UNIVERSITY OF CENTRAL FLORIDA

Career and Technical Education &

Workforce Training and Development Track

2023-2024 BS Program Handbook

College of Community Innovation and Education

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Career and Technical Education and Workforce Training and Development Track (CTE) BS

Together, the [UCF Golden Rule Student Handbook](#) and your program handbook should serve as your main guide throughout your academic career. The CTE Program Student Handbook includes university information, policies, requirements, and guidance for all students. Your program handbook describes the details about a degree plan of 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 [Office of Undergraduate Admissions](#).

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 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:

- [Office of Student Rights and Responsibilities](#)
- [Office of Student Conduct](#)
- [Integrity and Ethical Development](#)

Introduction

UCF's Bachelor of Science in [Career and Technical Education B.S., along with a Workforce Training and Development Track](#) (CTE) is in the College of Community Innovation and Education, Department of Educational Leadership and Higher Education. We are 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 Bachelor's degree program transforms students into CTE educational 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 business/industry and professional organizations 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.

Program Vision: To create an effective and efficient workforce.

Program Mission Statement: To develop accomplished educators and trainers who successfully prepare students for college readiness and career opportunities.

Additionally, the Career and Technical Education and Workforce Training and Development Track B.S. degrees are offered fully online. You can choose to be a fully online student or a regular student. The fully online student can only take online courses and cannot use the campus facilities. However, fully online students can get tuition discounts and additional support services. A Success Coach (UCF Online) supports online track students throughout their academic careers from admission through graduation. UCF is committed to this model, and our students benefit from it.

The guiding principles of the CTE Bachelor of Science degree programs are the Florida Educator Accomplished Practices (FEAPs) and National Board for Professional Teaching Standards – CTE. You will see them listed in every syllabus, and you will experience them in each of the courses.

Program Definitions

First, technical is not the same as technology. Technical skills are associated with competencies in a field of study, the content knowledge. For example, a person can have technical skills in automotive engineering. Technology is associated with the tools to perform a specific task. For example, a person can use technology in a career for automotive engineering, like a CAD software program.

Career and Technical Education and Workforce Training and Development Track fall under the Career and Technical Education (CTE) umbrella. CTE is the term that covers all areas of business and industry. In Florida, CTE is everywhere: https://careertech.org/Florida. Please review the Career Clusters set by Advance CTE for more information or to review the CTE status in other states.

Formal and informal learning. Technical education is the formal side of CTE. Formal education is defined as a curriculum (specific content organized into a cluster of courses within a program) that leads to degree or diploma in a specific occupation or field of study. Industry training is the informal side of CTE. Informal training can include corporate training, workshop training, learning and development, professional development, and the like. These types of training can be within a field of study. They are usually short and do not lead to a degree or diploma.

Curriculum

The Career and Technical Education and Workforce Training and Development Track BS programs require a minimum of 120 credit hours. This program offers the upper division courses. Students may transfer in with an AA to begin the upper division coursework in the program curriculum (see below). Students must complete all University-wide graduation requirements (general education, foreign language, Gordon Rule, etc.), some of which are not available via distributed learning. For more information, see http://distrib.ucf.edu/home.

Admission Requirements:

1. **University General Education Program (GEP) (36 credit hours**) – GENERAL AA Florida state college. Student must complete the University General Education requirements or its equivalent, (i.e. an AA degree from an approved Florida College System or State University institution).
2. **Common Program Prerequisite** – Student must successfully complete the following courses BEFORE admission into this program: ENC 1102 Composition II (3 credit hours) with a B- or above.
3. Have a minimum of 2.5 overall GPA.
4. Meet the Gordon Rule Requirement
5. Meet Foreign Language Admission Requirement

The following sections include the remaining requirements: Program Core (33 credit hours); Technical Specialization (30 credit hours); and Restricted Electives (21 credit hours) to include 9 credit hours in upper division electives and 12 credit hours in internship.

Program Core Requirements (33 credit hours). Note – program core courses are only offered once a calendar year.

Course Number	Course Title
ECT 2002	Introduction to Career and Technical Teaching and Training
ECT 3062	Professional Roles of the Career & Technical Teacher
ECT 3371	Course Construction in Industrial Education *OR*
ECW 3312	Course Construction in Health Occupational Education *even year (3 hrs.) *OR*
BTE 4410	Course Construction in Business Education (3 hrs.) *odd year
ECT 3367	Evaluation of Career & Technical Education Instruction
ECW 3564	Special Populations in Career & Technical Education
ECT 4184	Curriculum Development Techniques for Industry Training
ECT 4815	Safety in the Technical Education Classroom and Laboratory
ECT 3365	Gen Method/Testing Evaluation in Career & Technical Education
ECT 4004	Principles and Practices of Technical Education
ADE 4382	Teaching Adult Learners in Technical Programs
ECT 4384	Advanced Teaching Techniques for Career Education

Technical Specialization Requirements (30 credit hours). Occupation-specific college courses. Review [Example Minors & Certificates](#).- this will include lower and upper division electives

CTE B.S. Restricted Electives (21 credit hours)

Upper Division Electives (9 credit hours) **with advisor's approval**: Upper division courses in the 3000/4000 level.

Internship (12 credit hours): 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).

Workforce Training and Development Track requirements: 21 credit hours

- ECW 3064 Workforce Training and Development Fundamentals
- ECW 4103 Workforce Training and Development Instructional Planning
- Upper Division Elective (3 credit hours): 3000/4000 level.
- Internship (12 credit hours): The internship course is completed in the last semester.

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

Timeline for Completion (Full Time after AA degree)

Possible plan of study*

1st Year - Junior

Fall (12 credit hours)	Spring (12 credit hours)	Summer (12 credit hours)
• **ECT 2002** Intro to Career & Tech Teaching and Training (3 CH) • **ECT 3365** General Methods/Testing (3 CH) • **ECT 4004** Principles/Practices of Tech Ed (3 CH) • **ECT 3367** Eval of CTE Instruction (3 CH)	• **ECT 3564** Special Populations in CTE (3 CH) • **ECT 4184** Curriculum Develop Techniques (3 CH) • ECT 4384 Advanced Teaching Techniques (3 CH) • **ECT 4815** Safety in the Tech Ed Classroom (3 CH)	• **ECT 3062** Professional Roles of the Career & Tech Teacher (3 CH) • **ECT 3371** Course Construction in Industrial Education (3 CH) • ADE 4382 Teaching Adult Learners (3 CH) • **Technical Specialization** (3 CH – one course)

2nd Year - Senior

Fall (12 credit hours)	Spring (12 credit hours)
• **Technical Specialization** (3 CH – one course) • Upper Division Electives (9 CH) – *3 classes* in discipline-specific courses; 3000/4000 level	• ECT 4941 Internship (12 CH) – can be split into two semesters; must be approved by program advisor

*This is a possible plan of study. Students may begin in any semester. However, these courses are offered ONLY in the semesters listed above. ECT 2002 is an introduction course and should be taken in the first semester upon acceptance in the program. See program advisor for more information.

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.

Social Media

The [Career and Technical Education B.S. and Workforce Training and Development Track](#) 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.

UCF Online

Students may wish to apply for the UCF online track for the Career and Technical Education and Workforce Training and Development Track BS degree. Students who are completely online 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..

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 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/](#).

Useful Links

- [College of Community Innovation and Education](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Knights Email](#)
- [Library](#)
- [NID Help](#)
- [Student Health Services](#)
- [UCF Global](#)
- [University Writing Center](#)

Career and Technical Education and Workforce Training and Development Track Program Contact List

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