# IUP Graduate Handbook

## Master of Education in Career and Technical Administration

Center for Career and Technical Personnel Preparation

Master of Education in Career and Technical Administration
Center for Career and Technical Personnel Preparation
Reschini Building
1110 Maple Street
Indiana, PA 15705
Phone: 724-357-4434
Fax: 724-357-6200

Program Website: www.iup.edu/careerteched

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## Center for Career and Technical Personnel Preparation

The Center for Career and Technical Personnel Preparation at Indiana University of Pennsylvania (IUP) was established in 1978 in response to the stated objectives of the Pennsylvania Department of Education-Bureau of Career and Technical Education for a comprehensive program to prepare and upgrade teachers, support personnel and administrators of career and technical education in area technical schools and comprehensive high schools in western Pennsylvania. Since that time, the IUP Center has continued to operate in an effective and efficient manner while delivering high quality CTE educator certification programs that stress integrity and are responsive to the varied needs and requirements of its' constituent groups.

The Center is housed within the College of Education and Communications at Indiana University of Pennsylvania, a member of the State System of Higher Education (PASSHE) and an approved and fully accredited member of the Middle States Association of Colleges and Secondary Schools, the National Council for the Accreditation of Teacher Education, and the Association to Advance Collegiate Schools of Business.

## Mission Statement and Program Objectives

The IUP Career and Technical Administration degree program is designed to be completed in two years and is based on standards established by the Pennsylvania Department of Education (PDE) to prepare individuals to assume the role of institutional leader of career and technical programs. As the administrator, you will be responsible for long-range planning, effectively promoting community involvement, providing for sound business and financial management, and providing state-of-the-art equipment and facilities.

Throughout the program, students will complete in a minimum of 500 hours of embedded authentic simulations, field experiences, and an internship that demonstrate their knowledge of and competence in applying the fundamental concepts of school administration. One, three-credit course is offered each academic semester, including the summer session. However, it may be necessary to enroll in two, three-credit courses when non-VOED courses that are part of the program are offered. Please be aware that if you choose not to enroll for consecutive semesters, you will have to wait until the course that you are sitting out is offered again.

Completion of all PDE required tests and successful completion of all classes with 3.0 GPA are also required.

Upon successful completion of the 33-credit program, graduates will:

1. Develop skills necessary for a career and technical director to supervise CTE personnel and effectively manage CTE students.
   VOED 610: Personnel & Student Management in Career and Technical Education

2. Examine the Pennsylvania School Code and federal regulations and apply the Code and regulations for the effective operation of approved career and technical programs in Pennsylvania.
   VOED 611: School Code and Policy in Career and Technical Education

3. Develop a practical understanding of the CTC director's role in budget and facilities oversight as authorized by the Joint Operating Committee (JOC).
   VOED 612: Fiscal Responsibilities and Financial Oversite in Career and Technical Education

4. Analyze landmark and current cases in school and examine the impact of PA School Code to the operation of a CTC.
   VOED 613: School Law and Legal Responsibilities in Career and Technical Education

5. Evaluate elements to build strong work-based CTE programs including curriculum development research, curriculum resources and curriculum mapping.
   VOED 614: Curriculum Development and Analysis in Career and Technical Education.

6. Examine administrative leadership styles and identify personal leadership abilities with consideration given to the unique characteristics of CTE programs and variety of delivery systems.
   VOED 615: Administrative Leadership in Career and Technical Education

7. Explore the connections between families, schools, businesses, philanthropic organizations, and educational agencies that are essential for preparing 21st century learners.
   MEDU 761: Connecting Community and School

8. Equip students with the tools to facilitate instruction with academically diverse learners in 21st Century classrooms.
   MEDU 762: Teaching Academically Diverse Learners

9. Support the integration of research to enhance students' learning in the university and in their own workplace.
   MEDU 763: Educational Research and Practical Application

10. Enhance their understanding of the current technologies in the classroom.
    MEDU 764: Educational Technology for Today and Tomorrow

## Campus Resources & Student Support

The School of Graduate Studies and Research:  www.iup.edu/graduatestudies/
Graduate Catalog:  www.iup.edu/gradcatalog
Office of the Bursar:  www.iup.edu/bursar/
Office of the Registrar:

## Course Descriptions

For detailed course descriptions, please refer to the Graduate Catalog: www.iup.edu/gradcatalog

## Evaluation of Students

Students are evaluated on their coursework and successful completion of embedded field experiences/internship hours. There are no candidacy/qualifier or comprehensive exams.

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: www.iup.edu/gradcatalog

## Degree Completion

### Application for Graduation

It is the student's responsibility to apply for graduation. Applications for graduation must be done on-line through MyIUP. If you need help or have questions, you may contact the Center or the School of Graduate Studies and Research.

After applying for graduation, the School of Graduate Studies and Research will send a Graduation Checkout Form to your advisor.

### Application Deadlines

*If the School of Graduate Studies and Research receives your form late, your graduation will be delayed.* The application must be submitted to the School of Graduate Studies and Research by:

> May 1 for May graduation
> August 1 for August graduation
> December 1 for December graduation.

For more information, view the view the Graduate Catalog: www.iup.edu/gradcatalog

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: http://www.iup.edu/graduatestudies/

## University Policies and Procedures

**University policy is the baseline policy.** Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact your program coordinator or the School of Graduate Studies and Research.

**Academic Calendar**
View the IUP Academic Calendar:  www.iup.edu/news-events/calendar/academic/

**The following University and SGSR policies can be found at www.iup.edu/gradcatalog**

**Academic Good Standing**
www.iup.edu/gradcatalog

**Academic Integrity**
www.iup.edu/gradcatalog
*The Source: A Student Policy Guide*: www.iup.edu/studentconduct/thesource/

**Bereavement-Related Class Absences**
www.iup.edu/gradcatalog

**Grade Appeal Policy**

# Student Acknowledgement

As a student in the Master of Education in Career and Technical Administration program, I acknowledge that it is my responsibility to read and understand the university policies and procedures contained in this student handbook.

My signature below indicates that I acknowledge this responsibility.

_____ I understand my program coordinator may share this document with the School of Graduate Studies and Research.


_____
Print Name


_____
Signature


_____
Date


**Return this form to:**
Paula Andrei
IUP Center for Career and Technical Personnel Preparation
Reschini Building, 1110 Maple Street
Indiana, PA 15705


*The Center for Career and Technical Personnel Preparation will keep this signed document on file.*