

**MARSHALL UNIVERSITY  
COLLEGE OF EDUCATION AND PROFESSIONAL DEVELOPMENT  
MASTER OF SCIENCE DEGREE -- ADULT AND CONTINUING EDUCATION  
CAREER AND TECHNICAL CENTER TEACHING PLAN OF STUDY**

**ADMISSION REQUIREMENTS:** In addition to Marshall University's requirements for admission, an applicant must have a bachelor's degree from an accredited institution with an undergraduate Grade Point Average (GPA) of 2.75 or higher on a 4.0 scale. An applicant must be employed as a career and technical center teacher in West Virginia.

**STUDENT REQUIREMENTS:** All students follow a program Plan of Study and must maintain a cumulative Grade Point Average (GPA) of 3.0. Course credit transferred from an accredited institution(s) must be approved by the program director prior to completion of the Plan of Study. The Plan of Study must be completed for all admitted students within the first semester of enrollment. Failure by the student to return the signed Plan of Study within 30 days will automatically indicate acceptance of its terms.

**GRADUATION REQUIREMENTS:** Students must apply for graduation by the published deadline in the semester they expect to graduate. All coursework included in a degree program must not be more than seven years old at the time of graduation.

COURSE NUMBER	COURSE NAME	CREDIT HOURS	SESSION OFFERED	SESSION TAKEN	GRADE
<b>Required Core Courses</b>					
LS 632	Human Relations in the Public Sector	3	All Sessions		
ACE 603	Introduction to Adult Education and Adult Learners	3	Fall & Summer		
ACE 656	Instructional Planning for Adult Populations	3	Spring		
ACE 671	Evaluation of Adult and Technical Instruction	3	Fall & Summer		
<b>Total Core Hours</b>		<b>12</b>			
<b>WV Licensure Courses</b>					
ACE 508	Teaching Methods in Career and Technical Education	3	Summer		
ACE 511	Introduction to Career and Technical Education	3	Fall		
ACE 524	Safety in Career and Technical Education	3	All Sessions		
ACE 650	Career Education Curriculum Development	3	Summer		
ACE 673	Assessment in Adult & Continuing Education	3	Spring		
<b>WV Licensure Electives (choose one)</b>					
ACE 548	Applications of Basic Skills in Career and Technical Education	3	All Sessions		
ACE 631	Survey Practicum Computer Applications		All Sessions		
ACE 637	Individual Computer Program Applications		All Sessions		
<b>Total WV Licensure Hours</b>		<b>18</b>			
<b>Capstone Requirements</b>					
ACE 685	Capstone Portfolio	3	All Sessions		
<b>TOTAL DEGREE HOURS</b>		<b>33</b>			

<b>Student</b>	<b>Advisor</b>
<b>Date</b>	<b>Date</b>
<b>DR. EUGENIA DAMRON, Program Director</b>	<b>DR. TERESA EAGLE, Dean</b>
<b>Date</b>	<b>Date</b>