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

UCF's Master of Arts program in Career & Technical Education (CTE) is committed to helping professionals further their careers through technical education and industry/business training that will assist them to attain the highest level of competence possible in their chosen fields.

The CTE Master's degree program transforms students to academic leaders and professionals in secondary and post-secondary schools; career and technical centers; junior, community colleges, and universities; military; vocational rehabilitation program, prison vocational training programs, as well as industry and professional organizations in an effort to improve the quality and effectiveness of instructional personnel.

With our innovative curriculum, students who graduate from this program will be considered an expert in two areas: career and technical education AND a technical area or field of study. Our program emphasizes: intellectual growth; scholarly research; scholarly writing; field experience; and leadership development.

Furthermore, the Career and Technical Education M.A. degree is offered fully online. Students are supported throughout their UCF Online academic careers by a Success Coach, from admission through graduation. UCF is committed to this model, and our students benefit from it.

Curriculum

The Career and Technical Education MA program requires a minimum of 42-45 credit hours beyond the bachelor's degree, including 21 credit hours of career education core courses, and 18 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).

Internship Option: 6 Credit Hours (CH)

The internship course is a learning activity that takes place in a 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).

Research Report Option: 3 Credit Hours (CH)

This research report course is the program thesis option. Students will engage in secondary research and review of literature to produce a publishable article in a field of study related to CTE. Students who wish to go onto to a doctorate program may wish to choose this option.

Please visit the http://ucf.catalog.acalog.com/index.php to see the current curriculum for our program.

Timeline for Completion (Full Time)

1st Year of Graduate Training

Fall	Spring	Summer
• ECW 6067 History of Career Education in the U.S. (3 credit hours) • ECW 6105 Career Education Curriculum Planning & Implementation (3 credit hours) • Elective/Specialization (3 hours)	• ECW 5265 Cooperative Programs in CWE (3 credit hours) • ECW Student Guidance in Career/Workforce Programs (3 credit hours) • ECW 6666 Issues in Career Ed (3 credit hours)	• ECT 6791 Research in Career Education (3 credit hours) • Elective/Specialization (3 credit hours) • Elective (3 credit hours)
Semester Total: 9 credit hours	Semester Total: 9 credit hours	Semester Total: 9

2nd Year of Graduate Training

Fall	Spring
• ECW 6260 School, College, and Career Readiness (3 credit hours) • Elective/Specialization (3 credit hours) • Elective/Specialization (3 credit hours)	• Elective/Specialization (3 credit hours) • ECT 6946 Internship (6 credit hours) **OR** ECT 6909 Research Report (3 credit hours)
Semester Total: 9 credit hours	Semester Total: 6 or 9 credit hours

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 dates and times for the comprehensive exam must be approved by the Academic Program Coordinator/Faculty Advisor. Results of the exam will be submitted to the Office of Graduate Studies, College of Community Innovation and Education by the Academic Program Coordinator/Faculty Advisor.

The exam is prepared by the Academic 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

- Meet with Academic Program Coordinator/Faculty Advisor to review Graduate Plan of Study.
- Discuss Comp Exam with Academic Program Advisor and select dates.
- 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 place on the role of peer review of primary and secondary research as well as a review of CTE literature. 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 and places, sociological and economic factors as well as 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 and trends. 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, critically analyzing the results, and defending your position on the issues. These activities are designed to allow for opportunity to address more specific areas of your interest and professional responsibility within the broad issue areas.

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.

- Review the application for the Larry Hudson Starfish Scholarship opportunity for our CTE program students.

Graduate Student Associations and Social Media

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.

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/.

The Career and Technical Education Program has a UCF Facebook group page. This is an active group with current and former students, faculty, and CTE leaders. Jobs and CTE news are posted and discussed. Please consider joining to stay connected with your peers and the CTE community.

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/.

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/.

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

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