



UNIVERSITY OF CENTRAL FLORIDA

# Career and Technical Education MA Graduate Program Handbook

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# Career and Technical Education MA

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

## Introduction

The Career and Technical Education MA program requires a minimum of 42-45 credit hours beyond the bachelor's degree, including 9 credit hours of education foundation core courses, 9 credit hours of career education core courses, and 21 credit hours of adviser-approved courses focused on a specialization within the field. The program also requires an internship (6 credit hours) or a research report (3 credit hours).

A core class in the curriculum, required of all students, is the research methods course where examples are related directly to career education. The internship is an independent learning activity that takes place in face-to-face or web-based authentic setting in which students must apply, reflect upon, and refine knowledge and skills acquired in the program. The internship experience gives students full control of the operational setting where they are placed (e.g., such as primary face-to-face or web classroom teacher while being observed and mentored by a supervising teacher and UCF faculty member).

## Independent Learning

The internship is an independent learning activity that takes place in face-to-face or web-based authentic settings in which students must apply, reflect upon, and refine knowledge and skills acquired in the program. The internship experience gives students full control of the operational setting where they are placed (e.g., such as primary face-to-face or web classroom teacher while being observed and mentored by a supervising teacher and UCF faculty member).

## Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

# Timeline for Completion

## 1st Year of Graduate Training

Fall	Spring	Summer
<ul style="list-style-type: none"> <li>• Education Core (3 hours)</li> <li>• ECT 6791: Research in Career ED (3 hours) or Elective (3 hours)</li> <li>• Elective (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• Education Core (3 hours)</li> <li>• ECW 6666: Issues or ECW 6067: History of Career ED (3 hours)</li> <li>• Elective (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• Education Core (3 hours)</li> <li>• Elective/Specialization (3 hours)</li> <li>• Elective (3 hours)</li> </ul>
Semester Total: 9 credit hours	Semester Total: 9 credit hours	Semester Total: 9

## 2nd Year of Graduate Training

Fall	Spring
<ul style="list-style-type: none"> <li>• Elective/Specialization (3 hours)</li> <li>• Elective/Specialization (3 hours)</li> <li>• Elective/Specialization (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• ECW 6666 Issues or ECW 6067 History of Career ED (3 hours)</li> <li>• ECT 6946 Internship (6 hours)</li> </ul>
Semester Total: 9 credit hours	Semester Total: 9 credit hours

## Course Assignments

Faculty listed coordinate these courses; assignments to teach the course may vary by semester.

Fall	Spring
<b>ECW 6067</b> History of Career Education in the U.S. Martino – 3 Cr	<b>ECW 5265</b> Cooperative Programs in Vocational Education Martino – 3 Cr
<b>ECW 6105</b> Vocational Program Planning, Development, and Evaluation Martino – 3 Cr	<b>ECW 6206</b> Supervision in Vocational Education Zink – 3 Cr
<b>ECW 6695</b> School/Community Relations for Vocational Ed Zink – 3 Cr	<b>ECW 6666</b> Issues in Career Education Martino – 3 Cr
<b>ECT 6946</b> Internship Martino – 3, 6 Cr	<b>ECW 5561</b> Student Guidance in the Vocational Program Zink – 3 Cr

	<b>ECT 6946</b> Internship Martino – 3, 6 Cr
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## Examination Requirements

### Comprehensive Exam

The purpose of the comprehensive exam is to evaluate the student's mastery of the field of Career and Technical Education. The method and procedure for examination is specified on the student's plan of study. The application for the comprehensive exam must be signed by the Faculty Advisor and submitted by the student through the Office of Student Affairs, College of Education and Human Performance by the published due date.

The exam is prepared by the Program Coordinator. A blind copy is reviewed by program faculty. The result of the comprehensive examination will be one of the following:

- PASS with a recommendation that the student be cleared to receive the degree.
- FAIL stipulating the conditions that must be met before the student is eligible to take the exam the second time. The comprehensive exam may not be taken more than two times. A review period of not less than 90 days nor more than one year after the student is notified of the results of the first examination is required before a second exam may be completed. The Faculty Advisor or Department Chair may impose conditions for a second exam.

### Comprehensive Exam Checklist

Obtain a Comprehensive Exam Application from the Office of Student Services in the College of Education or download a copy at [ccie.ucf.edu/wp-content/uploads/sites/12/2018/06/GradCompExamApplication.pdf](http://ccie.ucf.edu/wp-content/uploads/sites/12/2018/06/GradCompExamApplication.pdf).

- Meet with Faculty Advisor to review audit.
- Submit a completed Comprehensive Exam Application, including Advisor signature, to the Office of Student Affairs by the published due dates.
- Make appointment to meet with Graduate Faculty Advisor to prepare for the Comprehensive Exam.
- The Program Coordinator will mail official Comprehensive Examination results to you two weeks after exam.

## Graduate Research

Each course in the Career and Technical Education core focuses on the development of research skills.

### **ECT6791 – Research in Career Education**

This course will focus on the development of critical research skills that are broadly applicable to occupational/career education research. Particular emphasis will be placed on the role of peer review on original research. There will be a requirement to write intensively and discuss research findings. A research proposal on an area of interest will be developed.

### **ECW6067 – History of Career Education in the U.S.**

This course will focus on the Federal Legislation, Associations & Organizations, People & Places, Sociological & Economic Factors and specialization subject areas of each student. There will be a requirement to write

intensively and discuss research findings. A final written research project will be developed while focusing in a technical specialization area.

### **ECW6666 – Issues in Career Education**

An "Issues" course is meant to provide opportunities for review of research and discourse about identified issues. At the graduate level courses should offer opportunities to write intensively, in preparation for comprehensive examinations, thus becoming a relative "expert" in a selected area. Four issue areas have been identified:

1. curricular,
2. instructional,
3. demographic, and
4. trends

While very broad categories; delving into these topics will provide skill in reviewing research, summarizing results, and defending your position on the issues. These activities, using course mail and forum interactions, are designed for flexibility and opportunity to address more specific areas of your interest and professional responsibility within the broad issue areas.

For information on research and centers in the College of Education and Human Performance visit the [Office of Research page](#) on the [College of Community Innovation and Education website](#).

## **Financial Support**

For information regarding financial assistance opportunities for College of Community Innovation and Education students including assistantships, fellowships and scholarships, visit the [Financial Assistance and Scholarships webpage](#) on the [College of Community Innovation and Education website](#).

## **Graduate Student Associations**

For information on graduate student associations for graduate students in the College of Education and Human Performance visit the [Student Organizations page](#) on the [College of Community Innovation and Education website](#).

### **Graduate Student Association**

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit [facebook.com/groups/UCFgsa/](https://facebook.com/groups/UCFgsa/).

## **Professional Development**

The internship is an independent learning activity that takes place in face-to-face or web-based authentic settings in which students must apply, reflect upon, and refine knowledge and skills acquired in the program. The internship experience gives students full control of the operational setting where they are placed (e.g., such as primary face-to-face or web classroom teacher while being observed and mentored by a supervising teacher and UCF faculty member).

For more information visit the [Office of Clinical Experiences webpage](#) on the [College of Community Innovation and Education website](#).

## Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit [graduate.ucf.edu/pathways-to-success/](http://graduate.ucf.edu/pathways-to-success/).

## Job Search

For more information on employment opportunities visit the [Job Opportunities page](#) on the [College of Community Innovation and Education website](#).

## Career Services and Experiential Learning

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at [career.ucf.edu/](http://career.ucf.edu/).

## Forms

- [College of Graduate Studies Forms and References](#)  
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)  
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Traveling Scholar Form](#)  
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

## Useful Links

- [Career and Technical Education MA](#)
- [College of Community Innovation and Education](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)

- [Recreation and Wellness Center](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [University Writing Center](#)

## Grad Faculty

**Asterisk** = has previous committee experience, which qualifies the person to serve as vice chair

### **Baldwin, Lee \***

College: College of Community Innovation and Education

Disciplinary affiliations: Educational Leadership

Contact Info: [gbaldwin@ucf.edu](mailto:gbaldwin@ucf.edu)

### **Bartee, RoSusan \***

College: College of Community Innovation and Education

Disciplinary affiliations: Educational Leadership

Contact Info: [RoSusan.Bartee@ucf.edu](mailto:RoSusan.Bartee@ucf.edu)

### **Cox, Thomas \***

College: College of Community Innovation and Education

Disciplinary affiliations: Educational Leadership

Contact Info: [thomas.cox@ucf.edu](mailto:thomas.cox@ucf.edu)

### **Doherty, Walter \***

College: College of Community Innovation and Education

Disciplinary affiliations: Educational Leadership

Contact Info: [Walter.Doherty@ucf.edu](mailto:Walter.Doherty@ucf.edu)

### **Johnson, Jerry \***

College: College of Community Innovation and Education

Disciplinary affiliations: Educational Leadership

Contact Info: [Jerry.Johnson@ucf.edu](mailto:Jerry.Johnson@ucf.edu)

### **King, Kathy (Kathleen) \***

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Disciplinary affiliations: Educational Leadership

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### **Martino, Lisa**

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Disciplinary affiliations: Educational Leadership

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### **Taylor, Rosemarye \***

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Disciplinary affiliations: Educational Leadership

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College: College of Community Innovation and Education

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