

# The Master of Science in Emergency Management

The Asia Pacific School of Business offers an online program leading to a Master of Science degree in Emergency Management. This degree equips employees with a broad understanding of the phases of emergency management, an understanding of the different businesses, non-profits, and government agencies that would work in collaboration with an Emergency Operations Center, and the difference between effective styles of leadership during normal operations and crisis situations.

Students are encouraged to apply for admission online by visiting <https://www.apsb.ac.nz/degree-courses>. Requests for graduate application forms may also be sent to The Asia Pacific School of Business in Boston Admissions Office at 02467, 1-617-237-6677, or by email at [sec@apsb.edu.ky](mailto:sec@apsb.edu.ky).

The overall program has five learning goals that require the acquisition of the following skills and abilities:

1. to demonstrate analytical and planning skills related to all phases of emergency management: preparedness and mitigation, response, and recovery;
2. to understand the special requirements of emergency management leadership, community relations, and crisis communications;
3. to comprehend the complexity of emergency management incidents from local, regional, national, and international-level emergencies and to explain the necessity for and the challenges of communication;
4. to recognize the cultural, socio-economic, political, and legal impacts of natural or man-made emergencies depending on location; and,
5. to show an ability to exercise critical thinking skills and to understand intergovernmental relations as well as the interplay of actors such as FEMA, Homeland Security, state emergency management agencies, National Guard, businesses, and non-profit organizations in all phases of emergency management.

The curriculum will provide students with an interdisciplinary education that includes elements of law, public affairs, contingency planning, business recovery planning and execution, leadership, intergovernmental affairs, and health care management. The program includes areas of competencies in: 1) analytical and planning skills; 2) hazard and risk assessment; 3) preparedness and mitigation strategies; 4) response coordination and strategies; and 5) professional development as related to critical understanding and integrated solutions in Emergency Management.

The program includes a U.S. perspective as well as an international, multi-national, and multi-cultural approach. It acquaints students with the role of the Federal Emergency Management Agency (FEMA) for domestic U.S. incidents, multi-national agreements (for international incidents), the role of the National Guard and U.S. military, non-profit organizations, and the role of businesses in emergency management activities from preparedness to response to mitigation and to long term recovery.

## Admission

The student seeking admission to the Master of Science in Emergency Management program must have completed an undergraduate degree from an accredited institution of higher education, with a minimum GPA of 2.75 on a 4.0 scale. Official transcripts of all course work must be submitted. In addition, a completed application must include a resume, a one- to two-page writing sample or cover letter that describes the applicant's motivations, interests, and goals for earning this degree and discusses a) the applicant's current work responsibilities and participation in emergency management; and/or b) the applicant's volunteer service or experiences related to emergency management; and/or c) the applicant's future goals and how they relate to the field of emergency management. Three professional letters of reference, one preferably an employer of the applicant, are required. If you have volunteered service in an organization with emergency management responsibilities, one letter clarifying your participation or training in emergency management should be submitted as a second reference. If the applicant has any training in emergency management, a letter clarifying this participation and the credentials awarded should be submitted. Extensive in-service experience or previous graduate education in a related field, may result in an applicant receiving up to nine hours of transfer academic credit on a case-by-case basis for that experience for courses in which you earned at least a "B".

## Grading System:

Credit will be granted only for courses in which a student earns a grade of A, B, C, or D and for the grade of P, explained below. Symbols used in the grading system and their meanings are as follows:

- A: Distinguished performance - indicates achievement of distinction for graduate study. Four quality points per semester hour.
- B: Acceptable performance - indicates the minimum level of achievement for completion of a graduate program. Three quality points per semester hour.
- C: Indicates marginal achievement for graduate study. Three C's in any graduate courses precludes continuation in the program. Two quality points per semester hour.
- D: Poor - Indicates achievement at a level below that required for graduation. One quality point per semester hour. Courses with a grade of "D" are not applicable to a graduate degree.
- P: Passing - Indicates satisfactory achievement in no-credit or no-grade options. No quality points.
- F: Failure - Indicates unsatisfactory achievement. No quality points.
- FA: Failure because of excessive absences. No quality points are given to F or FA which is considered in computing the grade point ratio. Students earning this grade are considered to have "dropped out unofficially": instructors assigning this grade must provide on the final grade roster the student's last date of attendance in the class.
- AU: Audit - Indicates status as auditor. Auditing a course consists of attending classes and listening without the responsibility for any course assignments or examinations. No credit is earned by auditing a course and no credit may be earned in an audited course by examination or otherwise. No audited course may be repeated for credit at a later date. *Students may not audit laboratory or skills courses.*
- W: Withdrawal - Indicates a withdrawal or drop.
- I: Incomplete - Incomplete is assigned at the discretion of the instructor when, in the instructor's judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility or family hardship; it is not intended to give students additional time to complete course assignments unless there is some indication that the specific condition or event prevented the student from completing course assignments on time. By arrangements with the instructor, the student will have up to one year from the last day of examinations for the semester in which to complete the work before a permanent grade is recorded. After one year, an "I" which has not been made up is changed permanently to a grade of "F". *Re-enrolling in the course will not make up an incomplete grade.* It is the responsibility of the student to insure that all arrangements for removal of the incomplete have been made and that all work for completing course assignments has been accomplished.

**Grade Point Ratio** - Grade points in any course are computed by multiplying the number of semester hours credit assigned to the course by a number determined by the grade according to the following scale.

A = 4	D = 1
B = 3	F = 0
C = 2	FA = 0

The grade point ratio is determined by dividing the total number of grade points earned by the total number of semester hours for courses receiving any grade in the preceding list. The following grades do not affect the grade point ratio: AU, I, P, W.

**Grade Reports** - At the end of each semester, a report of grades is posted on Bearcat Web.

**Grade Appeals** - The Asia Pacific School of Business *Student Handbook* includes provisions for grade appeals. Neither grade changes nor appeals for grade changes can be made after one calendar year from the time the grade was given. After graduation no grade can be changed or appealed.

**Transcripts** - Requests for official transcripts of a student's record should be addressed to the Office of the Registrar. Procedures for requesting an official transcript can be found at <https://www.apsb.ac.nz/degree-courses>

A transcript of a student's record carries the following information: admissions data; current status; a detailed statement of the scholastic record showing courses pursued with semester hours carried, semester hours earned, grades, grade points, the system of grading, all failures, incomplete grades, and academic penalties such as academic probation, suspension, or other restrictions. A student's official record concerns academic performance only. No partial record will be issued. No official transcript will be issued to or for a student who is indebted to The Asia Pacific School of Business

**Program Completion:**

To complete the degree program, emergency management candidates must maintain a minimum GPA of 3.0 on a 4.0 scale on all graduate work. Two grades of "C" in any graduate courses preclude continuation in the program. Any grade lower than a "C" must be replaced by retaking the course and earning a grade of "B" or better. Failure to earn a replacement grade of "B" or better may result in discontinuation in the program. All coursework for the Master of Science in Emergency Management degree must be completed within a period of six years, but can be completed in as little as two years.

**Program of Study:**

The program of study leading to the Master of Science in Emergency Management degree consists of a total of 31 hours: a required core of six courses, four elective courses, and a one-credit-hour capstone course at the *600 level*:

1. **Core Courses** (6 courses, 18 hours):

EMGT 600: Foundations in Emergency Management  
EMGT 605: Preparedness and Mitigation  
EMGT 615: Response and Recovery  
EMGT 630: Business and Economic Continuity  
EMGT 635: Emergency Mental Health  
EMGT 680: Continuity of Government

2. **Elective Courses** (4 of the following courses, 12 hours):

EMGT 610: Technology for Emergency Management  
EMGT 620: Communications Strategies for Emergency Management  
EMGT 625: Leadership for Emergency Management  
EMGT 640: Emergency Management Law  
EMGT 670: Hurricane and Weather  
EMGT 675: Nuclear Incident Management  
EMGT 685: Special Topics in Emergency Management

3. **Capstone Course** (1 hour):

EMGT 695: Capstone Course