



UNIVERSITY OF CENTRAL FLORIDA



Career and Workforce Education Graduate Program Handbook 2024-25

Career and Workforce Education Master of Arts (MA)
Local Director of Career and Technical Education Graduate Certificate
Leadership in Workforce Development Graduate Certificate

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Department of Educational Leadership and Higher Education
College of Community Innovation and Education

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How to Use This Handbook

This program handbook (CWE Graduate Handbook) is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and norms of graduate education at the University of Central Florida. The CWE Graduate handbook should serve as your main guide throughout your graduate career that details specific information regarding your program of study.

The Office of Graduate Studies also provides you with an electronic [Graduate Student Handbook](#) to include university information, policies, requirements, and guidance for all graduate students.

The collage features several overlapping panels:

- ACADEMIC CATALOGS**: A panel with the text "These online catalogs can help you quickly locate and save details about our undergraduate and graduate programs. Whether you are a prospective student or already enrolled, you can easily see what the University of Central Florida has to offer!" and three buttons: "Current Undergraduate Offerings" (VISIT CATALOG), "Latest Graduate Programs" (VISIT CATALOG), and "Prior Years' Catalogs" (VISIT ARCHIVES).
- STUDENT LIFE**: A panel with the text "ORLANDO, FL | 73°F".
- THE GOLDEN RULE STUDENT HANDBOOK**: A panel featuring the UCF logo and the text "THE GOLDEN RULE STUDENT HANDBOOK".
- Student Handbook**: A yellow banner with the text "Student Handbook".
- KNIGHT LIFE at UCF**: A panel with the text "Don't just go to college — get the most out of it. At UCF, you'll have many ways to get involved inside and outside of the classroom. From application to graduation, you'll be inspired to do amazing things. So whether you prefer academics and research or campus activities and athletics, we'll provide you with the tools and support you need to find your place and foster your purpose. Discover your next adventure at UCF."
- GRADUATE STUDENT HANDBOOK**: A panel with the text "GRADUATE STUDENT HANDBOOK" and "Understanding Your Graduate Experience".
- UCF Regulations**: A yellow banner with the text "UCF Regulations" over a background image of a fountain.
- Pathways to Success**: A yellow banner with the text "Pathways to Success" and "Personal and Professional Development Opportunities" over a background image of a student.
- Navigation Bar**: A yellow bar with the text "HOME NOTICE ARCHIVES SUBSCRIBE TO NOTIFICATIONS UCF POLICIES".
- Chapter 5: Students**: A white panel with the text "Chapter 5: Students".

Contact List

Many of your questions about how to meet expectations and thrive as a graduate student will be answered by the various sources of policies, procedures, requirements, resources, and norms listed in this document. Several key positions in this department and on campus are ready to answer your remaining questions:

Career and Workforce Education ([CWE](#)) Programs

- [Dr. Lisa Martino](#)
Associate Lecturer, Academic Program Coordinator/Director, Advisor
ED 220C - 407-823-6184 - Lisa.Martino@ucf.edu
- [Dr. Sara Shaw](#)
Lecturer, Faculty Liaison: Sara.Shaw@ucf.edu

Adjuncts

[Kristopher Bracewell, EdD](#)
[Trevor Crovitz, MA](#)
[Thomas Gauthier, EdD](#)
[Stephanie Holmquist, PhD](#)
[Todd Van Auken, PhD](#)
[Evelyn Wright, MA](#)

Educational Leadership and Higher Education ([ELHE](#)) Department

- Dr. RoSusan Bartee
Department Chair: RoSusan.Bartee@ucf.edu
- Lindsay Archambault
Department Coordinator: Lindsay.Archambault@ucf.edu

Office of [Graduate Studies](#)

Brandon Ruff
gradadmissions@ucf.edu
Telephone: 407-823-2766
Millican Hall 230: [Online Application](#)

UCF Online Connect [Center](#)

Your success coach will be there as an added measure of support to collaborate on creating strategies to graduate; connecting you to appropriate resources for program specific support; and developing plans that align with your career goals.

- Norma Medina
Success Coach: Norma.Medina@ucf.edu
- Jailyn Ross
Success Coach: Jailyn.Ross@ucf.edu

Program Description

Overview

UCF's Master of Arts program in Career & Workforce Education ([CWE](#)) prepares students pursuing teaching, leadership, and administrative positions in career and workforce education (CWE) as well as workforce education, talent development, and corporate training.

The CWE MA degree program is housed within the College of Community Innovation and Education, Department of Educational Leadership and Higher Education.

This program is designed for individuals whose goal is to teach, train, coach, and/or lead in specific disciplines located in the following institutions: local school districts; private and public post-secondary schools (career centers; technical, community, and state colleges; universities); vocational rehabilitation centers; correctional institution vocational education programs; CTE and workforce associations (such as [FACTE](#), [ACTE](#), [CTSOs](#), [AdvanceCTE](#), [ATD](#)); military trainers and veterans; workforce talent development organizations; nonprofit organizations; and state/government workforce agencies. To prepare students in these endeavors, assignments, activities, and research within the courses in the CWE Programs reflect two teaching standards: Florida Educator Accomplished Practices ([FEAP](#)) and National Board for Professional Teaching Standards for CTE Teachers ([NBPTS](#)).

The program also has a focus on the practice of applying contemporary career and workforce research and scholarly writing to real-world practice. Critical thinking skills are infused into the curriculum as the program adequately prepares students to research, write and prepare to submit articles for publication in related technical specialization professional journals/magazines. Discipline specific knowledge, skills, attitudes, beliefs applicable to graduates from this program are explicit requirements in the areas of critical thinking, planning for instruction, and communication skills.

CWE Graduate Program Vision Statement: All career and workforce education leaders are academic scholars.

CWE Graduate Program Mission Statement: To provide opportunities for system leaders to critically analyze career and workforce history, programs, issues, and trends.

Our Goal: The Career and Workforce 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.

Program Learning Outcomes

Learning Outcome 1: Demonstrate knowledge of historical vocational and economic events, social movements, and legislative acts that have a direct impact on current career and workforce education in the U.S.

Learning Outcome 2: Analyze the components of a career and workforce education curriculum program using an appropriate needs assessment plan and program evaluation model.

Learning Outcome 3: Construct a publishable scholarly secondary research article regarding an issue that focuses on curricular, instructional, demographic, and/or trends in career and workforce education.

Online Track: Career and Workforce Education M.A. degree is offered fully online. Students may choose the online only track or a regular track. The CWE core courses are offered online only. If a student wishes to take elective courses on-campus, they may choose the regular track. Consult with advisor for more information. 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 Workforce Education MA program requires a minimum of 39 credit hours beyond the bachelor's degree, including 18 credit hours of career education core courses, 18 credit hours of advisor-approved courses focused on specialization within a discipline, and a 3-credit intern or research report course.

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 core 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 workforce education **AND** a subject matter expert in a discipline-specific field.

The internship/directed-field experience course (3 credit hours) OR a research report course (3 credit hours) is required at the end of the program of study.

Passing a comprehensive examination at the end of the program is a graduation requirement.

Please note: The Career and Workforce Education Programs are not initial teacher certification programs.

Career Education Core Courses: 18 Credit Hours

These courses will provide a solid foundation in career and technical/workforce education. The courses are only offered once a year in the semester as indicated.

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

Elective Courses in Specialization: 18 Credit Hours

Elective courses in a specialization may include career and workforce education (CWE), 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 workforce education may choose from the following list of elective courses. The courses are only offered once a year in the semester as indicated.

- ECW 5208 Workforce Development and Training Management (Summer Session C)
- ECW 6205 Administration of Local Career Education Programs (Summer Session C)
- ECW 6206 Supervision in Local Career and Technical Education Programs (Summer Session C)
- ECW 5265 Experiential Learning in Career and Workforce Education Programs (Fall)
- ECW 6695 School/Community Relations for Career and Technical Education Programs (Fall)
- BTE 6935 Seminar in Business Education (Odd Spring)
- ECW 6667 Workforce Development Theory to Practice (Spring)
- ECT 6792 Research Applications for Workforce Development (Spring)
- ECW 5207 Management of Career Education Programs (Spring)

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 Academic Program Coordinator will assist in the internship arrangements. 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 CWE. 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.

CWE Graduate Certificates

We also offer two graduate certificates that can be added to your Career and Workforce Education Master's Degree Program to satisfy the elective requirements. You must apply to the graduate certificates in addition to the master's degree. See advisor for more information.

- [Local Director of Career and Technical Education Graduate Certificate](#)
 - The courses in this graduate certificate may be used in part towards the certification requirements for the [Local Director for Career and Technical Education](#) through the State of Florida DOE. See the FL DOE website for more information.
- [Leadership in Workforce Development Graduate Certificate](#)

Graduation Requirements

Time to Completion

(Full Time – 9 credit hours per semester; Part Time – 6 credit hours per semester)

1st Year of Graduate Program

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

2nd Year of Graduate Program

Fall

- Elective (3 credit hours)
- Elective (3 credit hours)
- Elective (3 credit hours)

Semester Total: 9 credit hours

Spring

- ECT 6946 Internship (3 credit hours) **OR**
- ECT 6909 Research Report (3 credit hours)

Semester Total: 3 credit hours

Comprehensive Exam

The purpose of the comprehensive exam is to evaluate the student's mastery of the field of Career and Workforce Education. The comprehensive examination is a 3-day at home research paper based on instructions provided by the Academic Program Coordinator. The method and procedure for examination will be discussed with the Academic Program Coordinator during the first GPS/Orientation session. The dates for the comprehensive exam will be provided by the student, usually the semester before graduation and 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. 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 or 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 email official Comprehensive Examination results to you two weeks after exam.

Academic Integrity

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](#)

Filing Your Intent to Graduate

The ability to file online opens at mid-term of the semester **prior** to the semester of graduation. Intents 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.
- 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 CWE 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/.

The Career and Workforce Education Program has a [UCF Facebook group page](#). This is an active group with current and former students, faculty, and CWE leaders. Jobs and CWE news are posted and discussed. Please consider joining to stay connected with your peers and the CWE 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/.

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 Workforce 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](#)