Economic Development Masters Program
Student Handbook

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I. Introduction

What is Economic Development (ED)?

Economic development (ED) is the management of public-private investment collaborations to facilitate sustainable growth in the economy as typically measured by job creation, increased citizen wealth, a greater tax base, and improved quality-of-life. The three legs of ED are business attraction, business retention & expansion, and entrepreneurship development.

The mission of the University of Southern Mississippi Masters of Science in Economic Development Program is to be the leading graduate program in the nation for educating US-based local/regional economic development practitioners who can wisely manage public-private investment collaborations to facilitate sustainable growth in the economy.

For more information see the following:

ED Program Summary

Since 1982, The University of Southern Mississippi Department of Economic and Workforce Development has offered the Master of Science in Economic Development. The degree program is traditionally recognized as one of the leading formal economic development educational programs in the United States. Through distance education, we now make it easier than ever for you to enhance your education and career by earning the Master of Science in Economic Development.

The Executive Format Master’s Program incorporates new-age learning styles with cutting edge topics for the new economy. We recognize that performing economic development in the New Economy requires a working knowledge of economic development fundamentals such as marketing, finance, research, planning and conflict management we well as cutting-edge issues in many other areas such as emerging industries, venture capital, research parks and global competitiveness. An Executive Master’s Degree in Economic Development from The University of Southern Mississippi offers the ideal professional education experience along with the rewards of a formal, nationally recognized Master of Science from Southern Miss.

The special executive format of the program includes intensive in-person sessions held at Southern Miss Hattiesburg campus and some courses on the Gulfcoast campus. Between the in-person sessions, you will interact with students and teachers through a time-flexible online format, allowing you to advance your education and career from the comfort of your home or office on your time schedule.

II. Program Information
Degree Requirements

1. Successful completion of a minimum of thirty (30) hours in graduate-level courses (8 hours 600 level or higher) as follows:
   a. Minimum of twenty-four (24) hours with the prefix ED.
   b. Demonstrated proficiency (through coursework and/or the comprehensive exam) economic development research, theory, real estate, and marketing, equivalent to ED 722, 725, 736, 646.
   c. At least three (3) hours of apprenticeship (ED 791).
2. Successful completion of a comprehensive written or oral examination.
3. Completion of one of two curriculum options as follows:
   a. Thesis option
      1) ED 698 (6 hours)
      2) Acceptance of valid thesis topic
      3) Formation of thesis committee prior to last semester of study
   b. Non-Thesis option 1) ED 789 (3 hours)
4. A 3.0 GPA is required for graduation.

Other requirements include:
- Plan of study form submitted to Graduate School
- Transfer Transcripts received by Graduate School at least 1 month before graduation
- 24 hours with prefix ED and 18 hours at 700 level with prefix ED
- No incomplete grades
- 3.0 GPA minimum
- Successful completion of the comprehensive exam
- Application for degree filed in Graduate School
- Must be enrolled at time of graduation

Curriculum Description

The following represents the curriculum for the Master’s of Science in Economic Development (MSED) program originating in the Department of Economic and Workforce Development (DEWD) at the University of Southern Mississippi. This curriculum represents the compilations of recommendations received from economic development professionals, students, and faculty in the DEWD.

The executive/online format requires 39 contact hours which includes:
- 15 hours in person (either Thursday 12:00 - 6:00 p.m. and Friday 8:00 a.m. – 6:00 p.m. or Saturday at 8am to Sunday at noon)
- 16 hours synchronous classes using Blackboard Web Conferencing either Tuesday 7-9pm or Thursday 7-9pm for 8 weeks
- 8 hours asynchronous class. One hour per week for eight weeks

Graduate students in the MSED program are required to take 9 core classes in addition to the internship/thesis hours (3) that will be scheduled on a rotating basis. The courses have seven core competencies upon which the student is assessed. These competencies are:
- Economic development theory
- Research
- Case studies or scholarly literature addressing the subject
- Application in field settings
• Critical analysis of research and application
• Soft skill/application (i.e. teamwork)
• Financing economic development

**Curriculum Outline**

The courses are as follows:

**ED 722 Economic Development Theory & Research Methods**
- Industrial site Location theories
- Theories of regional economic growth
- Theories that explain how ED is done
- Project analysis methods
- Community analysis methods
- Primary & secondary data collection and analysis methods
- GIS (asynchronist off-the shelf class)

**ED 736 Real Estate and Land Use Planning for Economic Development**
- Commercial real estate financing
- Commercial real estate concept and terminology
- EDO property management
- Theory and practice of regional planning
- Infrastructure development

**ED 701 True South Economic Development Basic Course**
An introductory course exposing participants to the fundamentals and practice of creating jobs, increasing wealth, improving the tax base, and enhancing a community’s quality-of-life, the first step in pursuing professional certification. This course also satisfies the IEDC course requirement for Introduction to Economic Development.
- Managing an Economic Development Organizations
- Ethics in Economic Development
- Business Retention and Expansion
- Workforce Development
- Entrepreneurial and Small Business Development
- Marketing and Attraction
- Strategic Planning
- Real Estate Development
- Economic Development Finance
- Community Development

**ED 727 Sustainability and Community Development for Economic Development**
- Community Development theory and practice
- Green economic development approaches
- Social ecology
- Models of community change
- Sustainability theory and practice

**ED 646 Marketing and Business Development for Economic Development**
- Industrial and commercial attraction practices
• Place marketing
• Business retention & expansion
• Export promotion activities

ED 721 Management and Ethics for Economic Development
• Performance management approaches in an EDO environment
• Ability to work with Boards and other stakeholders
• Understand EDO organizational arrangements
• Understand the primary IEDC ethics competencies

ED 724 Financial Principles for Economic Development
• Financial accounting for businesses
• Capital and equity financing concepts and terminology
• Project financing
• Public financing risk management

ED 742 Labor Markets and Workforce Development
• Labor force data sources and analysis
• Workforce Development programs
• Role of workforce and educational development agencies
• Role of community colleges
• Workforce development theory
• Grant writing

ED 725 Entrepreneurship and Technology-Based Economic Development
• Start-up financing
• Entrepreneurial resources
• Technology transfer process
• Entrepreneurship theories and policies

CAPSTONE OPTION: ED 789
Capstone course in creative problem solving designed to challenge and synthesize the student’s proficiency in economic development practice.

THESIS OPTION: ED 698

COMPREHENSIVE EXAMS
All students must take a comprehensive examination, as required by The Graduate School at Southern Miss. Arrangements to take this exam must be made with the ED Graduate Coordinator as soon as possible after completing the last in-person class.

Eligibility:
Students must have successfully completed all of the in-person classes with an overall average of 3.0 for these in order to take the exam.
Format:
The examination is a ten-hour, open-book examination. The exam will consist of 8 sections with the first 7 sections focus on specific courses. Students must answer two questions from 5 of these first 7 sections, for a total of 10 questions. This means that students can choose not to answer questions in 2 of the first 7 sections. In addition, every student must answer the final question. Thus, the student will turn in answers for 11 questions.

Grading:
Students will be separately graded on each of the questions. Faculty members will independently read and evaluate each question, then together decide on the overall grade assigned for each question.

Students may receive one of the following grades for each question:

• High Pass:
The student demonstrated an exceptionally high level of knowledge as well as clear, sophisticated, and well-organized writing.

• Pass:
The student demonstrated a strong level of knowledge and a solid writing style.

• Conditional Pass:
Although the student generally demonstrated knowledge of the area and wrote clearly, there were some significant problem areas that are unclear or incomplete.

• Fail:
The student does not demonstrate adequate knowledge or understanding of the material.

If a student receives a “Pass or “High Pass” on all three questions, he or she has completed the comprehensive examination process.

If the student receives a “Conditional Pass” on any of the questions, he or she will be required to write a supplement to the exam in order to address the deficit areas. This supplement will be assigned by the committee and graded by the committee as a whole. The due date for this assignment will be within one month of the original exam.

If a student receives a “Fail” on question 1, the general subfield question, he or she will be given a grade of “Fail” for the entire examination and will need to sit for the entire examination again at an arranged time. If a student receives a grade of “Fail” on question 2 or 3, he/she will re-take only those sections of the exam.

If students “Fail” the entire examination on two occasions, they must leave the program or meet with the chair of the department and the Graduate Program Director to petition to continue in the program.

INTERNSHIP: ED 791
The Master of Science in Economic Development program is a highly focused program designed to provide students with real-world experience and critical thinking skills. Learning is achieved through the development and provision of services to organizations, communities, and society. The internship offers students educational opportunities where they may apply theory to practice. Students develop competence in the field of economic development.

Initiation of the Field Placement or Current Employment
Prior to the beginning of the internship experience, students will meet with the Coordinator of the Master of Science in Economic Development program and/or major professor to initiate the development of the proposed placement. The meeting will consist of the following:

- Identification of potential field experience
- Organization of literature/theory to support such an initiative
- Development of a timetable for submission of internship proposal

**Internship Proposal**

The internship proposal will be turned in to the Coordinator of the Master of Science in Economic Development program and/or major professor prior to the formal proposal meeting. The internship proposal will consist of the following:

- Statement of purpose of internship
- Review of relevant literature
- Theory or theories that support the initiative
- Expectations of the internship experience
- Learning goals

The students will use proper grammar and APA citation procedures. The internship proposal will be double-spaced and use appropriate fonts and margins.

**Internship Proposal Meeting**

After reviewing the internship proposal, the course instructor, the program of study committee, the potential field instructor, and the student will discuss the viability of the internship experience. Once the internship proposal is approved, a timetable for completion of the internship will be established, allowing for variance.

**Field Instruction/Supervision**

- Ideally, the Field Instructor:
  - Has a minimum of three years experience in the field of economic development
  - Holds a position within the organization that provides the opportunity for learning experiences for his or her student
  - Has an interest in education for economic development
  - Is willing to contract with the student to provide supervision for the duration of the placement, and
  - Is willing to discuss the progress of the student with the Coordinator of the Master of Science in Economic Development.

The Field Instructor has the right to confer with the Coordinator of the Master of Science in Economic Development program as needed. Readings and guidelines will be provided to the Field Instructor as needed. The role of the Coordinator of the Master of Science in Economic Development will be facilitative and supportive to the Field Instructor in order to provide the student with the best possible learning experience.

**Policies and Procedures Regarding Students in the Field**

Time: The internship experience will consist of a minimum of 300 hours directly involved in the organizational setting.

Students are expected to:
• Log their hours, indicating the projects/activities that they are engaged in
• Keep an Activities Journal
• Keep a Questions and Learnings Journal
• Keep an Applied Theory Journal

During this time, students will meet on a bi-weekly basis with the MSED Coordinator and possibly other graduate students partaking in the internship to discuss their progress, challenges, and to assist them to integrate theory into their practice. Logs and journals will be examined at this time.

Field Internship Report

Students are required to file an interim and final field report, using the guidelines provided.

The report is to be typed using Times New Roman twelve-point font, and double-spaced with one-inch margins. Beginning with the Statement of purpose, all pages should be numbered at the bottom center of the page.

Building from their internship proposal, students will construct an internship report consisting of the following sections:

• Cover page
• Abstract
• Table of contents
• Statement of purpose of internship
• Review of relevant literature
• Theory or theories that support the initiative
• Expectations of the internship experience and the reality of the internship experience
• Listing of the learning goals and the realization or lack of realization of those goals
• Discuss the internship experience by critically addressing the following:

Examine the organizational structure:
• The mission and mandate of the organization
• The development of the organization
• The funding of the organization
• The structure of the organization
• Population served by the organization
• Intervention approaches by the organization
• Policy development within the organization

Demonstrate an understanding of the dynamics of the organization and how they affect the effectiveness of the organization, the role that it has in the economic, and the ability of the workers within the organization to do effective economic development work by examining:
• The economic in terms of intergroup differences on the basis of gender, class, ethnicity, sexual orientation, age, physical disability, etc.
• The economic, social, and political structures of the economic

Demonstrate competence in:
• Functioning within the organizational and community/organizational contexts
• Identifying the factors that define the community/organization
Identifying, assessing, formulating, implementing, and evaluating projects within the community/organization

Keeping a professional record of work with the community/organization

Applying economic development theory to work with the community/organization

Discussion of challenges and lessons learned

Recommendations for the internship experience

References

Appendices

The field internship report will be turned in to the internship committee no later than three weeks prior to the date of oral defense. Recommendations from the committee for changes in the internship report are to be expected. A final version of the report must be turned in following the oral defense.

ADA Compliance: If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by the ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies at The University of Southern Mississippi Office of Disability Accommodations, 730 East Beach Blvd., Long Beach, MS, 39560, Phone: (228) 214-3232 or (601) 266-5024, Fax: (601) 266-6035. Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1-800-582-2233 (TTY) or email Suzy Hebert at Suzanne.Hebert@usm.edu.

Evaluation: Grade of C+ through F: A substantial portion of the required work has been deficient or incomplete. This may include missing class time beyond the norm presented by the syllabus or work not completed at a minimum graduate level.

Grade of B-(82-80): Some important parts of the required work are below the minimally acceptable level for the course. This may include work that is submitted late, incomplete or flawed written assignments or research presentations, or work that fails to meet the course requirements in some other way.

Grade of B (85-83): All the requirements and expectations for the grade level have been completed including the quality of writing, and research, as well as specific tasks or products required for receiving credit.

Grade of B+ (89-86): All basic requirements of the course have been met at the graduate level, and, in addition, some element or part of the work has exceeded these basic expectations. These elements might include superior conceptual insights, research beyond expectations or exceptionally skilled written or oral assignments. The key word for this grade is "insight."

Grade of A- (92-90): The work surpasses expectations for the course and gives evidence of a mastery of the subject matter. These elements might include impressive conceptual insights, research beyond expectations or exceptionally skilled written or oral presentations. The key word for this grade is "mastery."

Grade of A (100 to 93): Throughout the course, the student has performed well above expectations and, at times, has achieved excellence. Evidence of performance at this high level may include certain elegance in the final essays or presentations, creativity in one's approach.

Economic Development Certificate Program

The goal of the Graduate Certificate Program in Economic Development is to provide knowledge and skills for those currently employed or pursuing careers in economic development. Economic development professionals are typically employees of state and local governments and development agencies, Chambers of Commerce, regional planning organizations, and engineering firms who ensure that local and regional economies develop in a manner that is consistent with citizens’ values and desires. The certificate program focuses both on the
Theoretical underpinnings of development as well as the management of economic development operations. The graduate certificate program was developed with the needs of working professionals in mind. All courses are offered in a blended format with intense in-person meetings and interactive web-based evening classes.

The main objectives of the program are to provide students with:

- A theoretical and practical understanding of economic development, including business retention & expansion, business attraction, and entrepreneurship.
- Skills needed to manage modern economic development organizations.

**Prerequisites**

Admission to the Graduate Certificate Program requires a baccalaureate degree in any subject area from a college or university approved by a recognized accrediting agency. No specific economic development background is required.

- A bachelor's degree in any field of study from an accredited institution.
- The TOEFL score of at least 560 for all applicants for whom English is not their native language.
- An undergraduate cumulative GPA of at least 2.5.
- Official sealed transcripts must accompany the application.
- Statement of purpose and resume sent directly to the department.

**Requirements**

The Graduate Certificate in Economic Development (CIP 45.0604) requires four three-credit courses for completion and provides broad exposure to the field. Students who successfully complete the program are prepared to take on additional responsibilities in their existing careers or begin new careers as economic development professionals.

The Graduate Certificate Program may serve as an entry point for enrollment into the Master of Science (MS) in Economic Development program.

The four courses (12 hours) required for the certificate will include:

- ED 722 Economic Development Theory & Research Methods
- ED 646 Marketing and Business Development for Economic Development
- ED 725 Entrepreneurship and Technology-Based Economic Development
- One 3 hour 600 level OR above economic development elective
### Plan of Study (www.usm.edu/graduateschool/planofstudy.php)

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<th>Coursework: 30 hours Minimum</th>
<th>Hours</th>
<th>Grade</th>
<th>Term Taken/Will Take</th>
<th>Substitute</th>
<th>Transfrr Courses - 6 hrs. only</th>
<th>Milestones (in order of completion) Check Deadlines</th>
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<td>Plan of Study Form Submitted to Graduate School</td>
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| Electives:                   | 12    |       |                      |            |                             | No Incomplete Grades |

Completion of 12 hours of approved 600 or higher level graduate credit courses with at least 6 hrs of these courses being economic development elective courses. 600 or higher level graduate credit courses include:

| ED 656                       | 3     |       |                      |            |                             |                                               |
| ED 662                       | 3     |       |                      |            |                             |                                               |
| ED 665                       | 3     |       |                      |            |                             | Application for Degree Filed in Graduate School |
| ED 667                       | 3     |       |                      |            |                             |                                               |
| ED 721                       | 3     |       |                      |            |                             |                                               |
| ED 727                       | 3     |       |                      |            |                             |                                               |
| ED 730                       | 3     |       |                      |            |                             | Must be enrolled at time of graduation |
| ED 742                       | 3     |       |                      |            |                             |                                               |
| ED 748                       | 3     |       |                      |            |                             | Completion of RCR Training |
| ED 764                       | 3     |       |                      |            |                             |                                               |

**Thesis:**
- IRB/Human Subjects Committee Approval
- Animal Protection Committee Approval
- Proposal Approved
- Contact Graduate Reader: Submit Title Page
- Oral Defense Results
- Binding Fee Paid in Business Office
- Submit Draft to Graduate
- 3 University Copies Deposited in Graduate School

**Total: 36 Hours** 36
III. Frequently Asked Questions

What is the Executive Format Master’s Program?

The Executive Format Master’s program in an innovative form of professional development that enables busy professionals just like you to continue their education without compromising their commitments to their communities.

Who can participate in the Executive Format Master’s Program?

This format is offered to working professionals, experienced public policy makers, graduate students, and economic developers to help them advance their careers and improve local economic development opportunities.

Is an Executive Format Master’s Degree in Economic Development really equivalent to the traditional degree?

Yes! The Executive Format Master’s Program meets all the rigorous and accredited requirements for a master’s degree. This Executive Format degree is identical to that awarded to graduates of the traditional programs. We encourage graduates of the Executive Format Master of Science Program to participate in the graduation ceremonies and become a part of the Southern Miss family.

IV. Applications and Admissions

1. Have a 3.0 (4.0 scale) grade point average over the last two years of the student’s undergraduate studies.
2. Submit GRE scores (all sections). The Graduate Management Admissions Test (GMAT) may be submitted in place of the GRE. Students whose native language is not English must achieve a TOEFL score of 560 or more.
3. Provide three letters of recommendation from persons qualified to assess the applicant’s readiness for graduate study. The letters should be sent to the department.
4. In exceptional cases, students may be admitted conditionally. Such students must earn a 3.0 on the first nine
(9) semester hours of coursework numbered 500 or above or on all coursework taken while completing this nine (9) hour requirement in order to qualify for regular admission.

5. Students may be required to take some prerequisite courses in geography or business.

6. Submit statement of purpose and goals, portfolio and resume.
V. Faculty and Staff

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VII. 2013-2014 IMPORTANT DATES/DEADLINES
Click here to subscribe to the ED Google Calendar
8/19/13 University-wide grad student orientation (Bennett Auditorium, 10-11:30 am)
8/19/13 Mandatory University-wide graduate student convocation (Bennett Auditorium, 4-5pm)
8/21/13 Fall 2013 classes begin
9/2/13 Labor Day Holiday – no classes
9/4/13 10th Day of Class (Last Day to drop classes and receive full financial credit)
10/17-18/13 Fall Break
11/8/13 Submit Application for Degree form, updated Plan of Study
11/27-29/13 Thanksgiving Holidays – no classes
12/6/13 Last day of fall term classes
12/9-12/13 Fall term final examinations
12/13/13 Commencement (Reed Green Coliseum 10am/2:30pm)
1/9/14 Graduate Assistants return to work
1/14/14 Spring 2014 classes begin
1/20/14 Martin Luther King, Jr, Holiday – no classes
1/28/14 10th Day of Class (Last Day to drop classes and receive full financial credit)
2/4/14 Mardi Gras Holiday – no classes
3/10-14/14 Spring Break
4/18/14 Good Friday – no classes
5/2/14 Last day of spring term classes
5/5-8/14 Spring term final examinations
5/9/14 Commencement (Reed Green Coliseum 10am/2:30pm)
See all graduate school deadlines HERE

VIII. IMPORTANT POLICIES
Disability Accommodations
As discussed in The Graduate Bulletin (2011-2012, p. 7), the University complies with the Americans with Disability Act:
The University of Southern Mississippi complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. No otherwise qualified individual with disabilities, shall solely by reason of his/her disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the administration of any educational program or activity, including admission or access thereto or in treatment or employment therein by The University of Southern Mississippi. All reasonable accommodations for students must be approved through the Office for Disability Accommodations (ODA); accommodations for faculty and staff must be approved through the Human Resources director. Students who need assistance in reasonably accommodating a disability in the classroom or on campus should contact the ODA director at (601) 266-5024 or (228) 214-3232; faculty/staff should contact the director of Human Resources at 266-4050. Individuals with hearing impairments can use Mississippi Relay Service at 1-800-582-2233 (TTY) to contact campus offices.
If any student feels that she or he has a qualifying disability, he or she is encouraged to contact the Office for Disability Accommodations (see http://www.usm.edu/disability-accommodations).

Research Involving Human Subjects
In some cases, graduate students will be working with people (e.g., interviews) for their thesis or project research. If so, the student must follow appropriate ethical and legal guidelines. To ensure that procedures are properly followed, all researchers must formally propose their programs to a university board, the Institutional Review Board that will evaluate their plans. Permission must be obtained from the IRB prior to any data being collected. As noted on The Graduate School’s website (http://www.usm.edu/graduate-school/research-approval):
The University of Southern Mississippi and the U.S. Department of Health and Human Services have established standards and guidelines to protect individuals from risks associated with participation as subjects in research studies. The university’s Institutional Review Board (IRB) is responsible for ensuring that adequate safeguards are in place to minimize the risk to individuals involved in such studies. The IRB, through an appointed chairperson, reports directly to the vice president for research and economic development. The IRB acts as a monitor to ensure that the university’s research using people as participants is in compliance with the U.S. DHHS policies and other procedures. All investigations, experiments, surveys, or demonstrations involving human subjects, regardless of funding or the source of the funds, must be reviewed and approved by the Institutional Review Board before the activity is begun. This includes activities in which a faculty member is supervising research activities, including class projects, master’s theses, specialist’s theses and projects, and doctoral dissertations. Application forms for submission of protocols for review by the Institutional Review Board are available from each college’s representative and in the Office of Graduate Studies. Prior to submitting the required copies of an application for approval by the IRB, students should do the following: (1) have the application approved by their thesis, project, or dissertation director or professor teaching a course, (2) secure the appropriate signatures, and (3) have the application reviewed by their college representative to the Institutional Review Board (IRB). Dr. Lawrence Hosman, Department of Speech Communication, chairs the IRB. (601-266-4271). The signed and approved IRB application forms and approval letter should be included in an appendix of the thesis, project, and/or dissertation. For more specific information see http://www.usm.edu/research/institutional-review-board-irb.

In the department, going through the IRB approval process is routine for many faculty members. If your research will involve human subjects, please talk to faculty as soon as you know what you will be doing and go through this process early. Your adviser can help walk you through the process. The timeline from submission to approval varies a great deal, and you do not want to be in a situation where your research is on hold while you await IRB approval.
Conference Travel
Many graduate students have the opportunity to travel to conferences to present their research. Because the experience of attending a professional meeting is beneficial to students, the department tries to work with student schedules (work and classes) to make such travel possible. Although funding usually is not available, students often are able to travel fairly inexpensively. **Whether you receive funding or not, be sure to fill out a “Permission to Travel” form** as soon as you know you are traveling ([http://www.usm.edu/procurement/travel.html](http://www.usm.edu/procurement/travel.html)). It must be done at least two weeks prior to travel, and all travel must be approved through the appropriate departmental channels. Any faculty member can help you complete this form. In addition, be sure to notify your professors and work supervisor(s) as soon as you know about your travels so that they can try to work with you to make up anything you miss.

Plagiarism
The Department of Economic and Workforce Development takes academic dishonesty seriously and expects all students to take necessary measures to educate themselves about what plagiarism is and how to avoid it. The definition of “plagiarism” used by the university may be broader than you what you are used to. According to The Graduate Bulletin (2011-2012, p. 38):

A. Plagiarism is scholarly theft, and it is defined as the unacknowledged use of secondary sources. More specifically, any written or oral presentation in which the writer or speaker does not distinguish clearly between original and borrowed material constitutes plagiarism.

B. Because students, as scholars, must make frequent use of the concepts and the facts developed by other scholars, plagiarism is not the mere use of another’s facts and ideas. However, it is plagiarism when students present the work of other scholars as if it were their own work.
   1. Referring to commonly known facts is not plagiarism.
   2. Students may refer in their own words to generally known and widely accepted ideas or theories for fear of plagiarism as long as they do not copy the plan or organizational scheme used by another scholar.

C. Plagiarism is committed in a number of ways including the following:
   1. Reproducing another author’s writing as if it were one’s own;
   2. Paraphrasing another author’s work without citing the original;
   3. Borrowing from another author’s ideas, even though those ideas are reworded, without giving credit; and
   4. Copying another author’s organization without giving credit.

D. Plagiarism is avoided when students give credit (footnotes or another documentation forms) to the source in the following instances:
   1. When quoting directly from someone else’s writing (a direct quotation must always be enclosed in quotation marks);
   2. When paraphrasing someone else’s writing (to paraphrase means to restate a passage from someone else’s writing in one’s own words); or
3. When following the outline or structure of another author’s argument, explanation, or theory, even though the material is summarized in one’s own words.

E. When in doubt about how widely known ideas are, observe these steps:
   1. Ask your instructor.
   2. Document the source.

F. Plagiarism is a serious offense. An act of plagiarism may lead to a failing grade on the work involved and in the course, as well as sanctions that may be imposed by the department, the Graduate School, and the University.

* If you have questions, talk with department chair or director, or the dean of the Graduate School. The Department of Economic and Workforce Development will report all instances of plagiarism to The Graduate School and reserves the right to dismiss any students in the program who plagiarize.

See also these related link:
- What is plagiarism?
- MPH Academic Integrity and Honest Policy

Sexual Harassment
The Graduate Bulletin (2010-2011, p. 7) clearly outlines the University’s policy on sexual harassment:
To foster an environment of respect for the dignity and worth of all members of the university community, Southern Miss is committed to maintaining working and learning environments free of sexual harassment. It is the policy of the university that no member of its community shall sexually harass another. Any employee or student who violates this policy is subject to disciplinary action which may include termination. Sexual harassment is illegal under federal law.

The Department of Economic and Workforce Development fully supports the University’s position on sexual harassment. If anyone at Southern Miss believes that he or she has experienced sexual harassment, they should contact the Affirmative Action/Equal Opportunity office at 601-266-6618.

Consensual Relationship Policy
Although the University recognizes that relationships do sometimes develop among people who do not share the same status at the University, the University strongly discourages consensual relationships in situations where one party has authority over the other (e.g., academic, evaluative, supervisory, etc.). The details of the University policy governing such situations can be found online at the AA/EEO office’s website (see http://www.usm.edu/aa-eeo/Consensual_Sexual_or_Romantic_Relationships.html). The bottom line is that a university employee may not start or continue a pre-existing relationship with anyone over whom he or she has any authority or influence. If such a situation arises, the employee must immediately contact his or her
supervisor to discuss the problem and remove him or herself from the situation in question (e.g., teaching a class).

**Professional Conduct**

Being a graduate student means that you are in a more professional position than when you were an undergraduate student. Part of your graduate education is professional training, including the knowledge and skills to work as an anthropologist. The graduate experience should also include professionalism in a broader sense. As a student in this program, you are a representative of it and the department wants you to keep this fact in mind. Students are expected to demonstrate integrity, respect for others, and responsibility in their classes, as teaching/research assistants, and as members of the university community. Unprofessional, disrespectful, dangerous, or uncivil conduct is inappropriate for graduate students, and the department reserves the right to remove students from assistantships or from the program for such behavior. We strive to create and maintain a community of scholars in the program and the broader department, and we want our students to be part of that. We enjoy working with our graduate students and look forward to seeing them develop as anthropologists during their time in this program.

**IX. Advice for International Students**

When you step off of the plane, you may find that this place, the United States, very different from your home country. Don’t worry. People here are friendly, kind, open minded, and hospitable. USM is a nice place to study. All you need to do is take a deep breath and relax.

You may find the following tips helpful:

**Upon Arrival**

Contact the International Center as soon as possible when you arrive in Hattiesburg. All enrollment documents for international students are processed on the fourth floor at International Student & Scholar Office at the USM International Center. Remember to bring your passport, I-20, I-94, admission letter, and health certificate. If you haven’t submitted your admission test transcripts to the university, you also need to bring these materials to the International Student & Scholar Office to complete your enrollment.

Make it a priority to attend university or department social events. These events will provide great opportunities for you to meet friends, get to know the United States, and build your own network.
**Obtain insurance for your stay in the United States**

It is important for you to purchase insurance as an international student. Health and medical insurance can cover most of your medical cost when you get sick or need other medical treatment. The insurance policy should cover the entire time you will spend at the United States.

USM International Student Office buys medical insurance for every international student each semester. You will receive an email from the International Student Office when it is time to buy university’s medical insurance. If you already have international traveler health insurance purchased from another insurance company, you must bring this insurance policy to International Student Office and sign an insurance waiver form before the deadline of purchasing the university’s medical insurance.

**Academics**

All professors at USM are required to keep certain office hours each week for which they reserve to meet with students. Feel free to talk to your professors about your ideas, questions and concerns regarding classes or other information during their office hours.

If you need help in your writing assignments, you can go to the Writing Center located in the Cook Library on the Hattiesburg campus (first floor just past Starbucks) and in the Gulf Park Library on the Gulf Coast campus to get individualized assistance with your writing assignments. The centers offer personalized assistance at any stage of the writing or speaking process which include brainstorming for topic ideas, developing an outline, conducting research, or learning proofreading skills ([http://www.usm.edu/writing-center/students](http://www.usm.edu/writing-center/students)). You can make an appointment online or just walk in and set a day.

In each class at USM you will need to present your learning outcomes through a presentation. If it is your first time giving a presentation or you want to improve your oral presentation skills, you can receive help from the USM Speaking Center, located in the Cook Library on the first floor.

Students can schedule these services using any one of three methods: calling 601-266-4965, visiting the center in Cook Library located in room 117 (along the same 1st floor wall as Starbucks and the Writing Center), or accessing the online schedule here: [http://usm.mywconline.com/](http://usm.mywconline.com/).