Agency Communications (3 units)
    -   EMER 661 - Emergency Management Leadership Across the Megacommunity (3 units)
    -   EMER 671 - Proposal: Strategic Planning and Integrative Practices in Emergency Services Administration (3 units)

2. Take two additional elective courses selected in consultation with a faculty advisor (6 units).

3. Completion of the Culminating Activity. To satisfy the culminating activity requirement (thesis or project), students must satisfactorily complete 4 units of thesis or 4 units of project.
    -   Project Students take the following course: EMER 694 - Project: Strategic Planning and Integrative Practices in Emergency Services Administration (4 units)
    -   Thesis Students take the following course: EMER 698 - Thesis (2-4 units)

COURSE DESCRIPTIONS
The following are required and elective course descriptions in the program.

EMER 500. Information Literacy and Practical Writing Applications for Emergency Management (3)
Prerequisite: Open to EMER graduate students only. Research processes and methods for retrieving emergency management information. Writing preparation for academic and professional documents in emergency management. On-campus and free-source e-learning technologies to interface with program content, student and faculty communications, and course projects and evaluations. Construction of webpages. Letter grade only (A-F). Not open for credit to students with credit in EMER 502 or EMER 504.

EMER 506. Emergency Planning and Management (3)
Prerequisite: Open to EMER graduate students only. Broad foundation for current practices and theory in emergency management and homeland security. Principles and components of a comprehensive risk management program are assessed. Topics include mitigation, preparedness, response, recovery, resilience, vulnerability, and multi-sectoral roles. Letter grade only (A-F). Same course as PPA 542. Not open for credit to students with credit in EMER 542.

EMER 530. Applied Research Methods and Analytical Techniques for Decision Support and Innovation (4)
Prerequisites: EMER 506; Open to EMER graduate students only. Critical analysis of interdisciplinary research, theory and multi-methods appropriate for application within emergency services and management are examined using quantitative and qualitative analysis. Letter grade only (A-F).

EMER 540. Emergency Management Organizations: Constructs for Influencing Complex Systems (3)
Prerequisite: Open to EMER graduate students only. Historical events, policies, and complex organizational settings that shape emergency management organizations. Critical reviews of modern and post-modern organizational theories associated with complex systems. Strategic improvements in emergency management organizations. Letter grade only (A-F).

EMER 545. Disaster Mental Health Issues in Emergency Management (3)
Prerequisites: EMER 500; Open to EMER graduate students only. Theories and practical applications of emergency mental health and self-care for those responding to, or managing response to, widespread natural and human-induced disasters. Letter grade (A-F).

EMER 547. Continuity of Operations, Recovery, and Emergency Management (3)
Prerequisites: EMER 500 and EMER 506; Open to EMER graduate students only. Development and maintenance of comprehensive emergency management programs for business and industry. Plan development and implementation, vulnerability analysis, hazard identification, life safety, property protection, communications and community outreach. Letter grade only (A-F).

EMER 548. Risk, Crisis, and Inter-Agency Communications (3)
Prerequisites: EMER 500; Open to EMER graduate students only. Theory and practical applications of emergency communications for those responding to or managing response to widespread natural and human-induced disasters. Letter grade only (A-F).

EMER 601. Technology, Cybersecurity, and Emergency Management (3)
Prerequisites: EMER 500 and EMER 506; Open to EMER graduate students only. Role of technology in effective emergency management. Exploration of Internet, disaster simulation software, and geographic tools such as GIS, GPS, and direct and remote sensing devices through case study analyses and in-class simulations. Letter grade only (A-F).

EMER 605. Public Health Issues in Emergency Management (3)
New course title effective fall 2021: Population Health Constructs for the Emergency Services Sector (3)
Prerequisites: EMER 500; Open to EMER graduate students only. Roles and responsibilities of the public health system in emergency management. Structure of public health systems, management tools, public health intervention strategies, communication, collaboration, and ethical considerations. Role of public health regarding assessments following disasters and maintaining public health standards. Letter grade only (A-F).

EMER 631. International Emergency Administration Systems: Comparative Analysis (3)
Prerequisites: EMR 500; Open to EMER graduate students only. Comparative analysis of international emergency management systems and structures. Implications of emerging threats and disasters in an increasingly interdependent world. Letter grade only (A-F).

EMER 650. Graduate Seminar (3)
Prerequisites: EMER 500 and EMER 506; Open to EMER graduate students only. Students will undertake literature reviews and/or research to explore emerging issues, trends and research in the field of emergency services administration. Letter grade only (A-F).

EMER 661. Emergency Management Leadership Across the Megacommunity (3)
Prerequisites: EMER 500, EMER 506, EMER 530 and EMER 540; Open to EMER graduate students only. Competencies of professional emergency management defined through the megacommunity. Models of strategic leadership in all phases of disaster management, with often competing professional organizations and networks, across culturally and economically diverse constituencies, and for natural or human-made disasters. Letter grade only (A-F).

EMER 671. Strategic Planning and Integrative Practices in Emergency Services Administration (3)
Prerequisites: EMER 500, EMER 506, EMER 530, EMER 540, and EMER 548; Open to EMER graduate students only. Capstone course focusing on all phases of disaster management of selected disaster case studies, a natural disaster and human-made event, using existing research literature, Internet-based simulation software, and post-incident evaluation techniques.
Letter grade only (A-F).

EMER 690. Selected Topics in Emergency Management (1-6)
Prerequisites: EMER 500 and EMER 506; Open to EMER graduate students only. Group investigation of selected topics. Letter grade only (A-F). May be repeated to a maximum of 6 units with different topics in the same semester. Topics announced in the Schedule of Classes.

EMER 694. Project: Strategic Planning and Integrative Practices in Emergency Services Admin. (2-4)
Prerequisites: EMER 671 and Advancement to Candidacy; Open to EMER graduate students only. Capstone course synthesizing research in emergency services management and research methodologies leading to the development and implementation of a project designed to provide solutions to a problem within the emergency services meta-community. May be conducted individually or in a group. Letter grade only (A-F).

EMER 695. Independent Study (1-6)
Prerequisites: Open to EMER graduate students only. For students who wish to focus their studies on a specific area of emergency services administration which coincides with a faculty member's research or practical expertise. Letter grade only (A-F).

EMER 697. Directed Studies (3)
Prerequisites: EMER 500, EMER 506, and EMER 530; Open to EMER graduate students only. Research in an area of specialization under the direction of a faculty member. Letter grade only (A-F).

EMER 698. Thesis (1-4)
Prerequisites: EMER 671 and Advancement to Candidacy; Open to EMER graduate students only. Planning, preparation, and completion of a thesis. Letter grade only (A-F).

Additional Elective Courses
The following are additional elective courses permitted in the program not regularly offered through the EMER Program.

CRJU 604, Terrorism, Homeland Security and Criminal Justice (3 units) – Set against the background of our global community, an examination of the relationship between the historical and contemporary motivations and goals of terrorism, United States Homeland Security and select aspects of the United States criminal justice systems. Letter grade only (A-F).

GEOG 558, Hazards and Risk Management (3 units) – Broad overview of hazards and disasters, whether natural or technological, emphasizing the physical and social dynamics that interact to produce hazard, the spatial

APPENDIX B
FREQUENTLY ASKED QUESTIONS

What is the EMER program?
The MS in Emergency Services Administration degree program (EMER) is an entirely online 32-unit graduate program. Courses are 3-4 units and will generally run for 15 weeks during the fall or spring semesters. If offered during summer terms, the courses run for 12 weeks. There are currently no winter session EMER courses available. The program uses team-focused projects.

What makes EMER unique?
EMER is an interdisciplinary program delivered exclusively online that prepares students for leadership responsibilities in emergency services administration and disaster management. Through the systematic study of the emerging discipline of emergency management, students will learn to more effectively analyze complex disaster management problems and develop strategic planning skills which encourage greater coordination and collaboration across all stakeholders within any disaster management community.

Who is EMER designed for?
EMER was designed to bring together students representing many different emergency services professionals living and working throughout the state, country, and world. EMER seeks students who recognize that to advance in their career and to attain better leadership skills, they must become a more educated professional. Upon completion of this program you will be more skilled in effectively creating interagency collaboration to reduce vulnerabilities and strengthen disaster resilience within the communities you serve.

Who should apply?
The EMER Program is appropriate for the following professionals.

- Firefighters
- Law enforcement
- Emergency medical services personnel
- Military personnel
- Emergency managers
- Public health practitioners
- Public administrators
- NGO administrators
- Private business disaster planners
- Other professionals with a strong interest in how disasters influence their field

What are the EMER program requirements?
The EMER program requires a total of 32 graduate-level units. Of this total, 27 units of coursework are required of all students, while 6 additional units may be taken as electives. Since we look for students to come from many different backgrounds, with varied professional experience, we provide a strong set of foundational required courses and allow students to generate in their electives a path of study that can strengthen a specific set of competencies in emergency management, their professional organization, or as their own career leadership development dictates.

Many of the EMER courses are specifically designed to support students' development of their projects or theses. The problems tackled in these culminating projects can be sanctioned through students' senior administrators within their own organization, through EMER's

collaborative partnerships with multiple agencies throughout the world, or generated by the student.

EMER examines emergency management research and theory with a constant "eye" to practical application in the real world. EMER requires students to complete a project or thesis as a final assessment of their studies. We want all of our graduating students to know they will make a positive difference in the lives of those they serve and in the organizations they have been educated to lead.

Who teaches the EMER courses?
CSULB full-time faculty teaching in the EMER program currently come from eight different programs/departments on campus with part-time faculty practitioners representing emergency services, public health, and private industries directly involved in emergency management.

What will I study?
Required courses focus on developing competencies in:

- Leadership skills
- Writing and critical thinking skills
- Emergency management and planning
- Gathering information and research data for making more informed and strategic decisions
- Interagency risk and crisis communications
- Public health issues
- Homeland security
- Business continuity
- International emergency management
- Grant writing and administration
- Finance and budgeting
- Hazards and risk management
- Strategic planning and integrative practices in emergency services administration
- And many more

Where are the classes held?
The EMER program is delivered entirely online in an asynchronous format.

How and where is the advising done for EMER?
Advising is conducted using web-based technology and by email or telephone.

When are the classes held?
Classes are held in fall, spring, and summer terms. All classes are offered entirely online asynchronously. Most faculty have developed their courses to offer intensive study and discussion of course topics in weekly lessons, which can be delivered in real time or through content made available online. Content delivered in real time is usually recorded and made available later to students unable to participate in the initial online discussions. Using the latest digital technologies, faculty and students can study all phases of disaster management through lectures and discussions delivered in real time or through weekly lessons designed to accommodate students' professional working schedules.

Do I take the same classes with the same students every semester?

No, EMER does not expect all students to pursue this program in lock-step, as changes in work assignment and/or family responsibilities frequently have an impact on degree planning. Students are expected to plan their work and family demands to finish their degrees in a timely manner. Adjustments to student schedules can be made in consultation with the EMER Graduate Advisor. All students must complete their degrees within seven (7) years, else courses expire.

What will my first semester look like?
All students entering their first fall semester must enroll in at least one course, EMER 500, Information Literacy and Practical Writing Applications for Emergency Services Administration. Students may enroll in additional courses depending upon their schedule or needs. EMER 500 introduces students to the functionality of the EMER online technologies, critical writing and thinking, and library research skills, as well as the foundational principles, competencies, and research and theory in emergency management. The content and course assignments in these first semester courses have all been closely integrated to ensure students experience a successful start to their graduate studies. After the first semester, students may enroll in additional courses as desired. Students must be enrolled every fall and spring semester until graduation.

What is MyCSULB?
MyCSULB has been adopted by the California State University system to provide convenient web service to students, faculty, and staff. At MyCSULB, you can maintain your student records and receive information that will keep you informed on updates to University policies and procedures regarding your path from new student to graduation. It is your responsibility to maintain and ensure accuracy of your student records at all times. Please work with the Graduate Advisor and review your MyCSULB records frequently throughout your academic career to ensure accuracy of your records and to avoid problems.

When will I graduate?
Most students graduate within two to three years after starting the program. You must graduate within seven years.

When is the admission deadline?
Usually June 1 for admission to the fall semester. The EMER Program does not have a spring or summer admission cycle.

What is the program cost?
Course fees for the EMER program are subject to change. For updated costs, see the Fees section on the CPaCE website. Costs for books, software, or other course materials are in addition to the course fees.

What college grants the EMER degree?
The EMER program is housed within the School of Criminology, Criminal Justice, and Emergency Management in the College of Health and Human Services (CHHS) on the campus of California State University, Long Beach. When you graduate, your diploma will read "Master of Science in Emergency Services Administration."

How do I apply?
Every step in the process for applying to the EMER program is detailed in the CSULB University Catalog and on the EMER website.

How can I get more information?

For more information, please e-mail the EMER Graduate Advisor, Dr. Peter Kreysa, at peter.kreysa@csulb.edu.

APPENDIX C
DIRECTORY OF FACULTY AND STAFF

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APPENDIX D
PROGRAM PLAN FOR THE MASTER OF SCIENCE DEGREE IN EMERGENCY SERVICES ADMINISTRATION

Student ID Number (Not SSN):		CSULB Email:
Name (Last, First Middle):		
Program Entry Date:[i]		Mandatory Completion Date (7 years maximum to graduate):
Expected Graduation Semester & Year: [ii]		

Course	Course Title	Units 500/600	Sem/Year Completed	Grade
REQUIRED COURSES (22 Units)				
Note: A grade of "D" or "F" in any one course will likely drop you from the program with no chance of recovery. CSULB does not "repeat-delete" graduate courses.				
EMER 500	Information Literacy and Practical Writing Applications for Emergency Services Administration (Prerequisite: None)	3		
EMER 506	Emergency Mgmt. and Homeland Security (Prerequisite: None)	3		
EMER 530	Applied Research Methods and Analytical Techniques (Prerequisite is EMER 506)	4		
EMER 540	Emergency Management Organizations: Constructs for Influencing Complex Systems (Prerequisite: None)	3		
EMER 548	Risk, Crisis, and Interagency Communications (Prerequisite is EMER 500)	3		
EMER 661	Emergency Management Leadership Across the Megacommunity (Prerequisites are EMER 500, 506, 530 and 540)	3		
EMER 671	Strategic Planning & Integrative Practices in Emergency Services Administration. (Prerequisites are EMER 500, EMER 506, EMER 530, EMER 540, and EMER 548. Send this completed form to the Graduate Advisor at least one semester BEFORE enrolling in this course. You must check Project or Thesis below.)	3		
	Total Required Course Units Earned	**22**		
REQUIRED PROJECT OR THESIS COURSE (4 Units)				
Take EMER 694 (Project) or Take EMER 698 (Thesis). Check appropriate box below.				
☐ **Project Option:** Select Project or Thesis option. Check the box if selecting project option:				
EMER 694	Project: Strategic Planning and Integrative Practices in Emergency Services Administration (Prerequisites are EMER 671 and Advancement to Candidacy. Send this completed form to the Graduate Advisor to Advance to Candidacy at least one semester BEFORE enrolling in this course.)	4		
☐ **Thesis Option:** Select Thesis or Project option. Check the box if selecting thesis option:				
EMER 698	Thesis (Prerequisites are EMER 671 and Advancement to Candidacy; complete all other coursework before enrolling in this course. Send this completed form to the Graduate Advisor to Advance to Candidacy at least one semester BEFORE enrolling in this course.)	4		
	Total Project or Thesis Units Earned	**4**		
SPECIALIZATION or ELECTIVE COURSES (6 Units)[iii]				
Use this section to identify specialization or elective courses you have taken, or will be taking, in your program. If using transfer courses, include the (a) course prefix, (b) course number, (c) course title, (d) name of institution, and (e) month/year completed. Transfer courses must be relevant graduate-level courses completed at a regionally accredited institution and no older than 7 years by graduation. Transfer courses may not have been used previously to obtain any other degree. Courses completed as an undergraduate may not be used as CSULB graduate-level transfer courses unless they were previously reserved for this purpose. It is your responsibility to know, understand, and follow all policies when requesting transfer credit below. Advancement to Candidacy does not guarantee approval of transfer courses. Exceptions will not be made.				
	Total Specialization or Elective Units Earned	**6**	32 semester units required to graduate.
	Total Units Earned in Program	**32**	

i You must be continually enrolled each fall and spring semester to remain in the program. If you are not enrolled each fall and spring semester, you will be dropped from the program unless you complete an Educational Leave form in the fall or spring semester before taking Educational Leave (else a late fee will apply). You can apply for Educational Leave using your Student Center on your MYCSULB account. Contact the Graduate Advisor for more information, or if you are having difficulty.

ii The deadline to apply for graduation is about 6 months before commencement. See the CSULB website for deadlines and information about commencement.

iii See the Graduate Student Checklist for specific information about using transfer courses in the program. Exceptions to policy regarding the use of transfer courses will not be made.

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