

COMPREHENSIVE EXAMINATION/PROJECT

***MS: Emergency Management, MS: Protection Management,
MS: Security Management***

Comprehensive Requirements and Guidelines

As you are aware, the graduate Emergency Management, Protection Management and Security Management programs require the completion of a Comprehensive Exam or Project as part of the degree requirements. While there have been distinct systems in place for online and residential programs, the faculty have unanimously approved the use of a scholarly term paper rather than an in-house administered essay question. You will be given the same amount of time, but your measurement will be by whether or not you have achieved the requisite level of graduate scholarship in our discipline.

I. Overview of the Comp Exam/Project Schedule for Spring 2017

1. The Application deadline is February 22, 2018 at 11:59 PM EDT.
2. The Comprehensive Question will be communicated on February 23, 2018, 2017.
- 3. The Comprehensive Project is due on March 26, 2018 at 11:59PM EDT.**

II. Applying for the Comp Exam/Project

Students are required to have **a minimum of 24 credits** to be eligible to apply for the Comprehensive Exam/Project. Students are not allowed to take the Comprehensive Exam/Project unless they register for it by submitting an application by the application deadline. Please follow the instructions on the Comp Exam/Project Application form.

III. The Comp EXAM/Project Requirements:

- The COMP Question will be responded to in a term paper format
- Length: at least 7 pages; no more than 8 pages
- Double Spaced
- One Inch Margins
- 12 point font size- Times-New Roman
- Using Scholarly Authority- at least 10 Distinct Academic Sources
- Corroborated by Scholarly Citations for a minimum of 30 citations.
- Scholarly Sources are to be from the program's Textbooks, journals and periodical reference materials and other readings assigned in the actual course of study. Academic sources from outside the class context are invited.
- Students must employ an acceptable citation method which includes [MLA](#), [Chicago Turabian](#), or [APA](#). One citation method should be used consistently throughout the paper.

For more information and citation guides please visit:

http://guides.lib.jjay.cuny.edu/citing_sources

1. Grade will be based on a Pass-Fail Grading System
2. A Pass Grade will call for:
 - Proper Responsiveness to the Question Posed
 - Use of Authority to Prove Arguments
 - Use of Sufficient Scholarly Citations Integrated into the Response by Direct Quote and Reference
 - Organization and Clarity of Response
 - Adherence to Requirements Posed in this Policy
 - Adherence to the Comprehensive Exam Rubric which lays out the order and scope of an acceptable Response.
3. Comprehensive Exam or Project will be Read by a Committee of Three Faculty Members. A 2-1 Vote will Constitute a Pass while anything less a Fail.
4. **PLAGIARISM: EACH SUBMISSION WILL BE CHECKED FOR PLAGIARISM. PLEASE CONSULT THE COLLEGE BULLETIN FOR A FULL DESCRIPTION OF WHAT CONSTITUTES PLAGIARISM. SUBMISSIONS WILL ALSO BE CHECKED BY SOFTWARE PROGRAMS THAT DETECT USE OF SOURCE MATERIAL WITHOUT PROPER ATTRIBUTION. IN THE EVENT OF A FINDING OF PLAGIARISM, A FAIL GRADE SHALL BE ASSIGNED AND THE STUDENT WILL NOT BE PERMITTED TO SIT FOR THE EXAM AGAIN.**

For more information on John Jay's Policy on Academic Integrity please follow the link:
<http://www.jjay.cuny.edu/academic-integrity-0>

5. **Citation:** Your response should demonstrate original thought; Utilize quotations to support your argument while maintaining academic integrity of your paper.
6. **Due Date: March 26, 2018 by 11:59 PM EDT.** Please submit your Comprehensive to the Peer Adviser Julia von Ferber, by electronic form only, at jvonferber@jjay.cuny.edu

IV. Other Policies as to Comp Exam/Project

Posting of Results

Pass/Fail results of the examination will be published on the date and time specified by the test administrator. Since the exams are read by multiple parties, and also in Committee, the results should not be expected instantaneously. Result should be published within 60 days of the exam date. Results will be communicated directly to students. All results are coded to protect student anonymity.

Appeal of Results

Grading of examinations is a blind process. The faculty members do not know whose examination they are grading. Exams are initially graded by two faculty members. If both evaluations result in failure, the student must sit for the next exam/project. If the evaluation is split, the paper is assigned to another faculty member or the Chair of the department for review.

The decision of the third reader is the final determination of the grading process. Passage requires a 2-1 vote while failure is a 1-2 vote. This procedure constitutes the appeal process.

There is no additional process of appeal.

Second and Third Retake

If a student fails the Comprehensive Examination/Project, the student is permitted to take the exam/project on two further occasions.

Withdrawing

By submitting an application, a student commits to participating in the examination. If a student decides for whatever reason that he/she is either unable or unwilling to submit a final response, the attempt will count as a Fail.

Deadline Extension

No deadline extension will be granted. Extending the deadline for individual students is an unfair advantage and challenges the integrity of the examination process. Students are expected to manage their time responsibly to produce their final response.

V. Suggestions for Preparation for the Comp Exam/Project

The key to COMP EXAM/PROJECT success is knowledge based meaning that you must demonstrate a comprehensive, definable and concrete understanding of your subject matter. Credit is not given for what you know but did not prove; what you knew but forgot to pose or what you “meant.” Credit relates to the substance of the response- again the reader measures what you relay in your response and disregards other factors. Thus, you must write with the authority of the field you are in. The chosen question begs for that sort of specificity and particularity. For example, if you have a question dealing with risk- it behooves you to apply the general theories of risk and its assessment. Or as the analysis moves forward, we suggest or adopt specific models or typologies of risk control and identification such as to, by way of illustration, infrastructure.

- **Allow yourself sufficient time to study:**

Questions on the qualifying exam usually require the student to do a bit of research. You will have more four weeks to prepare your Comp response. Waiting until the last minute will not produce acceptable results. It is essential, therefore, that you all allow yourself ample time to prepare for the exam/project and use that time to write out your response.

- **Answer the question you have been asked:**

More often than not, the students encounter problems on the qualifying exam/project not out of ignorance of the topic, but rather a failure to fully engage with the question in a meaningful way. Student responses to questions are often inconsistent with the express and stated language of the question. Do not make up a new question when an original question awaits your analysis. In order to maximize your grade, make sure you address every part of the question- not just selective portions.

- **Read and understand the question before you proceed:**

Begin preparing for the test by reading over the question. Dissect the question so that you know exactly what the question requires. You might begin by developing an outline for the question. Then determine what information you need to address the question. Research is part of the routine here so conduct meaningful research which supports your arguments.

- **Invest the Time Needed to Pass:**

Most students do not have a real sense of what is expected in a Comprehensive Exam/Project as to time. In general, invest 30-35 hours into the exam/project- studying and integrating your scholarly materials into your final response. Do not wait until the last few days but commence immediately. Build from the date the exam/project was issued to the day it was proctored. Nothing comes easy in this process- it is not supposed to be easy.

- **Read the Exam Rubric:**

Faculty uses a specific rubric sheet when evaluating your exams. It is attached in this forum. Read closely what faculty is looking for. Levels of correct interpretation are measured throughout the rubric. Familiarize yourself with its terms.

Good Luck!