

## Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD \_\_\_\_\_

Dept/Division: Adult and Technical Education (ATE) \_\_\_\_\_

Contact Person: Louis Watts, Ed.D. Assoc. Prof./Prog. Dir.--Leadership Studies/ATE \_\_\_\_\_

Phone: (304) 746-1933 \_\_\_\_\_

### Action Requested

Check action requested:  Addition  Deletion  Change

Degree Program Master of Science in Adult and Technical Education (ATE) \_\_\_\_\_

Area of Emphasis Adult Education and Training and Development \_\_\_\_\_

Effective Term/Year Fall 20  Spring 20  Summer 20 

### Notifications

Attach a copy of written notification regarding this curriculum request to the following:

1. Statement of Non-Duplication: If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy with this packet as well as the response received from the affected department.
2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimate of cost and time required to secure these items.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _____	Date _____
Registrar _____	Date _____
College Curriculum Chair _____	Date _____
College Dean _____	Date _____
Graduate Council Chair _____	Date _____
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

## Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 2

---

1. Please provide a rationale for addition, deletion, change:

Please refer to the attached "Proposal for Graduate Program Change -- Adult and Technical Education (ATE) Master of Science Degree Program -- Transitioning to an Online Program Format and Program Title Change." The proposal provides a rationale for change in area of emphasis. With the new online program format, the Adult Education and Training and Development areas of emphasis will be merged into one area of emphasis, namely: Adult Education and Evaluation.

2. Please describe any changes in curriculum:

Course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change.

Please refer to the attached "Proposal for Graduate Program Change -- Adult and Technical Education (ATE) Master of Science Degree Program -- Transitioning to an Online Program Format and Program Title Change" that follows after the application form. The proposal provides a rationale for change in area of emphasis.

3. **Additional Resource Requirements:** If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this Area of Emphasis attach an estimate of the time and money required to secure these items. May attach separate page if needed

NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NONE

4. **NON-DUPLICATION:**

If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them.

Enter NONE if not applicable.

NONE

***For catalog changes as a result of the above action, please fill in the following pages.***

## Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 3

---

### 5. **Current Catalog Description**

Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change.  
(May attach separate page if needed)

See attachment, **Appendix B**, which includes the Adult and Technical Education (ATE) current catalog description, extracted from the Fall 2015 graduate catalog, print version.

### 6. **Edits to the Current Description**

Attach a PDF copy of the current catalog description prepared in MS Word with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text. A copy of the previous ATE catalog description is attached after the new ACE catalog description. Refer to **Appendix B**.

### 7. **New Catalog Description**

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed)

Refer to **Appendix A** in the attached "Proposal for Graduate Program Change -- Adult and Technical Education (ATE) Master of Science Degree Program -- Transitioning to an Online Program Format and Program Title Change." **Appendix A** in the proposal includes a full description of the new Adult and Continuing Education (ACE) Online Program catalog description.

The following is a synopsis of the Adult and Continuing Education (ACE) Online Program new catalog description:

#### **Program Description, M.S.**

The Master of Science degree program in Adult and Continuing Education (ACE) is a field-based program designed to serve adult learners who may be employed on a fulltime basis. The comprehensive program is intended for individuals who serve in an instructional, training, leadership, or professional role in human services areas of business, industry, government, community agencies, health care, or education. The program is designed for learners who aspire to become training and development professionals in business, industry, or service organizations. Students will learn to teach adults by gaining classroom knowledge, experiencing work-based activities, and participating in projects intended to develop the competencies utilized by professionals in the areas of Adult Education, Training and Development, and Career and Technical Center Teaching.

The areas of emphasis in Adult and Continuing Education (ACE) allow a program to be tailored to meet the personal and professional needs of a broad spectrum of graduate students. The courses provide students with the opportunity to continue their graduate education in a flexible program through an online delivery system. The online program includes two areas of emphasis: (1) Adult Education and Evaluation and (2) Career and Technical Center Teaching. Students electing to complete a Master of Science degree in Adult Education and Evaluation or Career and Technical Center Teaching, will be required to complete 30 credit hours. Entering students in the program will build upon their academic background gained through their undergraduate education and professional employment. The program's coursework will provide the additional academic requirements, training, and leadership development necessary to complete a Master of Science degree.

The following provides the framework for the candidate's Plan of Study: In consultation with the advisor, the student will select an area of emphasis and plan the program. Areas of emphasis available in the Master of Science degree program are:

- a. Adult Education and Evaluation
- b. Career and Technical Center Teaching

## Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 4

---

Please insert in the text box below your Area of Emphasis change information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Area of Emphasis Title:

Credit Hours:

Type of Change Requested: (*addition, deletion, change*)

Term to Take Effect: (*Fall, Spring, Summer/Year*)

Rationale:

**Department:** Adult and Technical Education (ATE)

**Area of Emphasis Title:** Adult Education and Evaluation

**Type of Change Requested:** Change the following two areas of emphasis to one: (From (1) Adult Education and (2) Training and Development, to (1) Adult Education and Evaluation. The Career and Technical Center Teaching Teaching area of emphasis will remain the same.

**Term to Take Effect:** (Fall 2016)

**Rationale:** Please refer to the attached "Proposal for Graduate Program Change -- Adult and Technical Education (ATE) Master of Science Degree Program -- Transitioning to an Online Program Format and Program Title Change." **Appendix A** in the proposal includes a full description of the new Adult and Continuing Education (ACE) Online Program catalog description.

**Proposal for Graduate Program Change**

**Marshall University  
Adult and Technical Education (ATE)  
Master of Science Degree Program**

**Transitioning to an Online Program Format and  
Program Title Change**

***Prepared by:***

*Dr. Feon M. Smith*

*Associate Professor, Adult and Technical Education*

*Jessica M. Hanna*

*Assistant Professor, Adult and Technical Education*

***Submitted to:***

*Dr. Teresa Eagle, Dean*

*Marshall University*

*College of Education and Professional Development*

*Dr. Louis Watts*

*Associate Professor of Leadership Studies and  
Program Coordinator, Adult and Technical Education*

*Marshall University*

*College of Education and Professional Development*

Submitted on: January 12, 2016

Edited on: March 28, 2016

**Program Identification**

Name of Current Program:	Adult and Technical Education (ATE)
Current ATE Program Areas of Emphasis:	(1) Adult Education; (2) Training and Development; and (3) Career and Technical Center Teaching
Name of New Online Program:	Adult and Continuing Education (ACE)
New Online Program Areas of Emphasis:	(1) Adult Education and Evaluation; and (2) Career and Technical Center Teaching
College:	College of Education and Professional Development
Institution:	Marshall University
Degree to be offered:	Master of Science (M.S.)
Proposed Start Date for Online Delivery:	Fall Semester 2016
(CIP) Code(s) Associated with the Program:	13.0403; 13.1201; 52.1001; 13.0401
Appendix A:	Marshall University Graduate Catalog Description

## **New Online Program Proposal Narrative**

This Proposal serves as a vehicle to modify the Adult and Technical Education (ATE) Master of Science degree program to an online format, and to change the program title.

### **Current Adult and Technical Education (ATE) Program Overview**

The Master of Science degree program in Adult and Technical Education (ATE), Department of Leadership Studies, College of Education and Professional Development, is a field-based program designed to serve adult learners who may be employed on a full-time basis. The comprehensive program is intended for individuals who serve in an instructional, training, leadership, or professional role in human services areas of business, industry, government, community agencies, health care, or education.

The program is designed for learners who aspire to become training and development professionals in business, industry, or service organizations. Students will learn to teach adults by gaining classroom knowledge, experiencing work-based activities, and participating in projects intended to develop the competencies utilized by professionals in the areas of Adult Education, Training and Development, and Career and Technical Center Teaching.

The areas of emphasis in Adult and Technical Education (ATE) allow a program to be tailored to meet the personal and professional needs of a broad spectrum of graduate students. The courses provide students with the opportunity to continue their graduate education in a flexible program through a state-wide delivery system.

### **New Online Program Title and Description**

The online program's new name will be **Adult and Continuing Education (ACE) Master of Science Degree**.

### **Online Program Areas of Emphasis**

The new online program will include two areas of emphasis: (1) Adult Education and Evaluation, and (2) Career and Technical Center Teaching.

### **Online Program Description**

The Master of Science degree program in Adult and Continuing Education (ACE) is a field-based program designed to serve adult learners who may be employed on a fulltime basis. The comprehensive program is intended for individuals who serve in an instructional, training, leadership, or professional role in human services areas of business, industry, government, community agencies, health care, or education. The program is designed for learners who aspire

to become training and development professionals in business, industry, or service organizations. Students will learn to teach adults by gaining classroom knowledge, experiencing work-based activities, and participating in projects intended to develop the competencies utilized by professionals in the areas of Adult Education, Training and Development, and Career and Technical Center Teaching.

The areas of emphasis in Adult and Continuing Education (ACE) allow a program to be tailored to meet the personal and professional needs of a broad spectrum of graduate students. The courses provide students with the opportunity to continue their graduate education in a flexible program through an online delivery system. Students electing to complete a Master of Science degree in Adult Education and Evaluation or Career and Technical Center Teaching, will be required to complete 30 credit hours. Entering students in the program will build upon their academic background gained through their undergraduate education and professional employment. The program's coursework will provide the additional academic requirements, training, and leadership development necessary to complete a Master of Science degree.

The following provides the framework for the candidate's Plan of Study: In consultation with the advisor, the student will select an area of emphasis and plan the program. Areas of emphasis available in the Master of Science degree program are:

- a. Adult Education and Evaluation
- b. Career and Technical Center Teaching

### **Online Program Admission Requirements**

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website: [www.marshall.edu/graduate/how-to-apply-for-admission](http://www.marshall.edu/graduate/how-to-apply-for-admission). In addition to Marshall University's requirements for admission, the following criteria must be met for admission to the Adult and Continuing Education (ACE) program:

- Students will be expected to have achieved the academic standards set forth by Marshall University. These students should possess the knowledge and skills necessary for admission in the College of Education and Professional Development.
- 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.
- Admission to the Career and Technical Center Teaching area of emphasis require that students be employed as a career and technical center teacher in West Virginia.



**Program Requirements, M.S. -- Area of Emphasis in Adult Education and Evaluation**

- A total of 30 credit hours is required for program completion for the Adult and Continuing Education (ACE) 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 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.

**Adult Education and Evaluation Area of Emphasis**

The Adult Education and Evaluation area of emphasis serves training and development professionals looking to expand knowledge and further careers, as well as professionals wanting to transition into teaching adults.

- Adult Education serves persons who work with adults in either an instructional or an administrative role. Students are drawn from various areas such as the human services agencies, those with staff development, or in-service responsibilities in hospitals, business or government, as well as those in adult preparatory programs at the postsecondary or community college level.
- Training and Development serves persons employed in business, industry, or other organizations involved in the advancement of knowledge, competencies, and skills of their employees. Students are drawn from various areas such as management, marketing, human resources, and safety whose responsibilities may include instructional design and preparation of employees for current jobs, future assignments, and/or personal enhancement.

**Core Courses – Required (12 Hours):**

ATE	600	Aspects of Training and Development
ATE	603	Introduction to Adult Education and Adult Learners
ATE	656	Instructional Planning for Adult Populations
LS	632	Human Relations in the Public Sector

**General Courses – (15 Hours):**

ATE	618	Literature of Adult and Continuing Education
ATE	628	Adult Instruction: Environmental and Personal Aspects
ATE	661	Practicum in Adult and Continuing Education

ATE 671 Evaluation of Adult and Technical Education

Prerequisite for ATE 671 (ATE 656)

ATE 677 Research Methods and Design

ATE 689 Grant Proposal Writing NP Agnc

Capstone – (3 Hours):

ATE 685 Capstone Portfolio

Total Adult Education and Evaluation Program Hours: 30

### **Program Requirements, M.S. -- Area of Emphasis in Career and Technical Center Teaching**

- A total of 30 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 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.

### **Career and Technical Center Teaching Area of Emphasis**

The West Virginia Career and Technical Center Teaching Preparation and Certification Program (ATE Master of Science Degree with focus in Career Centered Teaching) is restricted to only currently employed individuals in a CTE Concentration/Endorsement Program Area in one of the comprehensive high schools, career tech centers, or multi-county centers.

Core Courses –Required (12 Hours):

ATE 600 Aspects of Training and Development

ATE 603 Introduction to Adult Education and Adult Learners

ATE 656 Instructional Planning for Adult Populations

LS 632 Human Relations in the Public Sector

West Virginia Licensure Courses – (15 Hours):

ATE 508 Teaching Methods Career Tech Ed

ATE 511	Introduction to Career and Technical Education
ATE 524	Safety in Career and Technical Education
ATE 548	Appl Basic Skills Career Tech
ATE 631	Survey Pract Computer Appl
ATE 637	Indiv Computer Prog App
ATE 673	Assessment in Adult/Technical Education

Capstone (3 Hours):

ATE 685	Capstone Portfolio
---------	--------------------

Total Career and Technical Center Teaching Program Hours: 30

### **Rationale for Online Program Format**

In order to become competitive with other higher education institutions that offer fully online adult and continuing education programs, the Adult and Technical Education Program will be modified by merging the Adult Education and Training & Development areas of emphasis into one program of study.

- The Adult Education area of emphasis is designed to serve persons who work with adults in either an instructional or an administrative role. As such, its participants are drawn from various areas such as the human services agencies, those with staff development, or in-service responsibilities in hospitals, business or government, as well as those in adult preparatory programs at the postsecondary or community college level.
- The Training and Development area of emphasis is designed to serve persons employed in business, industry, or other organizations involved in the advancement of knowledge, competencies, and skills of their employees. Graduate students are drawn from areas such as management, marketing, human resources, and safety whose responsibilities may include instructional design and preparation of employees for current jobs, future assignments, and/or personal enhancement.

Since the Adult Education and Training & Development areas of emphasis serve similar populations, and draws students from similar career fields, merging them into one specialization will be a mechanism for a cost-effective, collaborative, and creative fully online Master of Science degree program.

### **Program Mission Statement**

The online program shall be centrally related to the Marshall University Board of Governors Approved Mission Statement of the Institution. The Marshall University Mission Statement: Marshall University is a multi-campus public university providing innovative undergraduate and graduate education that contributes to the development of society and the individual. The

University actively facilitates learning through the preservation, discovery, synthesis, and dissemination of knowledge. (<http://www.marshall.edu/strategic/university-mission-statement/>)

### **Program Objectives**

Upon completion of the Adult and Continuing Education (ACE) program, students will be able to:

1. Understand the theoretical framework for Adult and Continuing Education.
2. Create effective professional development for adult populations.
3. Evaluate the effectiveness of professional development for adult populations.
4. Acquire and apply current information related to Adult and Continuing Education.
5. Demonstrate interpersonal and intrapersonal skills appropriate for career success.
6. Appreciate and make use of multiculturalism and diversity.
7. Identify and resolve conflict management.
8. Apply effective oral and written communication skills.
9. Apply effective leadership practices
10. Construct and manage a budget.
11. Comprehend the changing role of technology.

### **Program Standards**

The current Adult and Technical Education program consists of seven standards to be addressed in the Capstone portfolios of students who are candidates for the M.S. degree. These standards will remain the same in the Adult and Continuing Education (ACE) program. The standards are as follows:

- **Standard 1 - Interpersonal and Intrapersonal Skills**
  - A. Apply effective written communications
  - B. Convey effective oral communications
  - C. Collaborate effectively
  - D. Assessing self
  - E. Reflective practice
- **Standard 2 - Program Planning and Development**
  - A. Conduct needs assessment
  - B. Examine program ideas
  - C. Design instructional plans
  - D. Develop transfer of training techniques
  - E. Evaluating programs
  - F. Formatting scheduling and staffing
  - G. Budgeting
  - H. Coordinating facilities
  - I. Discerning context

- J. Reflective practice
- **Standard 3 - Professionalism**
  - A. Promote a positive climate
  - B. Apply best practices
  - C. Design professional growth plan
  - D. Reflective practice
- **Standard 4 - Instructional Development and Delivery**
  - A. Needs Assessment
  - B. Collaborate with stakeholders
  - C. Develop course objectives
  - D. Apply adult learning theory
  - E. Identify learning styles and utilize in effective practice
  - F. Reflective practice
- **Standard 5 - Critical Thinking and Problem Solving.**

This standard deals with academic preparation in the following areas:

  - A. Employ research principles
  - B. Utilize research to solve problems
  - C. Promote critical thinking in educational settings
  - D. Implement critical thinking in professional practice
  - E. Reflective practice
- **Standard 6 - Adult Learning Theory**

This standard deals with academic preparation in the following areas:

  - A. Identify adult learning theory
  - B. Differentiate theory to practice
  - C. Utilize adult learning theory
  - D. Reflective practice
- **Standard 7 - Presentation**

### **Student Demand for the Online Program**

The online program is designed to maximize the use of existing faculty, space, equipment, and meet the educational needs of the adult learner (non-traditional student). The program is designed to complement students' prior academic and experiential accomplishments, and promote future employment potential. This online Master of Science degree will increase enrollment by recruiting students from all across the country, who meet admission criteria, to enroll in the program. It will also bring financial revenue to the university through increased enrollments.

The overall scope of the program will contribute to increased career opportunities in students' professions, help to meet West Virginia's and the surrounding states' need for a better prepared

workforce. The program will also encourage adult learners to enroll, who would customarily be unable to pursue an advanced degree due to demanding work schedules, family commitments, commuting issues, and other access barriers.

### **Regional, State, and National Factors**

A thorough search was conducted via the World Wide Web to locate adult education master's degree programs. The search returned a total of 48 programs nationwide that offer adult education degrees. The Marshall University Adult and Continuing Education (ACE) Online Master of Science degree would be the only one of its kind in West Virginia.

### **Employment Possibilities for Graduates of this Program**

Graduates in the Adult and Continuing Education (ACE) program can expect employment opportunities from a variety of human services areas in business, industry, government, community agencies, health care, or education.

According to the Bureau of Labor Statistics, the projected growth (2010-2020) for Training and Development Specialists in the state of West Virginia is expected to increase from 920 to 1,100, a 19% change [<http://www.onetonline.org/link/summary/13-1151.00>].

The projected growth (2010-2020) for Education Teachers, Postsecondary in the state of West Virginia is expected to increase from 370 to 390, a 6% change [<http://www.onetonline.org/link/summary/25-1081.00>].

The data from the Bureau of Labor Statistics indicate that there is potential for growth in both areas of Training and Development and Adult Education in West Virginia. On a national level, both areas show an increase between the years 2012 and 2022. Hence, merging these together as one program of study would be beneficial to students.

### **Classification of Program**

Consistent with the program identification, as provided in the Classification of Instructional Programs (C.I.P.) developed and published by the U.S. Department of Education, Center for Educational Statistics (*13.0403 – Adult and Continuing Education Administration, 13.1201 - Adult and Continuing Education and Teaching, 52.1001 - Human Resources Management/Personnel Administration, General, 13.0401 – Educational Leadership and Administration, General*), it is the intent of this proposal to modify the program name, curriculum, and incorporate one alternative specialization.

**Online Program Curriculum**

The curriculum for the online program will consist of the following:

- A total of 30 credit hours is required for program completion for both the Adult Education and Evaluation, and Career and Technical Center Teaching areas of emphasis.
- A total of 12 credit hours of the following core courses must be completed by students in the Adult Education and Evaluation program and the Career and Technical Center Teaching areas of emphasis: ATE 600; ATE 603; ATE 656, and LS 632.
- ATE 656 will be a Prerequisite for ATE 671.
- LS 632 will replace ATE 550.
- ATE 650 will be removed from the CTC Teaching Program.

The following table illustrates the online program course offerings and rotation schedule:

<b>Adult &amp; Continuing Education Proposed Course Rotation</b>				
	<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>	
			<i><b>EVEN</b></i>	<i><b>ODD</b></i>
Core Courses	LS 632	LS 632	LS 632	LS 632
	ATE 600			ATE 600
	ATE 603			ATE 603
		ATE 656		
General Courses	ATE 618			
			ATE 628	
	ATE 689	ATE 689	ATE 689	ATE 689
	ATE 661	ATE 661	ATE 661	ATE 661
			ATE 671	
	ATE 677			
Capstone	ATE 685	ATE 685	ATE 685	ATE 685
<b>Career &amp; Technical Center Teaching (stays the same)</b>				
CTC Teaching	ATE 508	ATE 508	ATE 508	ATE 508
	ATE 511	ATE 511	ATE 511	ATE 511
	ATE 524	ATE 524	ATE 524	ATE 524
	ATE 631/637	ATE 631/637	ATE 631/637	ATE 631/637
	ATE 650	ATE 650	ATE 650	ATE 650
	ATE 673	ATE 673	ATE 673	ATE 673

**Accreditation**

Once the Adult and Continuing Education (ACE) Online Program has been approved to begin, an application will be submitted to the Accrediting Council for Continuing Education & Training (ACCET). The ACCET is the only recognized accrediting organization nationwide for adult education programs. Having the program accredited will ensure that it receives the benefits of quality assurance, gatekeepers, government training contracts, listing in directories of accredited institutions, and continuing education units (CEUs).

**Degree Completion Recognition**

Students who successfully complete the requirements of the program will earn the Master of Science degree in Adult and Continuing Education (ACE).

**Program Administration**

The Adult and Continuing Education (ACE) Online Program will remain in the College of Education and Professional Development. No changes will be necessary in the administrative organization of Marshall University. The current faculty are as follows: Dr. Feon Smith, Ph.D., Associate Professor; Dr. Jessica M. Hanna, Ed.D., Assistant Professor, and Dr. LeVene Olson, Ed.D., Professor.

**Approvals**

\_\_\_\_\_ Date \_\_\_\_\_  
 Adult and Technical Education Department Coordinator

\_\_\_\_\_ Date \_\_\_\_\_  
 Dean, College of Education and Professional Development

\_\_\_\_\_ Date \_\_\_\_\_  
 Provost, Academic Affairs



# Appendix A:

Marshall University  
Graduate Catalog Description  
for the new  
Adult and Continuing Education (ACE)  
Online Program

**College of Education and Professional Development**  
**Dr. Teresa Eagle, Dean**  
***www.marshall.edu/coepd***

**ADULT AND CONTINUING EDUCATION (ACE), M.S.**

**Areas of Emphasis**

**Adult Education and Evaluation**

**Career and Technical Center Teaching**

**Program Description, M.S.**

The Master of Science degree program in Adult and Continuing Education (ACE) is a field-based program designed to serve adult learners who may be employed on a fulltime basis. The comprehensive program is intended for individuals who serve in an instructional, training, leadership, or professional role in human services areas of business, industry, government, community agencies, health care, or education. The program is designed for learners who aspire to become training and development professionals in business, industry, or service organizations. Students will learn to teach adults by gaining classroom knowledge, experiencing work-based activities, and participating in projects intended to develop the competencies utilized by professionals in the areas of Adult Education, Training and Development, and Career and Technical Center Teaching.

The areas of emphasis in Adult and Continuing Education (ACE) allow a program to be tailored to meet the personal and professional needs of a broad spectrum of graduate students. The courses provide students with the opportunity to continue their graduate education in a flexible program through an online delivery system. The online program includes two areas of emphasis: (1) Adult Education and Evaluation and (2) Career and Technical Center Teaching. Students electing to complete a Master of Science degree in Adult Education and Evaluation or Career and Technical Center Teaching, will be required to complete 30 credit hours. Entering students in the program will build upon their academic background gained through their undergraduate education and professional employment. The program's coursework will provide the additional academic requirements, training, and leadership development necessary to complete a Master of Science degree.

The following provides the framework for the candidate's Plan of Study: In consultation with the advisor, the student will select an area of emphasis and plan the program. Areas of emphasis available in the Master of Science degree program are:

- a. Adult Education and Evaluation
- b. Career and Technical Center Teaching

## Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website: [www.marshall.edu/graduate/how-to-apply-for-admission](http://www.marshall.edu/graduate/how-to-apply-for-admission).

In addition to Marshall University's requirements for admission, the following criteria must be met for admission to the Adult and Continuing Education (ACE) program:

- Students will be expected to have achieved the academic standards set forth by Marshall University. These students should possess the knowledge and skills necessary for admission in the College of Education and Professional Development.
- 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.
- Admission to the Career and Technical Center Teaching area of emphasis require that students be employed as a career and technical center teacher in West Virginia.

## Program Requirements, M.S. -- Area of Emphasis in Adult Education and Evaluation

A total of 30 credit hours is required for program completion for the Adult Education and Evaluation 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 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.

## Adult Education and Evaluation Area of Emphasis

The Adult Education and Evaluation area of emphasis serves training and development professionals looking to expand knowledge and further careers, as well as professionals wanting to transition into teaching adults.

- Adult Education serves persons who work with adults in either an instructional or an administrative role. Students are drawn from various areas such as the human services agencies, those with staff development, or in-service responsibilities in hospitals, business or government, as well as those in adult preparatory programs at the postsecondary or community college level.
- Training and Development serves persons employed in business, industry, or other organizations involved in the advancement of knowledge,

competencies, and skills of their employees. Students are drawn from various areas such as management, marketing, human resources, and safety whose responsibilities may include instructional design and preparation of employees for current jobs, future assignments, and/or personal enhancement.

**Core Courses – Required (12 Hours):**

ATE	600	Aspects of Training and Development
ATE	603	Introduction to Adult Education and Adult Learners
ATE	656	Instructional Planning for Adult Populations
LS	632	Human Relations in the Public Sector

**General Courses – (15 Hours):**

ATE	618	Literature of Adult and Continuing Education
ATE	628	Adult Instruction: Environmental and Personal Aspects
ATE	661	Practicum in Adult and Continuing Education
ATE	671	Evaluation of Adult and Technical Education <i>Prerequisite for ATE 671 (ATE 656)</i>
ATE	677	Research Methods and Design
ATE	689	Grant Proposal Writing NP Agnc

**Capstone – (3 Hours):**

ATE	685	Capstone Portfolio
-----	-----	--------------------

**Total Adult Education and Evaluation Program Hours: 30**

**Program Requirements, M.S. -- Area of Emphasis in Career and Technical Center Teaching**

A total of 30 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 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.

**Career and Technical Center Teaching Area of Emphasis**

The West Virginia Career and Technical Center Teaching Preparation and Certification Program (ATE Master of Science Degree with focus in Career Centered

Teaching) is restricted to only currently employed individuals in a CTE Concentration/Endorsement Program Area in one of the comprehensive high schools, career tech centers, or multi-county centers.

**Core Courses –Required (12 Hours):**

ATE 600 Aspects of Training and Development  
ATE 603 Introduction to Adult Education and Adult Learners  
ATE 656 Instructional Planning for Adult Populations  
LS 632 Human Relations in the Public Sector

**West Virginia Licensure Courses – (15 Hours):**

ATE 508 Teaching Methods Career Tech Ed  
ATE 511 Introduction to Career and Technical Education  
ATE 524 Safety in Career and Technical Education  
ATE 548 Appl Basic Skills Career Tech  
ATE 631 Survey Pract Computer Appl  
ATE 637 Indiv Computer Prog App  
ATE 673 Assessment in Adult/Technical Education

**Capstone (3 Hours):**

ATE 685 Capstone Portfolio

**Total Career and Technical Center Teaching Program Hours: 30**

# Appendix B:

ATE Previous Catalog Description  
from the  
2015 Graduate Catalog

**ADULT AND TECHNICAL EDUCATION, M.S.**

**Areas of Emphasis**

- Adult Education**
- Training and Development**
- Career and Technical Center Teaching**

**Education Specialist with Area of Emphasis in Adult and Technical Education, Ed.S.**

**Program Description, M.S.**

The Master of Science in Adult and Technical Education is a field-based program designed to serve persons who are employed on a full-time basis. The program is intended for persons who serve in an instructional, training, leadership, or professional role in human services areas of business, industry, government, community agencies or education. The areas of emphasis in Adult and Technical Education allow a program to be tailored to meet the personal and professional needs of a broad spectrum of graduate students. The courses provide students with the opportunity to continue their graduate education in a flexible program through a state-wide delivery system. Most courses are taught in the evening or at other convenient times. Every effort is made to tailor the program to meet the needs of the student.

The following provides the framework for the candidate’s Plan of Study: In consultation with the advisor, the student will select an area of emphasis and plan the program. Areas of emphasis available in the Master of Science degree program are:

- a. Adult Education
- b. Interdisciplinary Studies (admission suspended)
- c. Training and Development
- d. Career and Technical Center Teaching

**Admission Requirements**

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website: *www.marshall.edu/graduate/how-to-apply-for-admission*.

In addition to Marshall University’s requirements for admission, the following criteria must be met for admission to the Adult and Technical Education program:

- Admission to the program also requires an undergraduate Grade Point Average (GPA) of 2.75 or higher on a 4.0 scale for all previously completed undergraduate work.
- Admission to the Career and Technical Teaching emphasis requires that students be employed as a career and technical center teacher in West Virginia.

**Program Requirements, M.S. – Areas of Emphasis in Adult Education and Training and Development**

Students may complete 33 hours in the thesis option or 36 hours in the non-thesis option 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 a portfolio in their last semester of enrollment and may take no more than one other 3-hour course in the semester that the portfolio class is taken.

**Adult Education Area of Emphasis**

The Adult Education program is designed to serve persons who work with adults in either an instructional or an administrative role. As such, its participants are drawn from various areas such as the human services agencies, those with staff development, or in-service responsibilities in hospitals, business or government as well as those in adult preparatory programs at the postsecondary or community college level.

**Minimum Requirements .....33-36 hours**

Major Field.....27

*Required:*

ATE 603 Introduction to Adult Education and Adult Learners

*(continued)*

- ATE 618 Literature of Adult and Continuing Education
- ATE 628 Adult Instruction: Environmental and Personal Aspects
- ATE 675 Literature & Applied Research in ATE or Equivalent
- ATE 679 Problem Report (3 hours only)

*Elect 12 hours from the following:*

- ATE 600 Aspects of Training and Development
- ATE 609 Developing Training in Business and Industry
- ATE 656 Instructional Planning for Adult Populations
- ATE 661 Practicum in Adult and Continuing Education
- ATE 671 Evaluation of Adult and Technical Education

Thesis (6 hours) or Electives (9 hours) ..... 6-9

Select any academic graduate courses for electives from Adult and Technical Education, Counseling, Curriculum and Instruction, Economics, English, Family and Consumer Sciences, Instructional Technology, Mathematics, Management, Marketing, Psychology, Literacy education, Safety Technology, Sociology, or other approved disciplines.

**Training and Development Area of Emphasis**

The Training and Development program is designed to serve persons employed in business, industry, or other organizations involved in the advancement of knowledge, competencies, and skills of their employees. Graduate students are drawn from areas such as management, marketing, human resources, and safety whose responsibilities include instructional design and preparation of employees for current jobs, future assignments, and/or personal enhancement.

**Minimum Requirements .....33-36 hours**

Major Field.....27

*Required:*

- ATE 503 Introduction to Adult Learning Theory\*
- ATE 600 Aspects of Training and Development
- ATE 609 Developing Training in Business and Industry\*
- ATE 628 Adult Instruction: Environmental and Personal Aspects\*
- ATE 652 Field Based Job Analysis and Curriculum Design\*
- ATE 661 Practicum in Adult and Continuing Education
- ATE 675 or equivalent

*Elect 6 hours of additional ATE course credit*

Thesis (6 hours) or Electives (9 hours)..... 9

Select any academic graduate courses for a minor field from Adult and Technical Education, Communications Studies, Counseling, Instructional Technology, Management, Marketing, Psychology, Safety Technology, or other approved disciplines.

\*Students may register for Internship after successful completion of: ATE 503, ATE 609, ATE 628, ATE 652.

**Program Requirements, M.S. – Area of Emphasis in Career and Technical Center Teaching**

The required GPA to complete the master’s degree is 3.0 (B). Students must pass the capstone course requirements in order to obtain the M.S. degree.

**Master of Science – Area of Emphasis in Career and Technical Center Teaching**

*Required Courses*

- ATE 511 Introduction to Career and Technical Education
- ATE 524 Safety in Career and Technical Education
- ATE 548 Teaching Methods in Career and Technical Education
- ATE 508 Applications of Basic Skills in Career and Technical Education
- ATE 631/637 Computer Applications
- ATE 650 Career Education Curriculum Development
- ATE 673 Assessment in Adult/Technical Education

**Total Required Hours.....21**

*(continued)*



*Elective Courses (choose 9 hours of these ATE courses)*

ATE 603	Introduction to Adult Education and Adult Learners	
ATE 628	Adult Instruction: Environmental and Personal Aspects	
ATE 609	Developing Training Plans for Business and Industry	
ATE 549	Occupational Analysis and Instructional Design	
ATE 550	Interpersonal Skills in the Workplace	

**Total Elective Hours .....9**

(Students must complete all required courses before registering for ATE 618)

*Required Capstone Course*

ATE 618	Literature of Adult and Continuing Education.....	3
---------	---	---

**TOTAL DEGREE HOURS ..... 33**

**Ed.S. with Area of Emphasis in Adult and Technical Education**

**Program Description**

The program is designed to permit specialization in the field of Adult and Technical Education.

**Admission Requirements, M.S.**

Applicants must have a master's degree from a regionally accredited institution and work experience that provides an applicable background for the program. Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at [www.marshall.edu/graduate/admissions/how-to-apply-for-admission](http://www.marshall.edu/graduate/admissions/how-to-apply-for-admission)

**Program Requirements**

All programs must be completed in seven years from admittance and conform to the following standards:

1. Completion of a minimum of 36 hours of planned, approved graduate study with a 3.25 GPA, including the following:
 

Core coursework .....		15
LS 703	Research Design	
EDF 625	Qualitative Research in Education;	
CIEC 700	Technology and Education	
EDF 711	Survey Research in Education;	
CI 677	Writing for Publication OR	
HUM 604	Expository Writing	
Adult and Technical Education Coursework.....		15
ATE 618	Literature of Adult and Continuing Education	
ATE 689	Grant Writing;	
ATE 701	Community and Technical College	
ATE	Applied Research in Career and Technical Center Teaching	
ATE 723	Perspectives and Strategies for Workforce Education	
Research Component.....		3
ATE 679	Problem Report	
<b>TOTAL HOURS .....</b>		<b>33</b>
2. 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 off 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.