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By the time a student graduates with a major in emergency management from North Dakota State University’s Department of Emergency Management, the student should be able to do the following:

- Describe the evolution of emergency management
- Demonstrate an understanding of threshold concepts in emergency management
- Analyze the contexts in which emergency management occurs
- Distinguish between the stakeholder groups involved in emergency management
- Critique how emergency management endeavors have been/are undertaken on the basis of empirical evidence
- Evaluate the significance of skills, training, and experience pursued while seeking an emergency management degree in the context of other program learning objectives
Recommended University General Education Courses for Emergency Management Majors

Humanities
- ENGL 345: Themes in American Culture (also fulfills diversity requirement)
- ENGL 336: Literature and The Environment (also fulfills global requirement)
- ENGR 311: History of Technology in America
- ENVD 101: Introduction to Environmental Design
- HIST 135: Race in U.S. History (also fulfills diversity requirement)
- LA 322: History of Landscape Architecture
- PHIL 111: Professional Responsibility and Ethics
- PHIL 215: Contemporary Moral Issues (also fulfills diversity requirement)
- PHIL 216: Business Ethics

Social and Behavioral Science
- ANTH 111: Introduction to Anthropology (also fulfills diversity requirement)
- COMM 216: Intercultural Communication (also fulfills diversity requirement)
- POLS 120: Terrorism (also fulfills global requirement)
- POLS 220: International Politics (also fulfills global requirement)
- SOC 235: Cultural Diversity (also fulfills diversity requirement)
- SOC 412: Sociology of Gender (also fulfills diversity requirement)
- WGS 110: Introduction to Women's Studies (also fulfills diversity requirement)

Science and Technology
Course/Lab Pair
- BIOL 124: Environmental Science and BIOL 124L Environmental Science Laboratory
- GEOL 105: Physical Geology and GEOL 105L Physical Geology Lab
- MICR 202: Introductory Microbiology and MICR 202L Introductory Microbiology Lab

Natural Science
- AGRI 115: Wonders of Weather
- BIOL 124: Environmental Science
- GEOL 105: Physical Geology
- GEOL 201: The Geology of Climate Change and Energy
• MICR 202: Introductory Microbiology
• NRM/RNG 225: Natural Resources & Agrosystems
• PLSC 110: World Food Crops
• SOIL 217: Introduction to Meteorology & Climatology
• UNIV 150: Foundations of Science or UNIV 151: Science and Society

Technology
• CSCI 114: Microcomputer Packages or MIS 116: Business Use of Computers

Wellness
• HNES 217: Personal and Community Health
• PH 101: Introduction to Public Health
Recommended Additional Courses for Emergency Management Majors to Fulfill AHSS Requirements

**Humanities (3 credits)**
- HIST 135: Race in U.S. History
- HIST 260: Women In America
- HIST 261: American Indian History
- PHIL 111: Professional Responsibility and Ethics
- PHIL 210: Ethics
- PHIL 215: Contemporary Moral Issues
- PHIL 216: Business Ethics
- PHIL 257: Traditional Logic
- PHIL 425: Environmental Ethics

**Arts (3 credits)**
- ART 124: Foundations of Design
- ART 153: Design Thinking and Creative Strategy
Emergency Management Major Requirements

Emergency Management Core Courses (27 credits):

- EMGT 101: Emergencies, Disasters, and Catastrophes (3), multiple sections fall and spring
- EMGT 261: Disaster Preparedness (3), spring only
- EMGT 262: Disaster Mitigation (3), fall only
- EMGT 263: Disaster Response (3), spring only
- EMGT 264: Disaster Recovery (3), fall only
- EMGT 291: Career and Professional Development Seminar (3), fall only
- EMGT 410: Comprehensive Emergency Management Planning (Capstone) (3), spring only
- EMGT 496: Field Experience (6), summer recommended

Emergency Management Electives (15 credits):

- EMGT 150: Homeland Security: An Exploration (3), fall and spring
- EMGT 414: Spatial Analysis in Emergency Management (3), TBD
- EMGT 420: Hazard, Risk, and Vulnerability Assessments (3), TBD
- EMGT 425: International Emergency Management (3), fall only
- EMGT 435: Issues in Homeland Security and Emergency Management (3), fall only
- EMGT 445: Vulnerability and Functional Needs in Emergency Management (3), spring only
- EMGT 461: Business Continuity and Crisis Management (3), fall only
- EMGT 463: Voluntary Agency Disaster Services (3), spring only
- EMGT 464: Disaster and Culture (3), TBD
- EMGT 481: Disaster Analysis (3), TBD
- EMGT 491: Seminar (3), TBD
- SOC 443: International Disasters (3), TBD
# Fall 2018 Four-Year Plan: Emergency Management

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Emergency Management Schedule of Courses 2017-2020

2018-2019

Fall
- EMGT 101: Emergencies, Disasters, and Catastrophes
- EMGT 150: Introduction to Homeland Security
- EMGT 291: Career and Professional Development
- EMGT 461/661: Business Continuity and Crisis Management
- EMGT 262: Disaster Mitigation
- EMGT 264: Disaster Recovery
- EMGT 425: International Emergency Management
- EMGT 763: Disaster Response Theory and Practice

Spring
- EMGT 101: Emergencies, Disasters, and Catastrophes
- EMGT 150: Introduction to Homeland Security
- EMGT 261: Disaster Preparedness
- EMGT 263: Disaster Response
- EMGT 410: Comprehensive Emergency Management Planning (capstone)
- EMGT 463/663: Voluntary Agency Services in Disasters
- EMGT 764: Disaster Recovery Theory and Practice

2019-2020

Fall
- EMGT 101: Emergencies, Disasters, and Catastrophes
- EMGT 150: Introduction to Homeland Security
- EMGT 291: Career and Professional Development
- EMGT 461/661: Business Continuity and Crisis Management
- EMGT 262: Disaster Mitigation
- EMGT 264: Disaster Recovery
- EMGT 425: International Emergency Management
• EMGT 435/635: Issues in Homeland Security and Emergency Management
• EMGT 463/663: Voluntary Agency Services in Disasters
• EMGT 761: Disaster Preparedness Theory and Practice

Spring
• EMGT 101: Emergencies, Disasters, and Catastrophes
• EMGT 150: Introduction to Homeland Security
• EMGT 261: Disaster Preparedness
• EMGT 263: Disaster Response
• EMGT 410: Comprehensive Emergency Management Planning (capstone)
• EMGT Elective: TBD based on new hire
• EMGT 762: Disaster Mitigation Theory and Practice
Internship: Frequently Asked Questions

Why is an internship required to graduate?

The Department of Emergency Management believes that applied experiences enhance a student’s ability to synthesize concepts both within, and across, courses. A degree alone does not create the ideal candidate for an entry-level emergency management or business continuity position. Ideally, by the time students graduate, they have focused efforts on professional development activities that include: engagement with practitioner community events; training; and, applied experiences. The internship requirement is designed to ensure that students have the benefit of applied experiences in an organization, sector, or industry that interests them.

Internships supply students with an opportunity to: apply material learned in courses; experience emergency management practice; learn more about the structure, culture, and operational expectations within a sponsoring organization; contribute to the sponsoring organization’s mission; learn from colleagues, supervisors, mentors, and others present during the internship period; develop or enhance skills and abilities; and, show the sponsoring organization the strengths and capabilities brought to bear as a result of education and effort.

What qualifies as an acceptable emergency management or business continuity internship?

To be approved, an internship must afford the intern the opportunity to work on meaningful emergency management and/or business continuity projects and become oriented to, build, and further develop skills and abilities essential to successful practice.

Does an internship need to be a paid internship to qualify?

No, an internship does not need to be paid to meet the internship requirement. In fact, many internships are not paid. The Department of Emergency Management does not engage in discussions with sponsoring organizations regarding pay specifics. Details regarding pay are typically provided in advertisements or addressed in interviews.

What should I look for in an internship?

Ideally, an internship gets students as close as possible to their beginning career goal. Students make internship choices based on any number of things, such as: the type of position; the sector the position is in; the geographic location of the position; or, the pay associated with the position.

What type of things should I ask a sponsoring organization to do to help me get the most out of my internship?

The most successful internship experiences are those which are immersive and include a strong mentoring presence at the sponsoring organization. These organizations engage interns in activities that are part of the regular emergency management or business continuity function. This could include meetings, trainings, conferences, exercises, presentations to supervisors or commissioners, partner events, etc. If an event occurs
during the internship period (which is not all that uncommon in this career path), interns should likewise engage in activities associated with the event.

Regarding mentoring, internship experiences create a powerful opportunity for interns to learn and grow under the guidance and tutelage of an established professional. Interns should ask to regularly receive feedback and guidance on ways in which they can improve and advance their efforts. Additionally, interns can seek guidance on, and support to attend, training, conferences, and other professional opportunities that are available during their internship.

Is there a special form or contract that I need to have the sponsoring organization fill-out?

No, there is no form or contract required, but the Internship Coordinator must approve your internship. The goal is to allow as much flexibility as possible for students to find the best fit in an internship that meets their specific needs. The Internship Coordinator will reach out to the sponsoring organization to confirm the internship and will send an evaluation form for the sponsoring organization to complete at the end of the internship.

What if the sponsoring organization requires me to create a scope of work or sign another type of agreement about what I will do during my internship?

In some instances, sponsoring organizations have their own processes and requirements for interns. These processes and requirements are typically not in conflict with the Department of Emergency Management’s operational framing. If in doubt, speak with the Internship Coordinator.

How many work hours (per internship credit) must I complete?

For each hour of internship credit, you must complete a minimum of 50 hours of work with an approved sponsoring organization. Hence, three (3) credit internships require the completion of a minimum of 150 hours of work and six (6) credit internships require the completion of a minimum of 300 hours of work. Internships can only be completed within a three (3) or a six (6) credit frame.

How do I register for internship credits?

The Internship Coordinator gives permission for students to register for internship credits after meeting with students, securing specifics about the internship, and approving the internship for credit. Once permission has been granted, the course can be added like any other course during registration. Internship credits are charged at the same tuition rate as course credits.

Who keeps track of the internship hours?

Interns are responsible for tracking their own hours and completing the minimum required. Sponsoring organizations, while not required to track intern hours, typically track them as well and report any deficiencies.
What work do I have to do to pass my internship credits?

All interns must complete a pre-internship sheet, submit regular reflection and progress sheets, complete a post-internship evaluation, and meet with the Internship Coordinator post-internship to discuss their evaluation and the sponsoring organization’s evaluation.

At what point in my studies should I start thinking about an internship?

Students are expected to have completed at least three of the phase courses (EMGT 261-264), the professional development course (EMGT 291), and have considered their career path prior to setting up an internship. Ideally, the required internship credits should not be completed before a student is within 12 months of graduation and may be completed in the semester immediately after graduation (which results in degree posting the following semester). Internships can lead to job opportunities with a sponsoring organization; hence, to maximize these opportunities, proximity to graduation matters.

Which semester is the best time to do an internship?

Internships can be done in any semester – fall, spring, or summer – but, most internships are completed the summer prior to, or after graduation. Internships completed during semesters where students have on-campus classes and many other obligations do not typically afford students enough time to devote to the internship (particularly given the operational hours of many sponsoring organizations). Summer semester internships allow students to more intently focus their time and energy on the internship and frees them to complete the internship at any geographic location (as opposed to one in proximity to the university).

How far in advance should I start searching for an internship?

Internship opportunities vary and are specific to each student, but as a rule of thumb, students seeking to secure a competitive, paid internship should start the internship search process seven to nine months in advance. It is not uncommon to see internship positions listed early in the fall for the upcoming summer. The more specific a student’s interest, the earlier the search should begin. For example, if a student is interested in a specific organization or sector, it is prudent to monitor information about the organization or sector and the internship opportunities available. The Internship Coordinator will do direct outreach to organizations that have no established internship program or pathway to facilitate individual student’s career goals at the student’s request.

Can I do multiple internships?

Yes, students can do multiple internships, but only six credits of internship are required. The Internship Coordinator will help provide advice on, and help arrange, both credit and non-credit internships for students. Non-credit internships arranged with the department’s help do not carry the same deliverable requirements as credit internships, but they do carry the same professional expectations. Multiple internships allow students to both flesh out their resume and form more concrete ideas about the pathway and positions they are interested in. Volunteer opportunities are another way to acquire applied experience. These opportunities typically require less time (sometimes only hours) and allow students to participate in a variety of experiences.
Where can I get help with my resume, cover letter, and interview skills?

These topics are covered in the department’s professional development course (EMGT 291). Prior to applying for internships or jobs, students and alumni should utilize the free services available through the NDSU Career Center (https://career.ndsu.edu/). Through the Career Center students can receive free resume and cover letter review, do mock interviews, and address other career needs and questions. These services are available throughout a student’s time on the campus and for six years after graduation.

I still have questions, who can answer them for me?

The Internship Coordinator is available to all emergency management majors and is happy to meet with students to answer questions (at any juncture in their studies). If a student identifies a specific career pathway early in their studies, they should tell their major advisor to allow their advisor to make more focused course recommendations for that pathway. Department faculty engage often with students and all faculty members are willing to answer students’ questions about pathways in which they have expertise.
Other Resources to Get You Through

Stay Connected
The Department of Emergency Management works purposely to communicate with internal and external audiences. We want to ensure students know about student and faculty accomplishments, program and curricular changes, upcoming program events, conferences, training, and extracurricular opportunities, job opportunities, major and alumni job placements, and more! Information is routinely disseminated through the following forums:

- Facebook: www.facebook.com/demndsu
- Instagram: demndsu
- LinkedIn: https://www.linkedin.com/company/demndsu/
- Website: www.ndsu.edu/emgt
- Listserv: Once a student, send an email to kate.ulmer@ndsu.edu with the address you would like included for listserv purposes

We urge you to like/follow us on as many platforms as possible so you can be sure you are getting the information you need to progress through the program and onto your next step thereafter!

Emergency Management Student Lounge
As of Fall 2017, emergency management students have a lounge in which to relax, study, and chat with colleagues. The room is available whenever the Department of Emergency Management suite is open (typically 8am-5pm). There are work spaces, couches, chairs, plenty of plugs, and a refrigerator. And don’t be surprised if you find snacks appearing in the room on and off throughout the year. The room was furnished with funds donated to the Alumni Foundation by Department of Emergency Management Alumni!

Emergency Management Student Association
The Emergency Management Student Association (EMSA) is the local student chapter of the International Association of Emergency Managers (IAEM). EMSA coordinates speaker series, networking events, training events, field trips, and service learning projects for its members for the benefit of the professional development of members. The organization holds regular meetings throughout the academic year. Membership in the association is low cost and open to all North Dakota State University students.

Alumni Network and Events
The Department of Emergency Management is blessed to have alumni who support all of its programs and the students within them. Alumni routinely speak in courses, allow students to informally interview and job shadow with them, help connect students to resources, help students build their professional network, inform students of job openings and more. Department faculty ensure that students are connected with the alumni in the best position to help them. Additionally, alumni attend events we term “family reunions” (because it is like getting the family back together every time we have such an event). Students are invited to attend these events at no cost so
that they have the opportunity to informally network and get a sense of the kinds of jobs that they too might pursue.

Coffee with the Department Head

Once a month, you are invited to join Dr. Jensen, Department Head, for an open conversation in the Minard Hall coffee shop. The dates and times are announced well in advance. There is no agenda for these conversations. The gathering represents an opportunity for discussion about any topic of interest to students. Have a curriculum question? Wonder about something the program is doing? Have a suggestion to improve student experience? Want to know more about a particular topic? Discussion in any and all of these areas and more is welcomed. Can’t make it but have a question? Share it with a colleague planning to come so they can bring it up on your behalf!

Department Faculty

The Department of Emergency Management faculty are the best resource available to students. Faculty are available and accessible to students (in fact, it is common that department syllabi contain the faculty member’s cellphone number!). And, faculty are more than advisors who help students craft schedules that lead to graduation. Instead, department faculty get to know each student well and personally. Faculty actively mentor students inside and outside of course with respect to personal and professional development. When you become a student in emergency management, you become part of our family.

Scholarships

Emergency Management Scholarship

A minimum of one $250 scholarship will be available to those accepted into the emergency management major annually. Students must have completed at least 12 credits in emergency management and be in good academic standing to be eligible. Preference will be given to students with a 3.0 cumulative GPA or higher and a 3.2 GPA or higher in the major. Preference will also be given to those who have actively participated in the Emergency Management Student Organization (EMSA) and who have taken steps towards their professional development outside of the classroom.

George A. Youngs Jr. Emergency Management Scholarship

The George A. Youngs Jr. Emergency Management Scholarship of $250 will be awarded annually in recognition of the student who displays passion and enthusiasm for emergency management. The nomination process is faculty led. Dr. Youngs advocated and built the emergency management programs at North Dakota State University from mere ideas to reality. Up to the point he spearheaded the development of emergency management at NDSU, he had been a sociology scholar. Yet, he displayed unparalleled passion and kid-like energy for this new area of study. He devoted himself to learning and teaching emergency management in the last decade of his career at NDSU where others may have opted to relax. Faculty will watch our student body each year for a student with similar passion and energy about emergency management and recognize it with the George A. Youngs Jr. Emergency Management Scholarship.

Emergency Management Arc Scholarship

The Arc Scholarship was developed to recognize those students who might not always have had the best GPA or the most engaged in professional development but who nonetheless demonstrate significant and steep upward growth trajectory with respect to who they are as a person, a student, and/or an up and coming professional. The
$500 Arc Scholarship is faculty nominated, awarded annually in spring, and applied to the recipient's account the following fall semester.

**Additional Scholarship Opportunities**
The NDSU General Scholarship Application for current students is now available! Don't miss out on an opportunity to apply for scholarship funds for next year. You can find the electronic application by clicking the link at the bottom of this page.

The deadline date for AHSS scholarships is March 1, 2018.

AHSS scholarships applications are online.

Ø Once you submit the online scholarship application, make sure to log in periodically to see if there are any new scholarships recommended for you that require additional responses.

Ø Be sure to complete the 2017-18 FAFSA by February 1st to be considered for any need-based scholarships offered by NDSU.

Ø All external scholarships (those offered by organizations outside of NDSU) have been moved to the online scholarship system. Once you click on the “apply to” button, go to “opportunities” -> “external” to view and/or apply.

Apply at: [https://www.ndsu.edu/onestop/finaid/scholarships/](https://www.ndsu.edu/onestop/finaid/scholarships/) or [https://www.ndsu.edu/ahss/about_the_college/scholarships/](https://www.ndsu.edu/ahss/about_the_college/scholarships/)

**International Association of Emergency Managers Scholarships**
The International Association of Emergency Managers established the Scholarship Program to nurture, promote and develop disaster preparedness and resistance by furthering the education of students studying the field of emergency management, disaster management or a related program.

The purpose of the program is to assist the profession by identifying and developing students with the intellect and technical skills that can advance and enhance emergency management or disaster management.

The IAEM Scholarship Program grew through many years of leadership by its co-founder, Robert C. Bohlmann, CEM. In his honor, an undergraduate scholarship was established: The Robert C. Bohlmann, CEM, Scholarship for Service in Emergency Management. This scholarship will be awarded to an undergraduate student who has the highest score under the scholarship rating system. The Scholarship Commission welcomes donations in Bob’s name to further his mission. Other undergraduate and graduate scholarships will be awarded as IAEM scholarships.

The program is sustained through donations from individuals and corporations. The Scholarship Commission’s current goal is to reach $1 million in the endowment fund to ensure IAEM Scholarships into the foreseeable future.

Learn more and apply at: [https://www.iaem.com/page.cfm?p=about/scholarships/intro&lvl=1](https://www.iaem.com/page.cfm?p=about/scholarships/intro&lvl=1)
Graduate Program Learning Objectives

**Master’s Program**

By the time a student graduates with a master’s degree in emergency management from North Dakota State University’s Department of Emergency Management, the student should be able to do the following:

1. Suggest implications of the evolution of emergency management for policy and practice
2. Articulate how threshold concepts of the academic discipline might shape and/or be applied in emergency management endeavors
3. Evaluate the opportunities and challenges for emergency management endeavors on the basis of empirical evidence and given the contexts and units of analysis in which emergency management must occur.
4. Synthesize academic literature and use it to develop insights, make inferences and/or draw conclusions about key topics within the discipline’s purview.

**Additional for thesis-track:**

5. Identify the major research methods and standards of the academic discipline
6. Create new knowledge in a manner consistent with the disciplinary methods and standards
7. Assess the significance of this knowledge to emergency management research, practice, and policy

**Doctoral Program**

By the time a student graduates with a doctoral degree in emergency management from North Dakota State University’s Department of Emergency Management, the student should be able to do the following:

1. Suggest implications of the evolution of emergency management for policy, practice, and research
2. Demonstrate extensive knowledge of the literature associated with the academic discipline within two of the four areas of specialization within emergency management (i.e. preparedness, response, recovery, mitigation)
3. Synthesize academic literature and use it to develop insights, make inferences and/or draw conclusions about the current state of knowledge (e.g. challenges, opportunities and trends) and the status of theory on key topics within the discipline’s purview
4. Formulate approaches to emergency management endeavors on the basis of empirical evidence and the contexts and units of analysis in which emergency management must occur
5. Assess the major methods/analytical approaches and research standards related to the discipline
6. Produce original emergency management research grounded in the literature of the academic discipline and the disciplinary research standards
7. Assess the significance of this research to emergency management research, practice, and policy