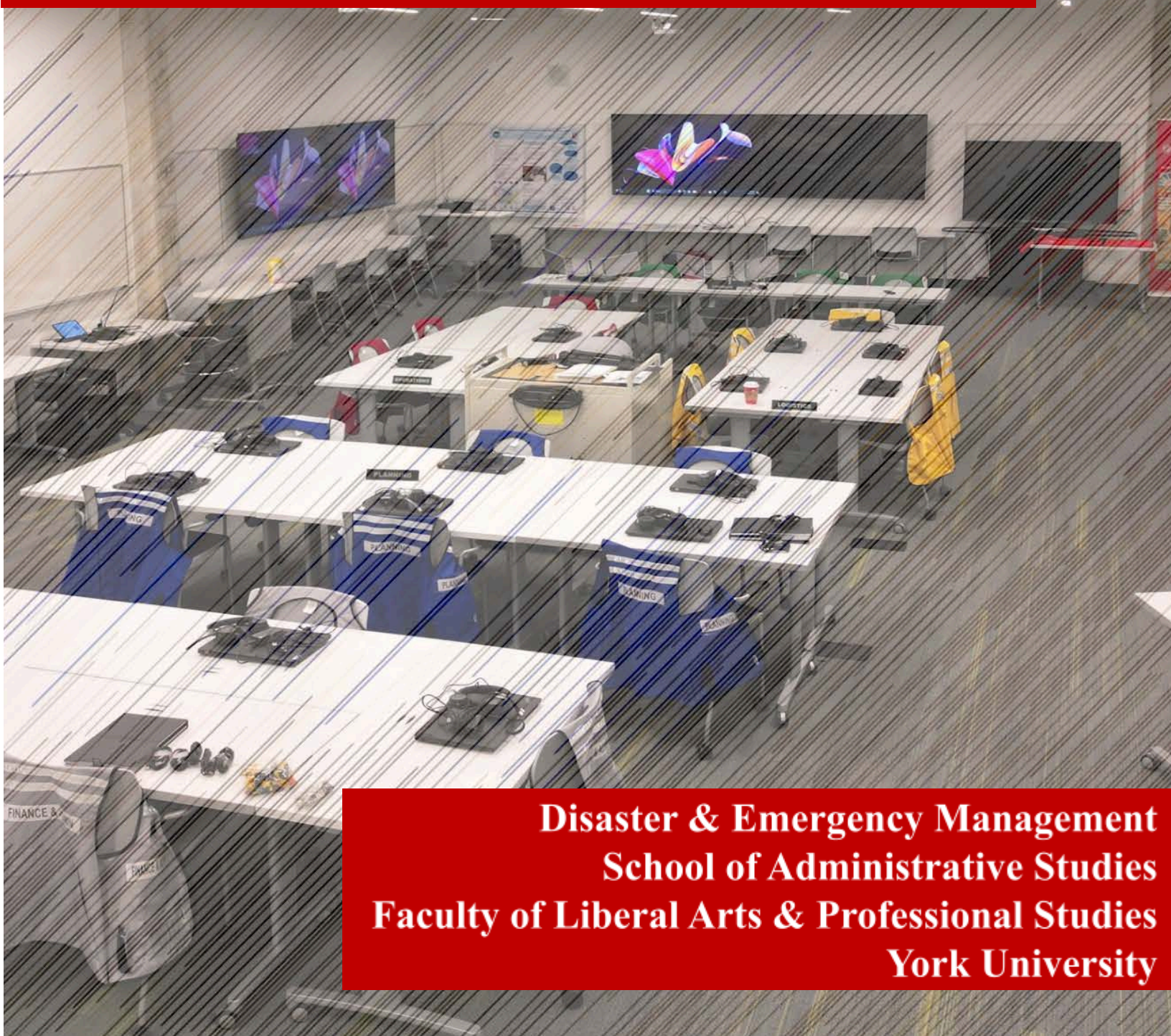


# Master of Disaster & Emergency Management

**2025-2026 MDEM Program Handbook**

---



**Disaster & Emergency Management  
School of Administrative Studies  
Faculty of Liberal Arts & Professional Studies  
York University**



# Table of Contents

<b>Welcome to the Program</b>	<b>2</b>
<b>1.0 About Us</b>	<b>3</b>
<b>2.0 Introduction to the Handbook</b>	<b>5</b>
<b>3.0 Degree Options and Requirements</b>	<b>6</b>
<b>4.0 MDEM Degree by Major Research Paper</b>	<b>7</b>
<b>5.0 MDEM Degree by Course Work</b>	<b>9</b>
<b>6.0 Other Program Elements</b>	<b>10</b>
• IMS 200 Training	10
• Tabletop Emergency Exercise	10
• Disaster Seminar Series	10
• Weekly Reading Online Group	11
• Optional Graduate Diplomas alongside your DEM degree	11
<b>7.0 DEMS Courses</b>	<b>12</b>
7.1 Course Descriptions	14
7.2 Course Schedule	17
<b>8.0 Important Program Policies</b>	<b>18</b>
8.1 Class Attendance	18
8.2 Expectations of Full-time Students	19
8.3 Research Methods Courses for Major Research Paper (MRP) Students	19
8.4 Exemptions for Research Methods Courses	19
8.5 Internship Placement for Students Currently Employed	20
8.6 Large Language Models and AI Use	20
<b>Appendix A: Sample Template MRP Proposal for Approval</b>	<b>21</b>
<b>Appendix B: Overview of Relationship with Supervisor &amp; Committee</b>	<b>22</b>

# Welcome to the Program

*Dear MDEM Student,*

*On behalf of all DEM faculty, welcome to the program! We reviewed your application with great enthusiasm and are looking forward to getting to know you throughout the course of the program. We are confident that being part of the 2025-2026 incoming MDEM cohort will be of great value to your academic and professional development.*

*Undoubtedly, what you will learn through your interaction with our research-active faculty in your classes, and as you progress through the various academic components of your degree, is foundational to developing expertise in the field. However, to get the most of your experience, we encourage you to see your graduate studies as all-encompassing. Please consider participating in our annual table-top exercise and training, attend our weekly Disaster Seminars through Y-EMERGE, register for events hosted by [CIFAL-York](#) and [ADERSIM](#), and seek out opportunities to volunteer and engage with the [Canadian Journal of Disaster & Emergency Management \(CJEM\)](#). Your DEM professors are leading these initiatives across the university with your growth and development in mind.*

*Please also consider getting involved with DEMSA - our graduate student's association! Made up of students just like yourself, you will have the opportunity to plan and participate in social events, fieldtrips, network with alumni, and attend conferences (...in fact, look out for our internal competition to win free tickets to attend DEMCON in October!).*

*As I'm sure you have already realized, we lean heavily on our amazing Graduate Program Assistant (GPA), Sabina Lackner, for the smooth running of the program. Sabina has been with the program since 2006, resulting in decades of experience, and is of great support to all our graduate students and faculty. Sabina and I are here to listen to your concerns and needs. Please feel free to reach out to us if there is anything we can assist you with. Together, we will work towards ensuring that you progress through the program in a timely manner.*

*Welcome once again to the Disaster and Emergency Management family at York University. I wish you all the best of luck on this exciting journey ahead.*

*Warm regards,*

*Dr. Aaida Mamuji  
Associate Professor & Graduate Program Director  
Disaster & Emergency Management*

# 1.0 About Us

This is your small yet mighty DEM Team at York University:



From left to right, Professors [Ali Asgary](#), [Eric Kennedy](#), [Jennifer Spinney](#) (*Undergrad Area Coordinator*), [Evalyna Bogdan](#), [Aaida Mamuji](#) (*Graduate Program Director*), [Jack Rozdilsky](#) and [Nirupama Agrawal](#). We also rely heavily on our program staff Sabina Lackner (*Graduate Program Assistant*).

Some of our courses are taught by part-time course directors. For the 2025-2026 academic year, these include:

- [Prof David Etkin](#) - Disaster & Ethics (Prof. Etkin is one of our DEM program founders!)
- Yundi Chen - Quantitative Methods
- Prof Kelly Thomson - Qualitative Methods
- Andrew Moull and Ian Attard - DEM in Healthcare

We are also lucky to have two Visiting Scholars on board. These include the highly acclaimed Dr. [Kathleen Tierney](#), and [Dr. Liton Chakraborty](#), who currently works for Employment and Social Development Canada.

Our program is underpinned by five program pillars, which reflect our core principles. We are:

**1. Interdisciplinary**

Our program encourages interdisciplinary research and collaboration across various departments and fields of study, particularly given the diversity of hazards facing the natural and built environment, and society at large.

**2. Holistic**

We view disaster and emergency management through a comprehensive lens, addressing all stages of complex challenges from mitigation, preparedness, response through to recovery, recognizing their interconnectedness and with attention to root causes and drivers of vulnerability.

**3. Analytical**

We promote critical thinking and encourage our students to investigate existing assumptions and power dynamics, and to appreciate the impact of context and future directions.

**4. Strategic**

We recognize the importance of effective risk assessment, decision support, leadership, planning and policy, in creating resilient and inclusive communities and societies.

**5. Solutions-Oriented**

Our program is solutions-oriented and emphasizes practical, collaborative, and flexible approaches to manage disasters and emergencies, including through the use of innovative technology.

## 2.0 Introduction to the Handbook

York University is proud to offer Canada's most comprehensive suite of Disaster and Emergency Management (DEM) academic programming, offering Bachelor, Master and PhD degrees, and an EM certificate. We welcome you to our growing community of students and alumni.

The Master in Disaster & Emergency Management (MDEM) is a unique program developed in response to the growing recognition of the urgent need for graduate-level education in this important field. Business, industry, government and non-profit sectors increasingly recognize the necessity of having better-educated planners and policymakers at senior levels who can bring to bear a sophisticated analytical perspective, informed by current research.

The program appeals to those aspiring to become Disaster & Emergency Management professionals; those currently working in the field looking to advance knowledge and to assume positions of increasing responsibility; as well those interested in engaging in more advanced studies and research in disaster studies.

Studying on either a full-time or part-time basis, you will develop the knowledge and skills to help prevent, mitigate, prepare for, respond to and recover from local, national and international disasters and emergencies. The program is interdisciplinary drawing on the strengths of York faculty and professionals in the field to offer a wide range of expertise in areas.

This program handbook outlines MDEM degree options and requirements; provides details on DEM courses and other course opportunities; and details important policies and guidelines. Please read through this handbook in detail, and make sure that you refer to it throughout the course of your degree.

## 3.0 Degree Options and Requirements

To complete the program there are two options available:

1. **Major Research Paper (MRP):** 24-course credits, equivalent to eight 3-credit courses + MRP, worth six credits
2. **Course work:** 30-course credits, equivalent to ten 3-credit courses

You don't have to know exactly which option to choose right away; this will be something you want to determine in your second term after taking some courses and getting a feel for the program etc. These two options can be completed on a part-time basis or a full-time basis.

The recommended course load for a full-time student is three 3-credit courses per semester and for a part-time student is 1-2 3-credit courses per semester. The recommended time to completion is 4 terms (16 months) for full-time students and 8 terms (32 months) for part-time students.

	MAJOR RESEARCH PAPER (MRP)	COURSE WORK
Total number of courses	8 courses (24 credits)	10 courses (30 credits)
Other requirements	MRP (80-100 pages) (6 credits)	-----
Required courses	DEMS 5020 – Disasters: Concepts & Causes DEMS 5030 – Social & Behavioural Dimensions of Disasters DEMS 5051 – Research Design & Qualitative Methods DEMS 5052 – Quantitative Research Methods	DEMS 5020– Disasters: Concepts & Causes DEMS 5030 – Social & Behavioural Dimensions of Disasters  <b>EITHER</b> DEMS 5051 – Research Design & Qualitative Methods <b>OR</b> DEMS 5052 – Quantitative Research Methods

The following sections provide more detail on these two program completion options.



## 4.0 MDEM Degree by Major Research Paper

To complete the MDEM degree through the Major Research Paper (MRP) route, students must successfully complete 24 course credits including the following:

- **Core required courses: Six credits**
  - DEMS 5020 3.0 Disasters: Concepts and Causes
  - DEMS 5030 3.0 Social and Behavioural Dimensions of Disasters
- **Six additional credits in research methods:**
  - DEMS 5051 3.0 Research Design and Qualitative Research Methods  
AND
  - DEMS 5052 3.0 Quantitative Research Methods
- **Twelve additional credits** selected in consultation with the student's supervisor, six of which must be from courses within the MDEM program, and the rest may be from the MDEM program and/or from appropriate graduate courses offered across the university based on the student's field of specialization. In some cases, students are eligible to take graduate courses in other universities in Ontario and/or Canada in order to meet non-DEMS credit requirements.

**Major Research Paper (MRP):** Those students in the MRP option are required to write a Major Research Paper on an approved topic by mutual agreement with a faculty member (supervisor) from the DEM program. Topics can either be a critical evaluation and synthesis of the current state of knowledge and research within a defined area of study, or may focus on a specific research topic in depth. Papers must comprise original material of scholarly nature, demonstrate that the student is capable of independent research and critical analysis, and be of publishable quality. The MRP is typically between 50-80 pages.

Before a student begins working on their project, a proposal must be developed in consultation with the supervisor and approved by the Graduate Program Director. A



sample template for the MRP proposal structure is provided in [Appendix A](#) of this handbook. For an overview on the relationship between student and supervisory see [Appendix B](#).

Students interested in pursuing research involving human participants are encouraged to speak to their supervisor for guidance. Ethics approval is required for any research projects involving human subjects. Students must complete the necessary human subject's submission, which is then analyzed by the MDEM Ethics Review Committee. Students are expected to adequately address all comments provided by the committee prior to beginning data gathering. Details and Forms can be found here: [www.yorku.ca/gradstudies/students/current-students/thesis-and-dissertation/research-ethics/](http://www.yorku.ca/gradstudies/students/current-students/thesis-and-dissertation/research-ethics/).

Once complete, the MRP is graded on a pass/fail basis by a committee composed of the student's supervisor and one other faculty member (a second reader) who is a second expert on the topic. This second reader is often another DEM full-time faculty, but may be another expert outside the DEM program within York or elsewhere, as approved by the GPD.

Students doing their MRP must register in **GS/DEMS 6999** Major Research Paper, which is equivalent to **six** course credits, in their anticipated last term of the program.

#### Typical full-time student MRP timeline:

Task/Steps	Timeline
Choose research area(s)	By beginning of Term 2
Make connection with potential supervisor(s)	
Develop loose plan in conjunction with selected: Research Questions, Choose theoretical frame, methodology	
Ethics application if required	End of Term 2/Beginning of Term 3
Finalize Proposal	By end of Term 2
Literature Review	
Protocol development (i.e. interview, survey, etc.)	
Data collection	Term 3
Data analysis (i.e. transcribing, coding, analysis)	Term 4
Final Paper	

## 5.0 MDEM Degree by Course Work

To complete the MDEM degree through course work, students must successfully complete 30 course credits including the following:

- **Core required courses: Six credits**
  - DEMS 5020 3.0 Disasters: Concepts and Causes
  - DEMS 5030 3.0 Social and Behavioural Dimensions of Disasters
  
- **Three additional credits in research methods from either:**
  - DEMS 5051 3.0 Research Design and Qualitative Research Methods
  - OR
  - DEMS 5052 3.0 Quantitative Research Methods
  
- **21 additional credits:** 12 (minimum) of which must be from courses within the MDEM. Other courses may be selected in consultation with the Program Director from appropriate graduate courses from other graduate programs at the university. In some cases, students are eligible to take graduate courses in other universities in Ontario and/or Canada to fulfil non-DEM credit requirements.

## 6.0 Other Program Elements

In addition to degree requirements for both the MRP and course-based options for the MDEM degree, there are other program elements that students are expected to engage in:

- **IMS 200 Training**

Students in the MDEM program will be expected to complete IMS 200 Training during the course of their degree. IMS 200 training is offered by the Emergency Management Ontario, and typically scheduled for the fourth weekend of October, although this may change. IMS 200 training for the upcoming academic year is scheduled for: **October 25-26**.

- **Tabletop Emergency Exercise**

Participation in our annual tabletop exercise will allow students to apply the knowledge they have gained in the classroom to an exercise based on a disaster scenario. The exercise will typically be a one-day event on the last Saturday of March, although this day may change. The tabletop exercise for the upcoming academic year is scheduled for: **March 28, 2026**.

- **Disaster Seminar Series**

Students are encouraged to attend the weekly Disaster Seminar Series, offered through Y-EMERGE, York's pan-university Organized Research Unit for disasters. The Disaster Seminar Series is a hub for cutting edge research, innovative practitioner perspectives, and networking opportunities. It is intended to build community with those studying disasters, crises, emergencies, and other catastrophes from all faculties across campus. Activities will include presentations and activities with professors, practitioners, alumni, graduate students, and others. The Disaster Seminar is held in person weekly in the Advanced Disaster, Emergency and Rapid Response Simulation (ADERSIM) Lab. The lab is located in the basement of Schulich School of Business (111 Ian MacDonald Blvd, North York, ON M3J 1P3), on **Thursdays 2:45-3:45 pm EST (starts Sep. 11)**.



- **Weekly Reading Online Group**

Also offered through Y-EMERGE, the weekly reading group is a virtual space to discuss disaster-related readings. Some benefits of an academic reading group include:

- Critical thinking and scholarly dialogue (engage deeply with complex texts to analyze, question, and debate)
- Professional and academic skill development (synthesizing literature, articulating arguments, responding to critique)
- Building community and intellectual support

The Weekly Reading Group is expected to be held weekly on **Mondays between 3-4 pm.**

- **Optional Graduate Diplomas alongside your DEM degree**

York University offers [graduate diplomas](https://futurestudents.yorku.ca/graduate/programs) that students can take concurrently, alongside their masters or doctoral degrees. Diplomas are offered by the Faculty of Graduate Studies. Students are to apply separately for the Graduate Diploma within the first year of their program. For a list of Graduate Diplomas, visit <https://futurestudents.yorku.ca/graduate/programs> and look under Diplomas. Examples of diplomas include: [Refugee & Migration Studies](#), [Democratic Administration](#), [Environmental/Sustainability Education](#), [International & Security Studies Management](#), and others.

*\*Note: While students are highly encouraged to engage in these additional project elements, they are not strict requirements as part of the MDEM degree.*

## 7.0 DEMS Courses

The following is a list of courses offered by the MDEM program

Core courses:

- DEMS 5020 3.0 Disasters: Concepts and Causes
- DEMS 5030 3.0 Social and Behavioural Dimensions of Disasters
- DEMS 5051 3.0 Research Design and Qualitative Research Methods
- DEMS 5052 3.0 Quantitative Research Methods

Optional/Elective courses

- GS/DEMS 5000 3.0 Directed reading
- GS/DEMS 5010 3.0 Advanced DEM: GIS, Modelling, Simulation
- GS/DEMS 5040 3.0 Natural Hazards
- GS/DEMS 5053 3.0 Topics in Business Continuity
- GS/DEMS 5060 3.0 Terrorism Studies I
- GS/DEMS 5080 6.0 Emergency Management Practicum
- GS/DEMS 5082 3.0 Disaster & Emergency Management in Healthcare
- GS/DEMS 5083 3.0 Disaster & Emergency Management (EM) Legislation (*not currently offered*)
- GS/DEMS 5710 3.0 Critical Infrastructure Protection (*next offered in Fall 2026*)
- GS/DEMS 6070 3.0 Disaster Ethics (*not offered in Fall 2026*)
- GS/DEMS 6999 6.0 Major Research Paper

**For more potential elective courses from other Faculties and graduate programs, please, visit their websites. For example:**

- The Faculty of Environmental & Urban Change (EUC)  
[www.yorku.ca/gradstudies/environmental-studies/current-students/courses/](http://www.yorku.ca/gradstudies/environmental-studies/current-students/courses/)
- Earth and Space Science and Engineering  
[lassonde.yorku.ca/esse/academics/graduate/graduate-courses/](http://lassonde.yorku.ca/esse/academics/graduate/graduate-courses/)

In some cases, students are eligible to take graduate courses in other universities in Ontario and/or Canada to fulfil non-DEM credit requirements.

You will need permission to take graduate level courses from outside of the MDEM program and from another university in Ontario/Canada. The forms for this purpose can be found here:

- **For courses outside MDEM at York:**  
[www.yorku.ca/gradstudies/students/current-students/registration-enrolment/fgs-forms/](http://www.yorku.ca/gradstudies/students/current-students/registration-enrolment/fgs-forms/)
- **For courses in another Ontario University:**  
[www.yorku.ca/gradstudies/wp-content/uploads/sites/184/2021/03/ovgs-application.pdf](http://www.yorku.ca/gradstudies/wp-content/uploads/sites/184/2021/03/ovgs-application.pdf)
- **For courses outside of Ontario:**  
Canadian University Graduate Transfer Agreement (CUGTA) Request Form -  
<https://www.yorku.ca/gradstudies/wp-content/uploads/sites/184/2023/03/cugta-request-form.pdf>



## 7.1 Course Descriptions

- **GS/DEMS 5000 3.00 Directed Reading**

May be taken with permission of the Graduate Program Director if the student can find a faculty member, who is willing to supervise the topic. It is recommended for students who are short one course for graduation.

- **GS/DEMS 5010 3.00 Advanced DEM: GIS, Modelling, Simulation**

This course explores the applications of advanced theory, methods and technologies in disaster and emergency management. Disaster and emergency management decision and planning methods and models, decision support systems, information systems and disaster databases, geographic information systems, remote sensing, various disasters and emergency management software and their applications are discussed.

- **GS/DEMS 5020 3.00 Disasters: Concepts and Causes**

This course focuses on the risk to society from hazards and disasters, and how society adapts to those risks. Course content will focus on disaster theory and the processes within society and the environment that creates vulnerability. An interdisciplinary and mainly social science approach with a global perspective will be taken, but with some emphasis on Canadian content. General topics will include (1) disaster data and theory, (2) patterns of risk, (3) processes that create vulnerability & resilience, (4) human response and coping mechanisms, (5) impacts of disasters, and (6) case studies of disasters.

- **GS/DEMS 5030 3.00 Social and Behavioural Dimensions of Disasters**

This course examines social and behavioural dimensions of human interactions before, during and after emergencies and disasters, including behavioural myths and realities; linkages between individuals, families, groups, organizations, community social systems, and various levels of government; social vulnerability and the disproportionate impact of disasters upon various societal groups.

- **GS/DEMS 5040 3.00 Natural Hazards**

This course focuses on natural processes including geological, hydrological, meteorological, and biophysical and how they impact people, property, and the

environment around the world. Students will learn the causes and physical dynamics of various natural hazards such as earthquakes, tsunamis, hurricanes, floods, extreme weather, climate change, and pandemics to name a few. Course credit exclusion: LE/ESSE 1410 6.00: Natural, Technological and Human-induced Disasters.

- **GS/DEMS 5051 3.00 Research Design and Qualitative Research Methods**

This course provides students with an introduction to philosophical bases of research design as well as a practical introduction to qualitative methods. Students will gain an understanding of the paradigmatic foundations of research, how to design and evaluate qualitative research and experiment with a range of qualitative methods (i.e., interview, focus groups, observation, archival analysis).

- **GS/DEMS 5052 3.00 Research Design and Quantitative Methods**

Students are provided with a comprehensive knowledge and understanding of various quantitative research methods and their applications in disaster and emergency management. Using statistical methods, students will learn to analyze data and formulate hypotheses and conceptual relationships.

- **GS/DEMS 5053 3.00 Topics in Business Continuity**

This course discusses the knowledge, methods, and procedures to understand the impacts of disasters on businesses and how to develop risk management and business continuity programs and plans. The course is based on the past and recent scholarly research, business crisis cases, existing standards such as ISO 31000 and ISO 22399, CSA Z1600 and BSI 25999.

- **GS/DEMS 5060 3.00 Terrorism Studies I**

The purpose of this course is to give the student, a background to, and, overview of: terrorism in the 21st Century. It will serve to give students, in the program, an understanding of this element of the threat spectrum. It will further sensitize them to the potential dangers and probabilities that grow out of this area of critical concern.

- **GS/DEMS 5082 3.00 Disaster and Emergency Management in Healthcare**

This course addresses how the principles and theories of Emergency & Disaster Management are applied in healthcare settings such as paramedicine, hospitals, and public health in both Canadian and international contexts.

- **GS/DEMS 5083 3.00 Disaster & Emergency Management (EM) Legislation**

This course will provide an understanding of disaster and emergency management-related legislation, orders in council and regulations within Canada, as well as how it relates internationally to NGOs and international disaster response. It will prepare students to integrate themselves into various emergency management roles within municipalities, provinces, federal government, NGOs and private sector organizations.

- **GS/DEMS 5710 3.00 Critical Infrastructure Protection**

In this course, students will research threats, vulnerabilities and risks to critical infrastructure from the perspective of managing risks to ensure for reliability through appropriate protection and resiliency measures, regulations/laws strategies and practices as well as the importance, ways and means, of conducting periodic risk and resiliency assessments.

- **GSDEMS 5080 6.00 Emergency Management Practicum**

*(DEMS 5020 pre-requisite and DEMS 5030 corequisite)*

The course provides opportunities for practical experience in the field. Students must enroll in the course in the first Winter term, upon joining the program, and carry out the placement in the following summer (May-August). Even if students are not sure about taking this course, they are advised to enroll in the course in the Winter term, as the enrollment window is not available in summer. The practicum can be paid or unpaid and entails 220 hours of work at the hiring organization. Placement opportunities will be announced as they become available (they are plenty) throughout the fall/winter/summer terms through course eClass. Most opportunities come along in spring so be patient and you are sure to land a placement. A noteworthy advantage of this course includes the potential for a regular job offer by the hiring organization. Students can explore York International for placement/internship opportunities through the [Outgoing Global Internships and Research Abroad](#) program.

Course Director: Dr. Nirupama Agrawal; Email: nirupama@yorku.ca



## 7.2 Course Schedule

The following table is subject to change. Students should consult the course timetable found [here](#):

Course Code	Term	Course Title	Course Instructor	Inst	Day	Hour
<b>FALL TERM</b>						
DEMS	5052/7740	F Research Design and Quantitative Methods	Yundi Chen	LECT	R	11:30
DEMS	5020	F Disasters: Concepts and Causes	Jack Rozdilsky	LECT	R	16:00
DEMS	5060	F Terrorism Studies I	Jack Rozdilsky	LECT	W	19:00
DEMS	6070	F Disasters and Ethics	David Etkin	LECT	M	11:30
<b>WINTER TERM</b>						
DEMS	5051/7730	W Research Design and Qualitative Research Methods	Kelly Thomson	LECT	R	11:30
DEMS	5030	W Social and Behavioral Dimensions of Disasters	Jennifer Spinney	BLN	W	14:30
DEMS	5053	W Topics in Business Continuity	Jack Rozdilsky	LECT	T	11:30
DEMS	5080	W Disaster & Emergency Management Practicum	Nirupama Agrawal	PRAC		0:00
DEMS	5082	W Disaster and Emergency Management in Healthcare	Ian Attard and Andrew Moull	ONLN	T	16:00
<b>SUMMER TERM</b>						
DEMS	5010	Advanced DEM: GIS, Modelling, Simulation	Ali Asgary	BLN	TBD	
DEMS	5040	Natural Hazards	Nirupama Agrawal		TBD	

## 8.0 Important Program Policies

### 8.1 Class Attendance

- Full attendance is expected in all courses. Only in specific, unavoidable situations are absences excused from class:
  - personal emergencies, including, but not limited to, illness of the student or of a dependent of the student, or death in the family;
  - religious observances that prevent the student from attending class;
  - participation in University-sponsored activities, approved by the appropriate University authority, such as intercollegiate athletic competitions, activities approved by academic units, academic field trips, and special events connected with coursework;
  - government-required activities, such as military assignments, jury duty, or court appearances; and
  - any other absence that the professor approves.
- Students are responsible for all material covered in classes they miss, even when their absences are excused.
- If possible, students should notify their course professor or instructor, in advance, if they are going to be absent for any reason and discuss the possibility of alternate arrangements for the completion and grading of any missed assignments, tests, or other evaluative tools as stipulated in the course outline.
- Students must make arrangements with instructors to complete missed assignments, labs, examinations or other course requirements.
- A student who is absent from three (3) or more classes without providing written justification to the course instructor and doing independent work to make up for the missed classes, may receive a failing grade in that course.
- Students missing more than three (3) classes, regardless of whether their absences are avoidable or unavoidable, will be considered unable to meet the “learning outcomes” of the course, unless in the judgement of the course director the student has done sufficient makeup work to compensate for these absences.
- A student may make up missed work only at the discretion of the course professor or instructor. Missed assignments, tests, or other evaluative tools could result in the forfeiture of grades as described in the course outline.

- It is expected that students will arrange their work schedules with their employers in such a way as to enable them to attend all classes as scheduled. If, however, a student must miss a class because of workplace demands, the student will be entitled to submit alternative work to demonstrate their mastery of the missed course material, and to have that alternative work treated as this policy requires.

## 8.2 Expectations of Full-time Students

- Full-time MDEM students are expected to be available to enroll in courses as scheduled by the program, whether during the day or in the evening. Most courses are delivered in person at the York University Keele campus. Students who are employed are responsible for obtaining permission from their employer to attend courses as required. Students working full-time are strongly encouraged to pursue the MDEM degree on a part-time basis. Course schedules will not be adjusted to accommodate individual student circumstances.

## 8.3 Research Methods Courses for Major Research Paper (MRP) Students

- Students completing the MDEM degree through the MRP option are expected to develop a strong foundation in research. This includes familiarity with both quantitative and qualitative research methods. Therefore, all MRP students must complete both DEMS 5051 and DEMS 5052, regardless of whether their MRP will use both approaches. Since Disaster and Emergency Management is an interdisciplinary field, proficiency in both methodological approaches is essential.

## 8.4 Exemptions for Research Methods Courses

- Students who have completed graduate-level research methods courses in another program may request an exemption from DEMS 5051 and/or DEMS 5052. Approval must be obtained from the Graduate Program Director, who will consult the instructor of the relevant course. Exemptions are not granted for undergraduate methods courses. To qualify, the previous course must cover all key concepts and include assignments and evaluation criteria equivalent to those of the DEMS methods courses.

### 8.5 Internship Placement for Students Currently Employed

- Students enrolled in DEMS 5080 (Disaster & Emergency Management Practicum) are not permitted to complete their internship with their current employer. There are no exceptions to this policy. Students who are employed must complete their practicum hours with an organization other than their current place of employment.

### 8.6 Large Language Models and AI Use

- Any form of large language models (LLMs) or ‘artificial intelligence’ (AI) use should be explicitly and carefully discussed with your course director/MRP supervisor prior to use to determine suitability and appropriateness. Any use of LLMs or AI must be disclosed in writing in submitted coursework, the Major Research Paper, and where relevant, subsequent publications of this material.



# Appendix A: Sample Template MRP Proposal for Approval

Title of MRP

*MRP Proposal*

Your name

Master in Disaster & Emergency Management

York University

Date

Supervisor's name

(Note: Running head (header) may contain: Title, Your Full Name, Date)

**Research Focus/ broad area:** Example: Disaster and emergency management and planning in the First Nations communities in Ontario.

**Specific Research Topic/Question:** Example: Are there emergency plans and procedures in place for the First Nation communities and if so, are they culturally appropriate?

**Theoretical framework:** Describe which theoretical disaster models and concepts you will apply in the study, and how and why.

**Justification:** Speak to why the research topic and focus are necessary and how the study will contribute to the field.

**Methodology:** Describe the process, including the kind of literature (scholarly, policy, industry, sector-based, etc.), qualitative and/or quantitative research tools to be employed, data and information, and other details pertaining to the process of conducting the research.

**Bibliography:** supervisor-preferred referencing system with consistency of application.

**Work Plan Timeline:** varies according to the method and topic or focus chosen for research

## Appendix B: Overview of Relationship with Supervisor & Committee

For students who chose the MRP option, it is important to note that a healthy relationship between graduate students and their supervisors is key to success.

There are several **guidelines and checklists** available for graduate students and their supervisors to review (outlined below). A recommendation is to review these documents together, and write the initials and date of the review on them, one copy for the student and one for the supervisor, and keep the documents on record.

The [Graduate Supervision website](#) (click on Master's Supervision option) outlines the following topics:

- Graduate Supervision Guidelines
  - Guidelines for Supervisors
  - Guidelines for Students
- Role of the Graduate Program Office in Graduate Supervision
- Master's Thesis Supervisory Committees
- Annual Progress Reports (there is no template provided here, however, the Supervisor and Supervisory portal has links to the Progress Report for both students and supervisors)
- Conflict Resolution
- [Discussion Topics to Inform Productive Supervisory Relationships](#)
- Many more resources and topics

Supervisors and students should prioritize the following documents:

- [The FGS Strong Start to Supervision Checklist](#) (this includes an [Individualized Development Plan \(IDP\)](#) which may not be applicable to MDEM)

- [Graduate Studies Portal](#): The Graduate Supervisor and Supervisory Committee (SSC) Portal is where graduate students submit a request to establish a supervisor and supervisory committee (also has additional resources).
- More documents can be found at this link: [YU Grad Supervision Resources](#)

York University's Faculty of Graduate Studies endorses the 2023 Ontario Council on Graduate Studies' [Principles for Graduate Supervision at Ontario Universities](#). The Principles for Graduate Supervision at Ontario Universities document outlines responsibilities for the graduate student, the supervisor, the supervisory committee, and various university departments. All parties are expected to adhere to the values of integrity (accountability), inclusion, and collaboration.