



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

## Introduction

UCF's [Master of Arts program in Career & Technical Education \(CTE\)](#) prepares students pursuing teaching, leadership, and administrative positions in career and technical education (CTE) as well as workforce education, talent development, and corporate training. This program is designed for individuals whose goal is to teach, train, coach, and/or lead in specific disciplines located in the following institutions: secondary and post-secondary schools (technical centers, community colleges, state colleges, and universities); vocational rehabilitation centers; corporations and industry; military; and professional associations and organizations.

**CTE Graduate Program Vision Statement:** All CTE leaders are academic scholars.

**CTE Graduate Program Mission Statement:** To develop effective educational leaders who are career and workforce education expert scholars.

**Our Goal:** The Career and Technical Education graduate programs place an emphasis on the students' development of academic research and scholarly writing that contribute to strong leadership skills in their individual fields of study.

**Online Track:** Career and Technical Education (MA) program core courses are fully online; however, not all elective courses or course prerequisites are online. Consult with advisor for more information. Career and Technical Education M.A. degree is offered fully online. Online track students are supported by an online [Success Coach](#).

**International students** (F or J visa) are required to enroll in a full-time course load of 9 credit hours during the fall and spring semesters. Only 3 of the 9 credit hours may be taken in a completely online format. For a detailed listing of enrollment requirements for international students, please visit <http://global.ucf.edu/>.

UCF is authorized to provide online courses or instruction to students in all states. Refer to State Authorizations for current information.

# Curriculum

The Career and Technical Education MA program requires a minimum of 39 credit hours beyond the bachelor's degree, including 18 credit hours of career education core courses and 18 credit hours of advisor-approved courses focused on specialization within a discipline. The six Career Education Core courses combine to provide students with an in-depth analysis of career education from its inception to future trends. With 18 credit hours (six courses) in career education graduate courses and 18 credit hours (six courses) in a discipline-specific field of study, the student will be considered a subject matter expert in career and technical education AND a subject matter expert in a discipline-specific field.

The program also requires an internship/directed-field experience course (3 credit hours) OR a research report course (3 credit hours). Passing a comprehensive examination at the end of the program is a graduation requirement.

Please note: Courses shown below with an asterisk may be applied to the [Local Director for Career and Technical Education Certification](#) through the State of Florida. For more information, please review the Florida Department of Education teacher certification website. The Career and Technical Education MA program is not an initial certification program. Consult with an advisor to complete the Graduate Plan of Study.

## Career Education Core Courses: 18 Credit Hours

These courses will provide a solid foundation in career and technical/workforce education.

- ECW 5561 Student Guidance in the Career/Workforce Program
- ECW 6067 History of Career Education in the United States
- ECW 6105 Career Education Curriculum Planning and Implementation
- ECW 6268 School, College, and Career Readiness
- ECW 6666 Issues in Career Education
- ECT 6791 Research in Career Education

## Elective Courses in Specialization: 18 Credit Hours

Elective courses in a specialization may include career and technical education (CTE), health, technical training, corporate training, adult education, business education, or any other specialization within one of the [career clusters](#). Specialization courses are to be approved by the advisor.

Students who wish to specialize in career and technical education may choose from the following list of courses. We also offer a [graduate certificate](#) that can be obtained along with the Career and Technical Education Masters Degree Program.

- BTE 6935 Seminar in Business Education
- ECW 5207 Management of Career Education Programs
- ECW 6205 Administration of Local Career Education Programs
- ECW 6206 Supervision in Local Career and Technical Education Programs
- ECW 6695 School/Community Relations for Career and Technical Education Programs
- ECW 5265 Experiential Learning in Career and Workforce Education Programs

## Internship Option: 3 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 insight and hands-on experience while being observed and mentored by a supervising teacher and a UCF faculty member.

## Research Report Option: 3 Credit Hours (CH)

This research report course is the program mini-thesis option. Students will engage in secondary research and review of literature 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 [UCF catalog](#) webpage to see the current curriculum for our program.

# Timeline for Completion

(Full Time – 9 credit hours per semester)

## 1st Year of Graduate Program

Fall	Spring	Summer
<ul style="list-style-type: none"> <li>• ECW 6067 History of Career Education in the U.S. (3 credit hours)</li> <li>• ECW 6105 Career Education Curriculum Planning &amp; Implementation (3 credit hours)</li> <li>• ECW 5561 Student Guidance in Career/Workforce Programs (3 credit hours)</li> </ul>	<ul style="list-style-type: none"> <li>• ECT 6791 Research in Career Education (3 credit hours)</li> <li>• ECW 6666 Issues in Career Ed (3 credit hours)</li> <li>• ECW 6268 School, College, and Career Readiness (3 credit hours)</li> </ul>	<ul style="list-style-type: none"> <li>• Elective (3 credit hours)</li> <li>• Elective (3 credit hours)</li> <li>• Elective (3 credit hours)</li> </ul>
Semester Total: 9 credit hours	Semester Total: 9 credit hours	Semester Total: 9 credit hours

## 2nd Year of Graduate Program

Fall	Spring
<ul style="list-style-type: none"> <li>• Elective (3 credit hours)</li> <li>• Elective (3 credit hours)</li> <li>• Elective (3 credit hours)</li> </ul>	<ul style="list-style-type: none"> <li>• ECT 6946 Internship (3 credit hours) <b>OR</b></li> <li>• ECT 6909 Research Report (3 credit hours)</li> </ul>
Semester Total: 9 credit hours	Semester Total: 3 credit hours

# Graduation 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.

## Filing Your Intent to Graduate

The ability to file online opens at mid-term of the semester **prior** to the semester of graduation. Intentions to graduate should be filed online no later than the last day of registration for the semester of graduation.

Below are the steps for indicating your intent to graduate.

- Complete required and elective coursework with a GPA of 3.0 or above.
- Pass the comprehensive examination.
- Schedule an appointment with your **Advisor the semester BEFORE** you wish to graduate to review your Plan of Study.
- Students who intend to graduate must complete the online Intent to Graduate Form by logging into myUCF and navigating to the Student Self Service– Other Academics > Intent to Graduate: Apply.
  - Once the online form is completed, students will receive e-mail communications from the College of Graduate Studies at various stages of the review process. Students can also log in to myUCF and check the status of their Intent to Graduate at any time by navigating to the Student Self Service– Other Academics > Intent to Graduate: Status
  - If you still have questions or concerns, email [graddegr@ucf.edu](mailto:graddegr@ucf.edu).
- Students must be enrolled in the term they are graduating.
- If your record is placed on hold, please refer to Record Holds in the [Student Handbook](#) for information on how to satisfy the hold requirements.
- Please refer to the [Academic Calendar](#) for dates to apply for graduation.
- If you are unable to graduate in that semester, a new online form must be filed at the beginning of the semester of anticipated completion.

# Support Services

## Financial Aid 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 in the College of Community Innovation and Education, visit the [Student Organizations page](#).

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/).

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, please visit [graduate.ucf.edu/pathways-to-success/](https://graduate.ucf.edu/pathways-to-success/).

## Job Search

For more information on employment opportunities, visit [UCF Career Services](#). 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.

## Forms and Resources

- [Orientation Resources](#)
- [Health Insurance](#)
- There are many other links within the [Forms and Resources webpage](#). Check it out.

## 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](#)
- [UCF Global](#)
- [University Writing Center](#)



# Contact List

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## Educational Leadership and Higher Education (ELHE) Department Chair

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## Educational Leadership and Higher Education (ELHE) Academic Support Coordinator

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