

MARSHALL UNIVERSITY
COLLEGE OF EDUCATION AND PROFESSIONAL DEVELOPMENT
ADULT AND CONTINUING EDUCATION (ACE)
MASTER OF SCIENCE DEGREE – CAREER AND TECHNICAL CENTER TEACHING PLAN OF STUDY

ADMISSION REQUIREMENTS: Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website: <http://www.marshall.edu/graduate/programs/how-to-apply-for-admission/>. In addition to Marshall University’s requirements for admission, the following criteria must be met for admission to the Career and Technical Center Teaching area of emphasis: (1) Admission will be open only to students in good academic standing who have received a four-year Bachelor’s degree from an accredited institution of higher learning, and have a minimum undergraduate cumulative Grade Point Average (GPA) of 2.75 on a 4.0 scale; and (2) Admission requires that an applicant be employed as a career and technical center teacher in West Virginia.

STUDENT REQUIREMENTS: A total of 33 credit hours is required for program completion for the Career and Technical Center Teaching area of emphasis to satisfy the Master of Science degree requirements. A Plan of Study will be sent to the student at the time of admission. Changes in required courses and the choice of any elective courses must be approved, and signed by the advisor on the office copy of the Plan of Study. The Plan of Study is a student’s “blueprint” for completing graduation requirements. The required GPA to complete the master’s degree is 3.0 (B). Students must prepare an academic portfolio in the Capstone course during their last semester of enrollment, and may take no more than one other 3-hour course in the semester that the Capstone course is taken, unless approved by their advisor. 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 as part of a Plan of Study must not be more than seven years old at the time of graduation.

COURSE NUMBER	Course Name	Credit Hours	Course Availability	Semester Taken	Grade
Core Courses – Required (12 Hours)					
ATE 600	Aspects of Training and Development	3	Fall, Summer (Odd)		
ATE 603	Introduction to Adult Education and Adult Learners	3	Fall, Summer (Even)		
ATE 656	Instructional Planning for Adult Populations	3	Spring, Summer (Odd)		
LS 632	Human Relations in the Public Sector	3	Fall/Spring/Summer		
West Virginia Licensure Courses – (18 Hours)					
ATE 508	Teaching Methods in Career and Technical Education	3	Fall/Spring/Summer		
ATE 511	Introduction to Career and Technical Education	3	Fall/Spring/Summer		
ATE 524	Safety in Career and Technical Education	3	Fall/Spring/Summer		
ATE 631 (or) ATE 637	Survey Practicum Computer Applications Individual Computer Program Applications	3	Fall/Spring/Summer		
ATE 650	Career Education and Curriculum Development	3	Fall/Spring/Summer		
ATE 673	Assessment in Adult/Technical Education	3	Fall/Spring/Summer		
Capstone – (3 Hours)					
ATE 685	Capstone Portfolio	3	Fall/Spring/Summer		
TOTAL DEGREE HOURS		33			

Student: 901-XX-XXXX	Date	Advisor:	Date
DR. LOUIS WATTS, Program Director	Date	DR. TERESA EAGLE, Dean	Date